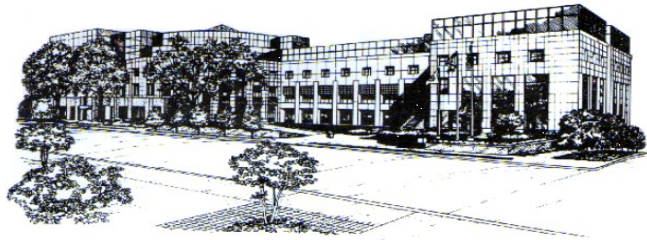


BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA REGULAR MEETING

**Tuesday, May 11, 2021
3:00 p.m.**

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



COUNTY COMMISSIONERS

Rick Minor, Chairman
District 3

Bill Proctor, Vice Chair
District 1

Carolyn D. Cummings
At-Large I

Kristin Dozier
District 5

Jimbo Jackson
District 2

Nick Maddox
At-Large II

Brian Welch
District 4

Vincent S. Long
County Administrator

Chasity H. O'Steen
County Attorney

The Leon County Commission typically holds regular meetings on the second Tuesday of each month and workshops are held on the fourth Tuesday of the month. Regularly scheduled meetings are held at 3:00 p.m. and workshops are held at 1:00 p.m. A tentative schedule of meetings and workshops is attached to this agenda as a "Public Notice." Commission meeting agendas and minutes are available on the County Home Page at: www.leoncountyfl.gov. The media and the public can access the meeting in real time on Comcast channel 16, Prism channels 16 and 1016-HD, the Leon County Florida channel on Roku, the County's [Facebook](#) page, [YouTube](#) channel and [web site](#).

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

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

Board of County Commissioners

Leon County, Florida

Agenda

Regular Public Meeting

Tuesday, May 11, 2021, 3:00 p.m.

Leon County Courthouse, Commission Chambers, 5th Floor
301 S. Monroe Street Tallahassee, Florida 32301

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

Citizens wishing to provide input on any item(s) on the published agenda (or a non-agenda subject) for the upcoming meeting may share public comment by using one of the following three options:

- In-person at the meeting; or
- Register to provide comments using communications media technology during the meeting through the registration form using the following link <https://www2.leoncountyfl.gov/coadmin/agenda/>. Citizens wishing to comment during the meeting must register by 8 p.m. on the day before the meeting to provide County staff sufficient time to provide instructions to citizens for comment during the meeting; or
- Written comments via online submission prior to the meeting using the following link <https://leoncountyfl.gov/PublicComments>. Written comments should be submitted by 8 p.m. on the day before the meeting in order for the written comments to be distributed to the County Commission prior to the meeting. Written comments submitted after the 8 p.m. deadline on the day before the meeting (up until 1 p.m. the day of the meeting) will be provided to the Commissioners but the County cannot guarantee that the Commissioners will have adequate time to review those comments prior to the meeting. All written comments will be added to the official record and posted on the County webpage.

Anyone needing assistance with submitting comments for the official record may contact County Administration via email at LCG_PublicComments@leoncountyfl.gov or via phone at 850-606-5300.

Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

Face coverings are required to be worn inside the Leon County Courthouse. Capacity inside the chambers is limited to allow adequate room for physical distancing. Overflow space will be set up if needed.

INVOCATION & PLEDGE OF ALLEGIANCE

Invocation by Pastor Benny Bolden, Family Worship and Praise Center

Pledge of Allegiance by Commissioner Jimbo Jackson

AWARDS AND PRESENTATIONS

- Proclamation Recognizing the World Class Schools Best & Brightest Awards
(*Chairman Minor*)

- Presentation on the 2021 Chamber Priorities and the Community Scorecard
(Jay Smith, Chairman of the Greater Tallahassee Chamber of Commerce)
- Overview of the Upcoming 2021 Hurricane Season
(Kevin Peters, Director, Emergency Management)
- Coronavirus Disease 2019 (COVID-19) Update
(Vincent S. Long, County Administrator and Claudia Blackburn, Health Officer for the Florida Department of Health in Leon County)

CONSENT

1. Minutes: February 16, 2021 Regular Meeting and March 9, 2021 Regular Meeting
(Clerk of Court)
2. Payment of Bills and Vouchers
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
3. Commissioner Appointment to the Contractors Licensing Board
(County Administrator/ County Administration)
4. Proposed Voluntary Annexation of the Oxford Gates Detached Residential Subdivision Located at 5701 Thomasville Road
(County Administrator/ Development Support & Environmental Management)
5. Big Bend Healthcare Coalition Grant for Emergency Medical Services
(County Administration/ Emergency Medical Services)
6. Proposed Resolutions Authorizing Conveyance of County Property to the Florida Department of Transportation for Use in the Woodville Highway Widening Project Between Gaile Avenue and Paul Russell Road
(County Administrator/ County Attorney/ Office of Financial Stewardship)
7. Proposed Resolutions Authorizing Conveyance of County Property to the Florida Department of Transportation for Use in the Capital Circle Southwest Widening Project Between Crawfordville Highway and Springhill Road
(County Administrator/ County Attorney/ Office of Financial Stewardship)
8. Approval of an Interlocal Agreement with the Housing Finance Authority of Leon County and Adoption of a Proposed Superseding Resolution
(County Administrator/ Office of Human Services & Community Partnerships)
9. Allocation of Existing State Housing Initiatives Partnership Funding to Emergency Housing Repair Program
(County Administrator/ Office of Human Services & Community Partnerships)
10. Request to Schedule a Workshop with the City of Tallahassee and the Big Bend Continuum of Care on Homelessness and to Schedule a Future Joint Workshop on Affordable Housing
(County Administrator/ Office of Human Services & Community Partnerships)
11. Second Performance Agreement and Surety Device for Unit I of Chastain Manor Phase II Subdivision
(County Administrator/ Public Works)

12. Local Agency Program Agreement with Florida Department of Transportation for the Construction of Safety Improvements on Old Bainbridge Road from I-10 to Capital Circle NW
(County Administrator/ Public Works)
13. Approval of Maintenance Maps for the Northeast Lake Munson Septic to Sewer Project
(County Administrator/ Public Works)
14. Approval of the Plat for Summerfield Single Family Phase IV Subdivision
(County Administrator/ Public Works)
15. License Agreement with Leon Babe Ruth League for Use of the County's Full-Size Baseball Fields
(County Administrator/ Office of Resource Stewardship/ Parks & Recreation)
16. Facility Use Agreement for Tallahassee Memorial HealthCare Inc. Animal Therapy Program
(County Administrator/ Office of Resource Stewardship)
17. Update on Cultural and Historical Tourism
(County Administrator/ Tourism)

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

18. Annual Investment Report for Fiscal Year 2019-2020
(Clerk of Courts)
19. Midyear FY 2021 Commissioner Discussion Items Status Report
(County Administrator/ County Administration)
20. Status Report on the Community Redevelopment Agency's FY 2020 Annual Report
(County Administrator/ County Administration)
21. Status Update Regarding Curbside Collection Service Provided by Waste Pro, Inc.
(County Administrator/ Office of Resource Stewardship)

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.

Citizens wishing to provide input on any item(s) on the published agenda (or a non-agenda subject) for the upcoming meeting may:

- *Provide in-person comments during the meeting; or*
- *Submit their written comments prior to the meeting using the following link <https://leoncountyfl.gov/PublicComments>; or*
- *Register to provide comments using communications media technology during the meeting through the registration form using the following link <https://www2.leoncountyfl.gov/coadmin/agenda/>*

GENERAL BUSINESS

22. Process for the Siting of Homeless Shelters
(County Administrator/ Office of Human Services & Community Partnerships)
23. Proposed Revisions to Policies Regarding the Consent Agenda
(County Administrator/ County Administration)

24. Proposed Revisions to Policy No. 03-16, "Holidays" to Include Election Day as a Paid Holiday for Leon County Government Employees
(County Administrator/ County Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

25. First and Only Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Article XI of the Leon County Land Development Code, Uniform Street Naming and Property Numbering System, Amending Section 10-7.502, General Layout Design Standards, and the Implementing Addressing Policies and Procedures Operating Guidelines
(County Administrator/ Development Support & Environmental Management)
26. First and Only Public Hearing to Consider Adopting an Ordinance Amending Article XIV of Chapter 10 of the Leon County Code of Law, Entitled "Fertilizer Use"
(County Administrator/ Development Support & Environmental Management)
27. First and Only Public Hearing to Consider Recommendation of Special Magistrate Concerning Sixth Amendment to the Southwood Development of Regional Impact Integrated Development Order
(County Attorney)

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

- Leon County Research & Development Authority Financial Statements for year ending September 30, 2020 and Report of Independent Auditors

ADJOURN

*The next workshop meeting of the Board of County Commissioners is tentatively scheduled for
Tuesday, May 25, 2021 at 9:00 a.m.*

*The next regular meeting of the Board of County Commissioners is tentatively scheduled for
Tuesday, June 8, 2021 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 2021 Tentative Meeting Schedule

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

Date	Day	Time	Meeting
January 25	Monday	9:00 a.m.	Board Retreat
January 26	Tuesday	3:00 p.m.	Regular Board Meeting
February 16	Tuesday	3:30 p.m.	Regular Board Meeting
March 9	Tuesday	3:00 p.m.	Regular Board Meeting
March 23	Tuesday	1:00 p.m.	Joint County/City Workshop on Comprehensive Plan Amendments
April 13	Tuesday	3:00 p.m.	Regular Board Meeting
April 13	Tuesday	6:00 p.m.	Joint Transmittal Hearing on the 2021 Cycle Comprehensive Plan Amendments
May 11	Tuesday	3:00 p.m.	Regular Board Meeting
May 25	Tuesday	9:00 a.m.	Budget Workshop (<i>rescheduled from 4/27</i>)
June 8	Tuesday	3:00 p.m.	Regular Board Meeting
June 8	Tuesday	6:00 p.m.	Joint Adoption Hearing on 2021 Cycle Comprehensive Plan Amendments
June 22	Tuesday	9:00 a.m.	Budget Workshop
July 13	Tuesday	9:00 a.m.	Budget Workshop (if necessary)
July 13	Tuesday	3:00 p.m.	Regular Board Meeting
September 14	Tuesday	3:00 p.m.	Regular Board Meeting
September 14	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
September 28	Tuesday	3:00 p.m.	Regular Board Meeting
September 28	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
October 12	Tuesday	3:00 p.m.	Regular Board Meeting
October 26	Tuesday		Meeting and/or Workshop (TBD)
November 9	Tuesday	3:00 p.m.	Reorganization & Regular Board Meeting
December 14	Tuesday	3:00 p.m.	Regular Board Meeting

Note: All regularly scheduled Commission meetings are generally scheduled for the 2nd Tuesday of the month and workshops for the 4th Tuesday. If additional Commission meetings are necessary, the meeting would be scheduled on the 4th Tuesday of the month in addition to or in place of a workshop.

PUBLIC NOTICE
Leon County Board of County Commissioners
2021 Tentative Meeting Schedule

Month	Day	Time	Meeting Type
January 2021	Friday 1	Offices Closed	NEW YEAR'S DAY
	Thursday 7 & Friday 8		FAC Advanced County Commissioner I Program Session 5
	Tuesday 12	No meeting	BOARD RECESS
	Monday 18	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Tuesday 19	9:00 a.m. Cancelled	Capital Region Transportation Planning Agency Retreat / Workshop – City Commission Chambers
		5:00 p.m.	Leon County Legislative Delegation Meeting Virtual Meeting
	Thursday 21 – Friday 22		FAC Advanced County Commissioner II Program Session 6
	Monday 25	9:00 a.m.	Board Retreat FSU Dodd Hall, Heritage Museum
	Tuesday 26	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First of Two Public Hearings to Consider a Development Agreement Between Leon County and Pepe Silvia Group, LLC
		6:00 p.m.	First & Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 5 of Leon County Code of Laws Entitled “Building and Construction Regulations”
		6:00 p.m.	Second and Final Public Hearing to Consider Adoption of an Ordinance Amending Article VIII of Chapter 10 of the Leon County Code of Laws Entitled “Floodplain Management” and also Amending Section 10 1.101 Entitled “Definitions” and Section 10-4.303 Entitled “Stormwater Management Design Standards”
February 2021	Thursday 4 & Friday 5		FAC Advanced County Commissioner I Program Session 6
	Tuesday 9	3:00 p.m. Rescheduled to 2/16	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m. cancelled	First and Only Public Hearing on the 7th Amendment to the Southwood DRI Development Order
	Tuesday 16	1:00 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 16	3:30 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Second and Final Public Hearing to Consider a Development Agreement Between Leon County and Pepe Silvia Group, LLC
		6:00 p.m.	First & Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Office Residential-3 (OR-3) to the Single Family Detached Residential (R-2) Zoning District (S.W. corner of Parklawn Ct. and Blountstown St.)
		6:00 p.m.	First and Only Public Hearing to Consider Adopting a Resolution Abolishing the Leon County Health Facilities
		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

Month	Day	Time	Meeting Type
February 2021 (cont.)	Thursday 18	1:00 p.m.	Blueprint Intergovernmental Agency Strategic Plan Workshop City Commission Chambers
		3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Thursday 18 – Friday 19		FAC Advanced County Commissioner II Program Session 7
	Saturday 20 – Wednesday 24	Cancelled - Changed to Virtual Conference 3/8-26	NACO Legislative Conference Washington, D.C.
March 2021	Thursday 4 & Friday 5		FAC Advanced County Commissioner I Program Session 7
	Monday 8 – Friday 26		NACO 2021 Virtual Legislative Conference
	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 16	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 16		FAC Ethics, Public Records & Sunshine Law Course
	Wednesday 17	8:30 a.m.-5:30 p.m.	FAC Legislative Day Tallahassee, FL
	Thursday 18 – Friday 19		FAC New Commissioner / Structure & Authority Class and Commissioners Roles & Responsibilities Class
	Thursday 18 – Friday 19		FAC Advanced County Commissioner II Program Session 8
	Tuesday 23	1:00 p.m.	Joint County/City Workshop on the 2021 Cycle Comprehensive Plan Amendments
		3:00 p.m.	Workshop on Affordable Housing Initiatives County Courthouse, 5 th Floor Commission Chambers
	Thursday 1 & Friday 2		FAC Advanced County Commissioner I Program Session 8
	Thursday 8	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
April 2021	Tuesday 13	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Joint County/City Transmittal Hearing on Cycle 2021 Comprehensive Plan Amendments
	Tuesday 20	1:30 p.m. cancelled	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 27 Rescheduled to May 25, 2021	9:00 a.m.	Budget Policy Workshop County Courthouse, 5th Floor Commission Chambers
	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing to Consider Adopting an Ordinance Amending Leon County's Fertilizer Ordinance
May 2021		6:00 p.m.	First and Only Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Article XI of the Leon County Land Development Code, Uniform Street Naming and Property Numbering System, Amending Section 10-7.502, General Layout Design Standards, and the Implementing Addressing Policies and Procedures Operating Guidelines

Month	Day	Time	Meeting Type
May 2021 (cont.)	Tuesday 11	6:00 p.m.	First and Only Public Hearing to Consider Recommendation of Special Magistrate Concerning Sixth Amendment to the Southwood Development of Regional Impact Integrated Development Order
	Tuesday 18	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Thursday 20	Offices Closed	EMANCIPATON DAY
	<u>Tuesday 25</u>	<u>9:00 a.m.</u>	<u>Budget Policy Workshop</u> <u>County Courthouse, 5th Floor Commission Chambers</u>
	Thursday 27	1:00 p.m.	Blueprint Intergovernmental Agency Budget Workshop City Commission Chambers
	Thursday 27	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Monday 31	Offices Closed	MEMORIAL DAY
June 2021	Tuesday 8	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	Joint County/City Adoption Hearing on Cycle 2020 Comprehensive Plan Amendments
		<u>6:00 p.m.</u>	<u>First of Two Public Hearings to Consider Adopting an Ordinance Amending Section 10-6.612 of the Land Development Code Entitled "Rural Zoning District"</u>
		<u>6:00 p.m.</u>	<u>First & Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Single Family Detached, Attached and Two-Family Residential (R-3) Zoning District to the Urban Residential (R-4) Zoning District (4075 Buck Lake Road)</u>
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 22	9:00 a.m.	Budget Workshop County Courthouse, 5th Floor Commission Chambers
	Tuesday 29 - Friday July 2		FAC Annual Conference & Educational Exposition Orange County; Orlando, FL
July 2021	Monday 5	Offices Closed	INDEPENDENCE DAY observed
	Tuesday 13	<u>9:00 a.m.</u> <u>tentative</u>	<u>Joint County/City Workshop on Homelessness</u> <u>County Courthouse, 5th Floor Commission Chambers</u>
		TBD	Budget Workshop (if necessary) County Courthouse, 5th Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		<u>6:00 p.m.</u>	<u>Second and Final Public Hearings to Consider Adopting an Ordinance Amending Section 10-6.612 of the Land Development Code Entitled "Rural Zoning District"</u>
		<u>6:00 p.m.</u>	<u>First & Only Public Hearing to Approve the Resolution Adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to the Tax Collector</u>
		<u>6:00 p.m.</u>	<u>First & Only Public Hearing to Approve the Resolution Adopting the Solid Waste Disposal Services Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to Tax Collector</u>
		<u>6:00 p.m.</u>	<u>First & Only Public Hearing to Approve the Resolution Adopting the Stormwater Non-ad Valorem Assessment Roll and Certification of the Entire Roll to Tax Collector</u>

Month	Day	Time	Meeting Type
July 2021 (cont.)	Thursday 15	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	<i>Friday 16 - Monday 19</i>		<i>NACo Annual Conference Travis County / Austin, Texas</i>
	Tuesday 27	No Meeting	BOARD RECESS
August 2021	<i>Friday 13 - Sunday 15</i>		<i>Chamber of Commerce Annual Conference Amelia Island, Fernandina Beach, FL</i>
September 2021	Monday 6	Offices Closed	LABOR DAY
	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 20/21*
	<u>Saturday 18</u>	<i>tentative</i>	<u>Honor Flight Tallahassee</u> <i>Washington D.C.</i>
	<u>Tuesday 21- Wednesday 22</u>		<u>FAC Innovation & Policy Conference</u> <i>Palm Beach County</i>
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Thursday 23	5:00 p.m.	Blueprint Intergovernmental Agency Meeting & 6:00 p.m. Budget Public Hearing, City Commission Chambers
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 20/21*
	<u>Tuesday 28 – Friday 1</u>		<u>National Urban League Annual Conference</u> <u>Virtual Conference</u>
	Wednesday – Sunday TBD	<i>typically mid- September</i>	<i>Congressional Black Caucus Annual Legislative Conference – Washington D.C.</i>
*These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings			
October 2021	<i>Sunday 3 – Wednesday 6</i>		<i>ICMA Annual Conference Multnomah County - Portland, Oregon</i>
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 19	9:00 a.m.	Capital Region Transportation Planning Agency Workshop/Retreat – City Commission Chambers
	Tuesday 26		Meeting and/or Workshop (to be determined) County Courthouse, 5 th Floor Commission Chambers
November 2021	Tuesday 9	3:00 p.m.	Reorganization and Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 11	Offices Closed	VETERAN'S DAY OBSERVED
	Tuesday 16	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	<i>Wednesday - 17 Friday 19</i>		<i>FAC Legislative Conference Walton County</i>
	Thursday 25	Offices Closed	THANKSGIVING DAY
	Friday 26	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
December 2021	Thursday 9	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 14	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 adopting an ordinance amending the County Commission Districts</u>

Month	Day	Time	Meeting Type
December 2021 (cont.)	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Friday 24	Offices Closed	CHRISTMAS EVE
	Friday 31	Offices Closed	NEW YEAR'S EVE
January 2022	Tuesday 11	No Meeting	BOARD RECESS
	Monday 17		MARTIN LUTHER KING, JR. DAY

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

leoncountyfl.gov/committees

CURRENT VACANCIES

Animal Classification Committee

Board of County Commissioners (1 appointment) – Licensed Veterinarian

Citizens' North Monroe Corridor Task Force

County Administrator (7 appointments)

City of Tallahassee (5 appointments)

Contractors Licensing & Examination Board

Commissioner - District IV: Welch, Brian (1 appointment)

Commissioner - District III: Rick Minor (1 appointment)

Joint City/County Bicycling Workgroup

City of Tallahassee (3 appointments)

Public Safety Coordinating Council

BOCC Chairman: Rick Minor (3 appointments)

Seats available in the following categories:

j. Director of local substance abuse treatment program

k. Representatives from county and state jobs programs

k. Representative from community groups who work with offenders and victims

UPCOMING VACANCIES

JUNE 30, 2021

Architectural Review Board

Board of County Commissioners (3 appointments)

Board of Adjustments & Appeals

Board of County Commissioners (1 appointment)

CareerSource Capital Region Board

Board of County Commissioners (3 appointments)

Planning Commission

Board of County Commissioners (1 appointment)

JULY 31, 2021

Code Enforcement Board

Commissioner - District I: Bill Proctor (1 appointment)

Commissioner - District III: Rick Minor (1 appointment)

Commissioner - District IV: Brian Welch (1 appointment)

Commissioner - District V: Kristin Dozier (1 appointment)

Leon County Educational Facilities Authority

Board of County Commissioners (1 appointment)

Water Resources Committee

Commissioner - District V: Kristin Dozier (1 appointment)

Commissioner – At-Large II: Nick Maddox (1 appointment)

SEPTEMBER 30, 2021

Council on Culture & Arts

Board of County Commissioners (2 appointments)

Housing Finance Authority of Leon County

Commissioner - District I: Bill Proctor (1 appointment)

Commissioner - District III: Rick Minor (1 appointment)

Commissioner – At-Large II: Nick Maddox (1 appointment)

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

Commissioner - District II: Jimbo Jackson (1 appointment)

Commissioner - District IV: Brian Welch (1 appointment)

Commissioner - At-Large I: Carolyn D. Cummings (1 appointment)

Commissioner – At-Large II: Nick Maddox (1 appointment)

Board of County Commissioners (ratifies the 3 appointments of the members selected by the CSWG)

**Leon County
Board of County Commissioners
Notes for Agenda Item #1**

Leon County Board of County Commissioners

Agenda Item #1

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: February 16, 2021 Regular Meeting and March 9, 2021 Regular Meeting

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

Statement of Issue:

This item seeks Board review and approval of the following minutes: February 16, 2021 Regular Meeting and March 9, 2021 Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of February 16, 2021 Regular Meeting and March 9, 2021 Regular Meeting.

Attachments:

1. February 16, 2021 Regular Meeting minutes
2. March 9, 2021 Regular Meeting minutes

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
February 16, 2021**

The Board of County Commissioners of Leon County, Florida met in regular session at 3:30 p.m. with Chairman Rick Minor presiding. Present were Vice-Chairman Bill Proctor and Commissioners Nick Maddox, Brian Welch, Kristin Dozier, Carolyn Cummings, and Jimbo Jackson. Also present were County Administrator Vincent Long, County Attorney Chasity O'Steen, and Clerk to the Board Beryl H. Wood.

Chairman Minor called the meeting to order at 3:35 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Reverend Don Tolliver, Vice President of the Tallahassee Chapter of the National Action Network. The Pledge of Allegiance was provided by Commissioner Carolyn Cummings.

AWARDS AND PRESENTATIONS

1. **Recognizing Leon County Volunteer Champion Annie Johnson for "Project Annie" Meal Program (*Chairman Minor/Royle King, Volunteer Services Manager*)**
 - Royle King, Volunteer Services Manager, recognized Annie Johnson of the "Project Annie" Meal Program. Ms. Johnson provided meals during the holidays, supplied bagged groceries for people in need in Leon County, and distributed clothes.
 - Annie Johnson spoke on her passion for helping others and thanked the community for helping her clothe and feed people in need.
2. **Presentation from Cecka Rose Green, Children's Home Society of Florida Big Bend Region, on behalf of Sabal Palm Elementary, a Community Partnership School (*Commissioner Dozier/Cecka Rose Green*)**
 - Commissioner Dozier introduced the speaker Cecka Rose Green, Regional Executive Director of the Children's Home Society of Florida Big Bend Region. She believed that this presentation would help the Board learn more about Community Partnership Schools.
 - Ms. Rose Green serves as the Regional Executive Director of the Children's Home Society of Florida Big Bend. She gave a presentation on the need for community partnership schools.
 - Commissioner Welch noted that his Leadership Tallahassee class has worked with Sabal Palm Elementary School.
 - Commissioner Dozier thanked Ms. Rose Green for her presentation. She asked Ms. Rose Green to speak on some of the issues that they have faced.

- Ms. Rose Green thanked Commissioner Welch for his work through Leadership Tallahassee. She reflected on the need for additional support that could be provided through AmeriCorps for \$8,000 for two full-time team members.
- Commissioner Jackson thanked her for her presentation. He recognized Principal Walker for her work in the school. He also recognized the FSU School of Medicine for its help. He noted that the district the school serves faces poverty, and that Sabal Palm Elementary School is helping alleviate these burdens for children.
- Commissioner Cummings has had the opportunity to meet with Ms. Rose Green. She gave accolades for the staff of Sabal Palm Elementary. She reflected on the possibility of the County providing financial support.
- Chairman Minor noted that he attended the Community Partnership School Luncheon where he learned more about Sabal Palm Elementary.
Commissioner Dozier moved, seconded by Commissioner Cummings to direct staff to prepare an agenda item exploring the opportunity to provide funding to the Community Partnership School for two full-time AmeriCorps team members, for March 9, 2021.
The motion carried 7-0.

3. **Presentation on The Big Bend Continuum of Care and Homelessness (Amanda Wander, Executive Director of the Big Bend Continuum of Care)**

- Ms. Amanda Wander, Executive Director of the Big Bend Continuum of Care (BBCC), provided an overview on the BBCC activities, services, and its work within the homeless population. She also provided an update on the City Walk Homeless Shelter on Mahan Drive.
- Commissioner Dozier reflected on the emails she received regarding the City Walk shelter. She referred to the recently added Strategic Initiative to “Develop a public engagement coordination and planning process with the City and Big Bend Continuum of Care for the siting of all future homeless shelters and support facilities.” She reflected on the need to improve partner coordination and align the County/City CHSP funding metrics with the BBCC metrics for their service providers. She confirmed with Ms. Wander that improving coordination, collaboration, and aligning the metrics could help to leverage additional federal funding.
- Commissioner Dozier stressed the importance of aligning the metrics with the County/City CHSP process, coordinating funding and information sharing, and codifying procedures for cold night shelters. She stated that the funding coordination should be covered as part of the new Strategic Initiative.
- Commissioner Dozier stated that the County should coordinate with the BBCC to maximize funds that will become available under the Biden administration. Commissioner Welch confirmed with Ms. Wander that the BBCC does an annual count of the homeless population. He asked if there are any new innovative ideas to address homelessness.
 - Ms. Wander confirmed that there are approximately 100 unsheltered homeless in our community. She stated that the focus should continue to be on expanding permanent supportive housing and rapid rehousing.

Commissioner Dozier moved for extra speaking time, seconded by Commissioner Welch.
The motion carried 7-0.

- Commissioner Dozier requested an agenda item to align the County/City CHSP metrics with the Big Bend Continuum of Care and to codify cold night shelter policies.

Commissioner Dozier moved, seconded by Commissioner Maddox to direct staff to prepare an agenda item exploring aligning the metrics of County/City CHSP and Bend Continuum of Care metrics and codifying the process coordinated by Leon County Emergency Management with support from community partners in siting cold night weather shelters. The motion carried 7-0.

4. **Update on the Coronavirus Disease 2019 (COVID-19) Pandemic (Vincent Long, County Administrator and Claudia Blackburn, Health Officer for the Florida Department of Health in Leon County)**

- County Administrator Vincent Long introduced Claudia Blackburn.
- Claudia Blackburn, Health Officer for the Florida Department of Health in Leon County, shared that the COVID-19 positivity rate as well as the number of cases reported is declining. She stated cases are disproportionately in the 18-24 age group. The County's goal is to vaccinate 80% of citizens 65 and over, and the County has currently vaccinated 65% of citizens 65 and over. She reported that FAMU has been designated as a State COVID vaccination site for the underserved and stressed that, in addition to vaccinations, the best ways to mitigate the spread is to wear a mask, wash your hands and socially distance.
- Commissioner Dozier reflected on the increase in cases in the 18-24 age group and confirmed with Ms. Blackburn that an increase in other demographics usually follows when there has been an increase in infections in the 18-24 age group. She asked the County Administrator how the County staff is holding up and if County staff is following the mask mandate.
 - County Administrator Long confirmed that staff is holding up well, and opportunities have been taken to reinforce the mask protocols and rules.
- Vice-Chairman Proctor thanked Ms. Blackburn for her work. He asked for an update regarding the vaccination of incarcerated individuals.
- Commissioner Cummings asked for an update on the initiatives that were brought up during the last Board meeting regarding the minority community and their vaccine reluctance.
 - Ms. Blackburn stated that she believed that having FAMU as a vaccine site would help with vaccinating minority populations in Leon County.
- Chairman Minor reflected on Commissioner Cummings' question regarding the equity in distribution of the vaccine. He asked about the order of priority for persons with disabilities.
 - Mathieu Cavell, Assistant to the County Administrator, provided an overview of the County's comprehensive effort to promote COVID vaccinations in minority communities.
 - Claudia Blackburn stated that TMH has a pilot program to prioritize the highest risk populations to be immunized. She recommended that citizens in that population contact their health care provider to be placed on a waiting list.

CONSENT

Vice-Chairman Proctor moved, seconded by Commissioner Maddox, to approve the Consent Agenda except for the pulled items, #6, #8 and #12. The motion carried 7-0.

1. Minutes: October 13, 2020 Regular Meeting and November 17, 2020 Reorganization/Regular Meeting

The Board approved Option 1: Approve the minutes of October 13, 2020 and November 17, 2020 Reorganization/Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for February 9, 2021 and preapprove the payment of bills and vouchers for the period of February 10, 2021 through March 8, 2021.

3. Ratification of Board Actions Taken at the January 25, 2021 Annual Retreat

- The following Citizen Comment was received via online submission:
 - Shane Herman, 1017 Marys Drive, provided an online comment in opposition to the location of the City Walk Urban Mission homeless shelter.

The following citizen provided a virtual comment:

- Bart Bibler, 3673 Mossy Creek Lane, Founder I Hope Inc. LLC, spoke in support of improving race relations, crime prevention and poverty reduction. He commended the Board for the recently adopted County Strategic Initiatives and suggested a poverty reduction goal of 20% within 5 years. He stated the United to Ensure Prosperity for All Leon County virtual event will be held on Friday, March 26th from 10 a.m. to 12 p.m. and invited the Commissioners to participate as panelists. He also stated that the Bridges out of Poverty Programs virtual event will be held on Thursday, May 20th.

The Board approved Option #1: Ratify the actions taken at the January 25, 2021 Annual Retreat.

The following reflects the new strategic initiatives the Board approved during the January 25, 2021 Retreat:

1. *Update Existing Initiative: Complete and implement the joint County/City disparity study and enhancements to the MWSBE program and conduct an update to the study in 2021.*
2. *Continue to pursue and position the County to accept and further advance local priorities to distribute additional CARES funding in support of individual assistance, small business assistance and vaccinations.*
3. *Evaluate potential enhancements to the Lake Talquin/Urban Fringe (LT/UF) zoning district to provide more opportunity for commercial uses that are functionally supportive and related to eco-tourism or natural resource-based activities, along the southern shoreline of Lake Talquin.*
4. *Develop a policy and criteria for adding County roads to the canopy road system.*
5. *Develop a Sustainable Business Recognition Program.*
6. *Coordinate with the City of Tallahassee in pursuing designation as an AARP Age-Friendly Community Network to enhance the community's livability for residents of all ages.*
7. *Relocate the proposed Northeast Park to the Welaunee area and support Blueprint accelerating the funding of the project in coordination with the Northeast Gateway project.*

8. *Evaluate and implement options to address chronic speeding and traffic issues in the Northeast and along Deer Lake Road.*
9. *Implement targeted outreach and education to minority communities to encourage vaccinations.*
10. *Develop a plan to address poverty and inequities in 32304 in collaboration with the City and other community partners.*
11. *Create a Citizen's North Monroe Street Task Force with City of Tallahassee participation, staffed by the City/County Planning Department charged with identifying opportunities to reduce crime and improve conditions along the North Monroe Corridor between Fred George Road and Tharpe Street.*
12. *Working with community partners, develop possible options for those struggling with food insecurity by utilizing the results of Feeding Florida's recent study on food insecurity that provides granular information down to the neighborhood block group level.*
13. *Conduct the redistricting process as mandated by the Florida Constitution to ensure Leon County's Commission districts reflect the results of the 2020 Census.*
14. *Become a member of the Government Alliance on Race and Equity (GARE) organization and integrate initiatives and resources of GARE in human service programs such as CHSP where possible.*
15. *In working with community partners, bring greater community awareness of Florida Emancipation Day (May 20th).*
16. *Provide the Children Services Council a loan to support its initial operations.*
17. *Develop a public engagement coordination and planning process with the City and Big Bend Continuum of Care for the siting of all future homeless shelters and support facilities.*

The following reflects the agenda items and other administrative items requested by the Board during the January 25, 2021 Board Retreat.

- *Direct the County Administrator to have an agenda item prepared for the Blueprint/OEV strategic planning workshop regarding pathways to job creation, government's public policy role in job creation, and how these issues are considered in the future.*
- *Request that LCSO evaluate the need to create a separate mental health officer position.*
- *Direct staff to prepare a status report on bike-ped safety and educational initiatives.*
- *Direct staff to explore options for supporting property owners in addressing inheritance and title issues for the purpose of subdividing property.*

4. **Consideration of Additional 2021 State Legislative Priorities**

The Board approved Option 1: Add the following policy statements to Leon County's 2021 state legislative priorities:

- a. *Support HB 387 or similar legislation to expand the types of projects eligible for Property Assessed Clean Energy (PACE) financing.*
- b. *Support HB 107/SB 256 or similar legislation to prohibit discrimination based on sexual orientation and gender identity or expression in employment, housing and public accommodations.*
- c. *Oppose SB 62 or similar legislation that would limit, reduce, or eliminate the statutory roles and responsibilities of Regional Planning Councils in Florida.*

5. **Resolution Reauthorizing the Housing Finance Authority of Leon County to Issue a Multifamily Housing Revenue Bond for the First Phase of the Magnolia Family/Orange Avenue Apartments Redevelopment Project**

The Board approved Option 1: Approve the Resolution reauthorizing the Housing Finance Authority of Leon County to issue a \$15,000,000 Multifamily Housing Revenue Bonds for Magnolia Family (Attachment # 1).

6. **Letter of Support to FDOT to Reroute US Bicycle Route 90 - PULLED**

- County Administrator Long corrected that Agenda Item #6 had not been pulled.

Commissioner Dozier moved, seconded by Vice-Chairman Proctor, to approve Option 1: Authorize County Administrator, or designee, to issue the proposed Letter of Support to the Florida Department of Transportation for US Bicycle Route 90 change (Attachment # 1). The motion carried 7-0.

7. **Approval of the Plat for Tower Gates Phase 1 Subdivision**

The Board approved Option 1: Approve the plat for Tower Gates Phase 1 Subdivision for recording in the Public Record (Attachment #1), contingent upon staff's final review and approval, and authorize the County Administrator to accept the Performance Agreement and Surety Device in a form approved by the County Attorney (Attachment #2)

8. **Second Performance Agreement and Surety Device for Summerfield Phase I Subdivision - PULLED**

9. **Adoption of Proposed New Policy for the Traffic Calming Program**

The Board approved Option 1: Adopt the proposed Policy No. 21-X "Traffic Calming Program" (Attachment # 1).

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

10. **Fiscal Year 2020 Annual Leon County Contractors' Licensing and Examination Board Report**

The Board approved Option 1: Accept the Contractors' Licensing and Examination Board Fiscal Year 2019-2020 Annual Report.

11. **FY 2020 Annual Code Enforcement Board, Nuisance Abatement Board, and Code Compliance Program Report**

The Board approved Option 1: Accept the FY 2020 Annual Code Enforcement Board, Nuisance Abatement Board, and the Code Compliance Program Report.

12. **Status Update Regarding Curbside Collection Service Provided by Waste Pro, Inc. - PULLED**

CONSENT ITEMS PULLED FOR DISCUSSION

8. **Second Performance Agreement and Surety Device for Summerfield Phase I Subdivision**

Chairman Minor pulled this agenda item. He disclosed the appearance of a conflict of interest and stated he would abstain from voting.

Commissioner Maddox moved, seconded by Commissioner Dozier, to approve Option 1: Accept the Second Performance Agreement and Surety Device for Summerfield Phase I Subdivision. The motion carried 6-0. (Chairman Minor abstaining.)

12. Status Update Regarding Curbside Collection Service Provided by Waste Pro, Inc.

The item was pulled from consent by Commissioner Dozier.

Commissioner Dozier reflected on the dramatic decrease in the liquidated damages but noted the highest number of complaints and requests received since 2014. She asked for a breakdown of the nature of the complaints and requests and how Waste Pro is addressing them.

Maggie Theriot, Director of Resource Stewardship, stated that she would be happy to provide details in an email and that the numbers include complaints and requests, which are predominantly bulk service requests, and per the contract, it is the customers responsibility to request this service. She noted the difference between a complaint and a validated complaint.

Commissioner Dozier asked for an email including a breakdown of the requests and complaints.

Chairman Minor agreed that an email with the breakdown would be helpful and thanked staff.

Commissioner Dozier moved, seconded by Commissioner Welch to approve Option #1: Accept the status update regarding curbside collection service provided by Waste Pro, Inc. The motion carried 7-0.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER; THERE WILL NOT BE ANY DISCUSSION BY THE COMMISSION).

Citizens wishing to provide input on any item(s) on the published agenda (or a non-agenda subject) for the upcoming meeting may:

- *Provide in-person comments during the meeting; or*
- *Submit their written comments prior to the meeting using the following link <https://leoncountyfl.gov/PublicComments>; or*
- *Register to provide comments using communications media technology during the meeting through the registration form using the following link <https://www2.leoncountyfl.gov/coadmin/agenda/>*
- The following Citizen Comment was received via online submission:
 - Sarah Portillo, 937 Spottswood Drive, submitted an online comment in opposition to the location of the City Walk Urban Mission homeless shelter.
 - Aaron Eagle, 412 Chestnut Drive, submitted an online comment in opposition to the location of the City Walk Urban Mission homeless shelter.
 - Janis Richardson, 412 Chestnut Drive, submitted an online comment in opposition to the location of the City Walk Urban Mission homeless shelter and

in support of the DRC denying City Walk's application for the shelter on Mahan Drive.

- Jesse Jones, 1737 Kathryn Drive, submitted an online comment in support of the City Walk Urban Mission homeless shelter.
 - Brian Webb, 2487 Elfinwing Lane, submitted an online comment in opposition to the location of the City Walk Urban Mission homeless shelter.
 - Anne Marie Hough, 1204 Brookwood Drive, submitted an online comment in opposition to the location of the City Walk Urban Mission homeless shelter.
 - Sara Gerard, 1729 Belvedere Street, submitted an online comment expressing concerns with the City Walk Urban Mission homeless shelter.
 - Kirsten Doolan, 1225 Tallbot Avenue, submitted an online comment in opposition to the location of the City Walk shelter, in support of removing City and County Commissioners from the Big Bend Continuum of Care and the financial transparency of a nonprofit providing City or County services.
- The following citizens provided in-person comments:
 - Henry Choice, 141 Fleming Road, spoke regarding the sale of a food program to the State and asked for a meeting with Commissioner Dozier to finalize the sale of the breakfast program already approved by the Senate.
 - Stanley Sims, 1320 Avondale Way, spoke on agenda item #11, the issue with the homeless shelter on Mahan Drive. He lives in the area and can see that the rollout of this shelter was not done correctly. He would like to see action taken by the government to resolve these issues that the community has raised. He also invited the Board to see the work in progress in the Frenchtown area.
 - The following citizens provided virtual comments:
 - Jesse Jones, 1737 Catherine Drive, spoke in support of the City Walk homeless shelter at its current location. He shared he had received a flyer for the protection of the Mahan Corridor from City Walk.
 - Brian Webb, 1705 Mahan Drive, spoke in opposition to the location of the City Walk homeless shelter.
 - Samantha Johnson spoke in opposition to the location of the City Walk homeless shelter and how it has negatively impacted the area.

GENERAL BUSINESS

13. **Status Report on the Process to Review and Update the Southern Strategy Goal of the Land Use Element of the Joint County/City Comprehensive Plan During the Forthcoming 2021 Comprehensive Plan Amendment Cycle**

County Administrator Long introduced this item. This item provides a status report regarding the Southern Strategy Goal of the Land Use Element of the Joint County/City Comprehensive Plan and an overview of the upcoming review process to expand and stimulate quality land development and redevelopment in the Southern Strategy Area (SSA) which will be considered at the March 23, 2021 Joint County/City Comp Plan Amendment Workshop.

- Cherie Bryant, Director of the Tallahassee-Leon County Planning Department, provided an overview of the status report, including the focus areas and the upcoming public engagement.

- Vice-Chairman Proctor made a motion for Option #1, seconded by Commissioner Maddox. Vice-Chairman Proctor reflected on the past lack of action to fulfill the Southern Strategy objectives.
- Commissioner Dozier reflected on the need to align County and City policies that do not directly relate to land use with the Comprehensive Plan on the Southern Strategy area. She asked the County Administrator to explore strategies that the County could implement to make sure the policies align.
 - County Administrator Long confirmed that future agenda items would reflect whether the item advances a strategy for the Southern Strategy Area, similar to the way Strategic Initiatives are currently reflected in the Background sections of agenda items.
- County Attorney O'Steen raised a point of order.
- *Commissioner Dozier moved, seconded by Chairman Minor, to extend Commissioner Dozier debate time. The motion carried 7-0.*
- Commissioner Dozier commented on the City's list of focus areas for the development of the Southern Strategy Report, to be included in the upcoming Joint Workshop. She reflected on the proposed Innovation Park road extension and the impact on the Providence neighborhood and questioned if it would be tied into the conversation.
 - Ms. Bryant stated that the first round of outreach would be to identify questions related to this topic and stated that it warrants discussion and consideration.
- Commissioner Dozier stated that decisions coming through the Planning Commission may not be supported by the City and County Commissions and reflected on the need to have a discussion with the City regarding how to interpret master plans going forward and a review of policies. She reflected that it is in the County's interest to work collaboratively with the Planning Commission and that it may be time to review its structure.

Vice-Chairman Proctor moved, seconded by Commissioner Maddox, to extend Vice-Chairman Proctor's debate time. The motion carried 6-0. (Commissioner Jackson out of Chambers.)

- Vice-Chairman Proctor reflected on the residential strategy in the Southern Strategy Area and the stagnation of building permits in that area. He stated that the largest number of building permits for the area is for mobile homes. He reflected on the CRTPA meeting agenda for February 16, 2021, and noted Table #7 of Attachment #2, which reflected that the Woodville Highway transportation project from Tram Road to Capital Circle S. was scheduled to go from two to four lanes 17 years ago and expressed concern that the project has laid dormant.

Vice-Chairman Proctor moved, seconded by Commissioner Maddox. The Board approved Option 1: Accept the Southern Strategy Area Objective Status Report. The motion carried 6-0. (Commissioner Jackson out of Chambers.)

14. **Status Update on the Amphitheater Support Space; Approval of Agreement with the City of Tallahassee Regarding Programming for County's Cascades Concert Series and use of Support Space at the North American Properties Cascades Development; and, Extension of Scott Carswell Presents Contract for Concert Promotions**

County Administrator Long introduced this item. He stated this item provides a status update on the amphitheater support space and seeks Board approval of the Third Amended and Restated Interlocal Agreement with the City of Tallahassee regarding programming for the County's Cascades Concert Series and use of amphitheater support space at the North American Properties development at Cascades Park. In support of the County's Concert Series, this item also seeks Board authorization for the County Administrator to execute a long-term lease/license agreement with the City for a Ticket Office/Visitor Information Center and a three-year extension of the contract with Scott Carswell Presents through June 30, 2024.

- Commissioner Dozier disclosed the appearance of a conflict of interest and stated she would abstain from the vote on Option #4, and requested Options #1, #2 and #3 be separated from Option #4. She stated that she would like to participate in the discussions on Options #1, #2 and #3.

Commissioner Dozier moved, seconded by Commissioner Maddox to approve separating Option #4 from Options #1, #2 and #3 for the motions. The motion carried 7-0.
Commissioner Maddox moved, seconded by Vice-Chairman Proctor to approve Option #4: Authorize the County Administrator to execute a three-year extension of the contract with Scott Carswell Presents through June 30, 2024, subject to legal review by the County Attorney. The motion passed 6-0. (Commissioner Dozier abstaining.)

- Commissioner Dozier reflected on the need to build a 5-year review into the Agreement. She made a motion for Options #1, #2 and #3 as amended to include the 5-year Agreement review and update if need.
- Vice-Chairman Proctor expressed the need to balance the interests of private owners with interests of citizens using a public park that is in high demand.

Commissioner Dozier moved, seconded by Commissioner Maddox to approve Option #1: Accept the status update on the amphitheater support space;
Option #2 as amended: Approve the Third Amended and Restated Interlocal Agreement with the City of Tallahassee regarding programming for the County's Cascades Concert Series and use of the Amphitheater Support Space at the North American Properties development, including a review of the Agreement in 5 years; and

Option #3: Authorize the County Administrator to execute a long-term lease and/or license agreement with the City for the Ticket Office/Visitor Information Center, subject to legal review by the County Attorney.
The motion carried 7-0.

**At this juncture of the meeting Vice-Chairman Proctor moved, seconded by Commissioner Welch, to recess until 6 pm. The motion carried 7-0.*

The Board reconvened at 6:05 pm.

15. **Consideration of the Tallahassee Community Redevelopment Agency's Recommendations to Reallocate Tourist Development Tax Funds for the Arts, Cultural and Heritage Grant Program**

County Administrator Long introduced this item. He stated this item seeks Board consideration of the reallocation of \$1.8 million in Tourist Development Taxes, previously awarded to TLH Arts, Inc. (TLH Arts) through the Community Redevelopment Agency's (CRA) Arts, Culture, and Heritage Grant Program, to support the "Ashmore Building" project and LeMoyne Arts "Art for Always" project as recommended by the CRA Board on January 28, 2021. Pursuant to an Interlocal Agreement between the County, City and the CRA, the County previously set aside tourism funds for cultural, arts, and heritage initiatives to be recommended by the CRA Board. The allocation of these funds requires the approval of the County and City Commissions.

- The following Citizen Comment was received via online submission:
 - Chip Chalmers, 2377 Diehl Drive, submitted an online comment in support of a Performing Arts Center and rehearsal space and in opposition to the CRA recommendation.
 - Benjamin Gunter, 516 Miccosukee Road, submitted an online comment in opposition to the CRA recommendation and in support of allowing THL Arts additional time to revise its proposal.
 - Stephanie Whitfield, 2306 Charles Court, submitted an online comment in support of the CRA recommendation to approve \$1.8 million to LeMoyne Arts to purchase the building next door.
 - Deborah DeSilets, 1233 Lutterloh Road, submitted an online comment questioning the status of the original proposal.
 - Brian Davis, 2782 Red Maple Drive, submitted an online comment in opposition to the CRA recommendation and in support of a performing arts venue.
 - Deborah DeSilets, 1233 Lutterloh Road, submitted two online comments in support of Option #2, to not approve the CRA recommendation and to initiate a new application process and stated her desire to speak at the meeting.
 - Terry Galloway, 1402 S. Meridian Street, submitted an online comment in support of allowing TLH Arts to submit a revised proposal.
 - James McMurtry, 402 Coldstream Drive, submitted an online comment in opposition to the CRA recommendation and in support of extending the timeline.
 - Jan Frankenfield, 2052 Doomar Drive, submitted an online comment in opposition to the CRA recommendation and in support of funding to local performing arts theaters.
 - Jake Kiker, 222 Oakland Avenue, submitted an online comment in opposition to the CRA recommendation.
 - Dee Selmore, 3987 Hydrangea Court, submitted an online comment in opposition to the CRA recommendation and in support of extending the timeline.
 - Carol Hill, 3480 Rosemont Ridge Road, submitted an online comment in opposition to the CRA recommendation and in support of extending the timeline.
 - Bianca Montague, 1135 Cooper Creek, submitted an online comment in opposition to the CRA recommendation and in support of extending the timeline.
 - Tyler Wold, 1504 Paula Drive, submitted an online comment in opposition to the CRA recommendation and in support of establishing a fair, transparent, and engaging funding process.
 - Max Epstein, 1001 San Luis Road, submitted an online comment in support of defunding TLH Arts and allowing the Ashmore Museum Project and LeMoyne Arts to update their grant proposals for review by the Arts Culture Review Committee.

The following citizens provided in-person comments:

- Paul Craft, 3582 Velda Woods Drive, immediate past president of Lemoyne, spoke in support of the CRA recommendation and about the flawed process.

- Scott Bell, 327 Meadowbrook Lane, President and Founder of Cat Family Records, spoke about the flawed process and in support of reopening the process.
- Pam Doffek, 9320 Royal Troon Drive, immediate past president of Lemoyne Arts, spoke in support of the LeMoyne Arts proposal and the CRA recommendation.
- Dianne Perkins, 9080 Old Chemonie Road spoke in support of the CRA recommendation.
- Gene Madden, 1114 Grey Bear Court, member of the LeMoyne Arts Board of Directors, spoke in support of the CRA recommendation.

The following citizens provided virtual comments:

- Tammy Hamlet, 1143 Ronds Pointe Drive W, spoke in support of the Ashmore Museum.
 - Dylan Rivers, 7862 Preservation Road, Board member of LeMoyne Arts, spoke in support of the LeMoyne Arts proposal.
 - Deborah DeSilets, 1233 Lutterloh Road, spoke in support of the Ashmore Museum and in support of providing all the funding to the Ashmore Museum.
 - Laura Johnson, 6228 Buck Run Circle, spoke in support of the TLH Arts proposal and expressed that the CRA process was flawed.
 - Jake Kiker, 2222 Avenue Way, Chairman of the Board of TLH Arts, spoke in support of allowing additional time for the organizations to resubmit their revised proposal and spoke about the flawed CRA process.
 - Liane Giroux, 927 Maple Wood Avenue, spoke in support Option #3 and in support of allowing more time for TLH Arts to submit a new proposal.
 - Max Epstein, 1001 San Luis Road, spoke in support of the Ashmore Museum.
- Commissioner Dozier disclosed the appearance of a conflict of interest and stated she would abstain from the vote on this item.
 - County Attorney O'Steen stated that an elected commissioner, as opposed to an appointment official, who has to recuse from voting due to a conflict of interest still has the ability to participate in discussion.
 - Commissioner Dozier requested to be allowed to speak on this agenda item.
 - Commissioner Maddox raised a point of order. He stated there was no need for a motion to allow Commissioner Dozier to speak on the agenda item.
 - *Commissioner Cummings motioned for Option #3, seconded by Commissioner Welch.*
 - Commissioner Cummings reflected that in 2018 the CRA vested TLH Arts, and to rescind the funding would require due process that includes adequate notice and the opportunity to be heard. She expressed that there should be adequate notice that a substantial interest may be/will be taken away.
 - Vice-Chairman Proctor stated his support of the motion and questioned if there is a statute of limitations considering the length of time since the 2018 CRA grant award process began.
 - County Attorney O'Steen stated that there is nothing in the Florida Statutes that requires a certain process and that there is nothing in the Interlocal Agreement that requires a certain process be used. She explained that the TLH Arts project was subject to a grant agreement that included certain milestones that TLH Arts has not been able to meet.

Vice-Chairman Proctor moved to extend his discussion time, seconded by Commissioner Maddox. The Motion carried 7-0.

- Vice-Chairman Proctor reflected on the request to ask the CRA to reconsider its decision and expressed a need for the CRA to provide due process in its procedure. He questioned the urgency for a decision on this item since the grants were originally awarded in 2018.
- Commissioner Welch shared his support of re-examining the process and expressed that Option #2 would be the fairest process.
- *Commissioner Welch made a friendly amendment for Option #2 which was accepted by Commissioner Cummings.*
- Commissioner Jackson reflected that the TLH Arts proposal did not have a “Plan B” in case the FDOT building lease did not work out, and the building was slated for demolition in August 2020. He expressed concern regarding opening the grant process back up.
- Commissioner Dozier expressed that the issue is about the lack of due process. She stated that although she cannot vote on this item, she hoped that if there was money left over that it should be reserved for a performing arts space.
- Commissioner Maddox stated that he was not in favor of opening a new grant process and expressed his support for only considering those projects that have already been reviewed.
- Chairman Minor expressed that all three projects are vastly different from what was originally proposed in 2018. He stated his support of Option #2, and he asked the County Administrator to estimate the amount of time for the process if it was opened back up. He confirmed with the County Administrator that the County has veto power on the recommended projects.
 - County Administrator Long clarified that the Board’s role is to approve the CRA recommended projects, either one, two, all or none. Regarding the process issues, the Board can only make requests of the CRA. He stated that Option #2 is requesting that the CRA initiate a new application process; however, the CRA would determine the final process and timeline.
- Commissioner Dozier confirmed with the County Attorney that the Interlocal Agreement specifies the types of projects that would qualify for the funding and, if the County wanted to have a role in the procedures, the County could request a change to the Interlocal Agreement. She expressed that if a solution cannot be easily reached, the Interlocal Agreement should be reviewed.
 - County Attorney O’Steen clarified that the Interlocal Agreement could be changed, but all three parties must agree.
- Commissioner Maddox suggested a joint meeting with the CRA may be in order and confirmed with the County Attorney that either a joint meeting or workshop could be held.
- Commissioner Jackson confirmed with the County Administrator that the letter to the CRA is merely a suggestion that it revise its process.
- Commissioner Cummings withdrew her acceptance of the friendly amendment to change the motion to Option #2 and reverted to her original motion for Option #3.
- Chairman Minor suggested that the Board could approve the funding for just the LeMoyne Arts proposal.
- Vice-Chairman Proctor stated that he could not support the Chairman’s suggestion and reflected on the value of the property that LeMoyne Arts would like to purchase. He stated his support of Option #3.
- Chairman Minor relinquished the gavel to Vice-Chairman Proctor. He made a substitute motion to allocate \$800,000 to LeMoyne Arts and request a re-evaluation by the CRA of the Ashmore and TLH Arts projects.
- Commissioner Welch stated that he could not support the substitute motion to allocate funding to LeMoyne.

- Chairman Minor reflected that the LeMoyne proposal has changed very little, the TLH Arts proposal is very different, and the Ashmore proposal has changed due to ownership of the building.
- Commissioner Cummings expressed concern regarding the lack of due process and taking \$800,000 from TLH Arts and reallocating it to LeMoyne.
- Chairman Minor stated that the original agreement with TLH Arts and the CRA stated that TLH Arts had 2 years to begin construction or the funds would be rescinded.
 - County Attorney O'Steen stated that if milestones in the Agreement were not met, then the funds could revert.
 - County Administrator Long explained that the CRA asked LeMoyne to revise its proposal but did not invite the other organizations to do the same.
- Commissioner Dozier stated that choosing to fund the Ashmore Museum is problematic since the City now owns the building. She reflected on the need for funding in Frenchtown but stressed the need for a fair and transparent process.
- Commissioner Maddox stated that the Ashmore project was the original #2 project and the only difference is that the City now owns the building. He reflected that TLH Arts, if given the opportunity, would have likely revised its proposal for CRA approval. He stated his opposition to the substitute motion.

Commissioner Dozier moved to extend her discussion time, seconded by Commissioner Maddox. The motion carried 7-0.

- Commissioner Dozier believes that any additional money left over after the allocation of funds should be dedicated for a performing arts center even if TLH Arts is not awarded the funds.
- Vice-Chairman Proctor reflected on the amount of CRA dollars invested in Frenchtown.
- Chairman Minor expressed that his substitute motion awards funding to the top 3 projects from 2018.

Commissioner Dozier moved, seconded by Chairman Minor to waive the time limit on Commission discussion for this item. The motion carried 7-0.

Chairman Minor moved, seconded by Commissioner Jackson, to approve the substitute motion to allocate \$800,000 to LeMoyne and a re-evaluation by the CRA of the Ashmore and TLH Arts projects. The motion failed 2-4. (Commissioners Maddox, Proctor, Cummings & Welch in opposition and Commissioner Dozier abstaining.)

Commissioner Cummings moved, seconded by Commissioner Welch, to approve Option #3: Do not approve the Community Redevelopment Agency's recommendations and direct the County Administrator to write a letter to the CRA Board requesting it extend the timeline and seek a revised proposal from TLH Arts for a performance and rehearsal venue. The motion carried 4-2. (Commissioners Minor and Jackson in opposition and Commissioner Dozier abstaining.)

16. **Final Status Report on Miccosukee Sense of Place Plan**

County Administrator Long introduced this item. He stated this item provides a final status report on the Miccosukee Rural Community Sense of Place Plan, including the renovation of the Old Concord School into a community center, and the County's continued investment in the Miccosukee community.

- Commissioner Dozier made a motion for Option #1, seconded by Vice-Chairman Proctor. She commended staff on the tremendous progress.
- Commissioner Maddox commended the Miccosukee Sense of Place Plan and the efforts of staff and workgroup.
 - County Administrator Long commended Devan Leavins and Maggie Theriot and their teams for their efforts.

Commissioner Dozier moved, seconded by Vice-Chairman Proctor to approve Option #1: Accept the Final Miccosukee Rural Community Sense of Place status report. The motion carried 7-0.

17. **Request to Schedule the First and Only Public Hearing to Consider Adopting an Ordinance Amending Leon County's Fertilizer Ordinance for May 11, 2021**

County Administrator Long introduced this item. He stated this item seeks Board consideration of a draft Fertilizer Ordinance and to schedule the first and only Public Hearing for May 11, 2021 at 6:00 p.m.

- The following Citizen Comment was received via online submission:
 - Max Epstein, 1001 San Luis Road, submitted an online comment in support of continued discussion on modifying the County's fertilizer ordinance before scheduling the public hearing.
- The following citizens provided virtual comments:
 - Max Epstein, 1001 San Luis Road, spoke in support of continuing the conversation and the need for a strict ordinance.
- Commissioner Dozier thanked staff for its work on this item and reflected on the need for landscape practices to reduce the use of fertilizer. She asked that staff reach out to commercial applicators to seek input. She asked the County Administrator when the Board may expect the watershed management plan.
 - County Administrator Long confirmed that the watershed management plan is anticipated to come back to the Board in April or May.
- Commissioner Jackson requested an email update on the contamination from nitrogen and phosphorus discharge from the BASF Plant in Attapulgus, Georgia, into the Attapulgus River, flowing into the Little River which flows into Lake Talquin.

Commissioner Maddox moved, seconded by Commissioner Dozier to approve Option #1 as amended: Schedule the first and only Public Hearing to consider adopting an Ordinance amending Leon County's Fertilizer Ordinance for May 11, 2021 at 6:00 p.m. and seek input from commercial applicators on the proposed ordinance. The motion carried 7-0.

18. **Bid Award for Private Security Guard Services**

County Administrator Long introduced this item. He stated this item seeks Board approval to award the bid for private security services to Moses Security Services, Inc. The existing private security contract expires on February 28, 2021 with no remaining extensions.

Commissioner Maddox moved, seconded by Commissioner Jackson, approval of Option 1: Option #1: Approve the bid award for private security services to Moses Security Services, Inc. in the amount of \$584,341, and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney (Attachment #1). The motion carried 7-0.

19. **Full Board Appointment to the Affordable Housing Advisory Committee**

County Administrator Long introduced this item. He stated this item seeks the full Board's consideration of the appointment of a citizen to the Affordable Housing Advisory Committee.

- Commissioner Maddox stated that Mr. Payne works for Mr. Wilson who serves on the City's AHAC.
- Commissioner Dozier confirmed with the County Attorney that the City and County AHACs vote separately, and she questioned that if the County and City AHAC committees vote separately and meet jointly, are they bound by the Sunshine Laws from speaking to each other.
- County Attorney O'Steen stated if they vote separately, they are not constrained by the Sunshine Law, so appointing both individuals is not in conflict with the law.
- Commissioner Dozier offered a friendly amendment to bring this agenda item back in March with additional information regard the joint meetings.
- Vice-Chairman Proctor said he could not support the substitute motion and reflected that this is a volunteer position, and the nominee is a well-qualified applicant.
- Chairman Minor stated his support of the substitute motion.
- Commissioner Maddox stated that he wanted to be sure that Mr. Payne was fully aware of the Sunshine Law.
- County Attorney O'Steen stated that all three Commissioners have exceeded their time limit for debate.

Commissioner Dozier moved, seconded by Commissioner Maddox to approve the substitute motion to continue this item until March 9th, and direct staff to prepare an agenda item including the collaboration efforts between the City and County Affordable Housing Advisory Committees. The motion carried 6-1. (Vice-Chairman Proctor in opposition.)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

20. **First and Only Public Hearing to Consider Adopting a Resolution Abolishing the Leon County Health Facilities**

County Attorney O'Steen announced the Public Hearing. This item requests the Board conduct the first and only public hearing to consider adopting a proposed Resolution abolishing the Leon County Health Facilities Authority due to the inactivity and lack of bond indebtedness for a period of more than twenty-five years.

Commissioner Dozier moved, seconded by Commissioner Jackson, for approval of Option 1: Conduct the first and only public hearing and adopt the proposed Resolution (Attachment # 1), thereby abolishing the Leon County Health Facilities Authority. The motion carried 6-0. (Commissioner Maddox out of Chambers.)

21. **First and Only Public Hearing to Approve a Development Agreement Between Leon County and Pepe Silvia Group, LLC.**

County Administrator Long announced the Public Hearing. He stated this item requests the Board conduct the second and final required Public Hearing to approve a Development Agreement to provide for the redevelopment of a 10.5-acre property (Swamp Fox Road Parcel) located on the south side of Swamp Fox Road and the establishment of a flood attenuation stormwater management facility needed for the planned redevelopment. A portion of a 17.6-acre property (Crowder Parcel) located adjacent to the railroad and north of Highway 20, adjacent to the stormwater management facility, would be donated to the County for future expansion of the stormwater management facility or other public infrastructure needs.

The following citizen was available for in-person comments/questions:

- Roger Wynn, representing Pepe Silvia Group LLC, had no additional comments.

Vice-Chairman Proctor moved, seconded by Commissioner Dozier, for approval of Option 1: Conduct the second and final Public Hearing and approve a Development Agreement between Leon County and Pepe Silvia Group, LLC (Attachment # 1). The motion carried 6-0. (Commissioner Maddox out of Chambers.)

22. **First and Only Public Hearing to Consider a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Office Residential-3 (OR-3) to the Single-Family Detached Residential (R-2) Zoning District (Parklawn Ct. and Blountstown St.)**

County Administrator Long announced the Public Hearing. He stated this item requests the Board conduct the First and Only Public Hearing to consider an ordinance amending the Official Zoning Map to change the zoning classification for the approximately 2.30-acre subject property located on the southwest corner of Parklawn Court and Blountstown Street from Office Residential-3 (OR-3) to the Single-Family Detached (R-2) Zoning District. The request is a downzoning to facilitate the development of the property for residential rental use at a density consistent with the general area. The agent for the rezoning application is Carmen Bourgeois Green, P.E., of Magnolia Engineering, Inc., and the applicant and present owner of the property is Nick Stoyshich.

Commissioner Dozier moved, seconded by Commissioner Jackson, for approval of Option 1: Conduct the first and only public hearing and adopt the proposed Ordinance (Attachment # 1), thereby amending the Official Zoning Map to change the zoning classification from the Office Residential-3 (OR-3) zoning district to the Single Family Detached (R-2) zoning district, based on the findings of fact and conclusions of the Planning Commission, the information contained within this report and any evidence submitted at the Hearing herein. The motion carried 7-0.

23. **First and Only Public Hearing on Adoption of the Annual Update to the Tallahassee Leon County Comprehensive Plan Capital Improvements Schedule**

County Administrator Long announced the Public Hearing. He stated this item provides for the annual update to the Five-Year Schedule of Capital Improvements pursuant to Florida Statutes, and requests the Board conduct the first and only public hearing to adopt an Ordinance updating the Tallahassee-Leon County Comprehensive Capital Improvement Schedule.

Vice-Chairman Proctor moved, duly seconded by Commissioner Cummings, for approval of Option 1: Conduct first and only public hearing and adopt the Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule (Attachment # 1). The motion carried 7-0.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER; COMMISSION MAY DISCUSS ISSUES THAT ARE BROUGHT FORTH BY SPEAKERS.)

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

COMMENTS/DISCUSSION ITEMS

County Attorney O'Steen:

- Shared that the Petrandis matter had been settled as of today, Tuesday, February 16, 2021.
- Stated that the County is on schedule to close on the Supervisor of Elections building on Friday, February 19, 2021.

County Administrator Long:

- No comments.

COMMISSIONER DISCUSSION ITEMS

Commissioner Dozier:

- Requested a proclamation for Multiple Sclerosis Awareness Month to be presented offsite. *Commissioner Dozier moved, seconded by Chairman Minor to approve a proclamation recognizing March as Multiple Sclerosis Awareness Month. The motion carried 7-0.*
- Asked that a proclamation for Women in Construction week to be presented at the March 9th meeting. *Commissioner Dozier moved, seconded by Chairman Minor to approve a proclamation recognizing March 7-13 as Women in Construction Week. The motion carried 7-0.*
- Sought an agenda item, if needed, for the adoption of a resolution in support of planning councils as proposed by the Apalachee Regional Planning Council in response to SB 62 that would eliminate the advisory role of regional planning councils in state comprehensive plan preparation and revision. *Commissioner Dozier moved, seconded by Commissioner Jackson to direct staff to prepare an agenda item to consider adopting a resolution in support of planning councils, for the March 9th meeting. The motion carried 7-0.*
- Commended the newly launched micro loan program for minority and women business owners in Leon County, through FAMU Credit Union, and thanked Sheila Montgomery, FAMU Credit Union, and Katrina Tuggerson, Capital City Chamber of Commerce.

Commissioner Maddox:

- No comments.

Commissioner Cummings:

- Acknowledged staff for its hard work and thorough analysis in agenda items.

Commissioner Welch:

- Thanked staff for the meals provided at meetings.
- Asked for an agenda item to be brought back at the next meeting to designate the Friday after Thanksgiving as Family Friday or Family Day. He recalled a conversation with Ron

Sachs, Sachs Communication, on bringing the idea to Leon County. He shared how family was the foundation of his life.

Commissioner Welch moved, seconded by Chairman Minor to direct staff to prepare an agenda item to designate the Friday after Thanksgiving as "Family Day". The motion carried 7-0.

Chairman Jackson:

- Commended Vice-Chairman Proctor for his work as chairman when Chairman Minor stepped down.
- Stated that a 24-acre parcel adjacent to the Fort Braden Community Center is on the market and requested County staff research to evaluate the possibility of the County purchase of the property.
Commissioner Jackson moved, seconded by Commissioner Maddox to direct staff to prepare an agenda item exploring the opportunity to purchase a 24-acre parcel adjacent to the Fort Braden Community Center. The motion carried 7-0.
- Reflected on the declining COVID numbers, due in part to the County's education campaign.

Vice-Chairman Proctor:

- Agreed with Commissioner Dozier's remarks on the FAMU microloan program launch.
- Requested a proclamation recognizing the life and achievements of Ed Duffee, Jr., one of the first African American attorneys in the community, to be presented March 9th.
Vice-Chairman Proctor moved, seconded by Commissioner Maddox to approve a proclamation recognizing the life and achievements of Edward "Ed" Duffee Jr. The motion carried 7-0.
- Commended staff for the well written agenda, especially items #13, #14 and #15.
- Thanked staff for its hard work regarding the rollout of vaccine information.

Chairman Minor:

- Wished Vice-Chairman Proctor and County Administrator Long a Happy Birthday.
- Requested a proclamation recognizing March as Red Cross month and recognizing the 140th anniversary of the American Red Cross to be presented on March 9th.
Commissioner Welch moved, seconded by Commissioner Cummings to approve a proclamation recognizing March as Red Cross month and recognizing the 140th anniversary of the American Red Cross. The motion carried 7-0.
- Asked that an agenda item exploring an online training program proposal for hotel/restaurant/retail employees on Human Trafficking, working with Robin Hassler Thompson, Executive Director of the Survive & Thrive Advocacy Center, and coordinating with the Tallahassee Police Department and the Leon County Sheriff's office; and exploring incorporating the federal government contract language regarding human trafficking into County procurement.
 - Commissioner Dozier asked that an emphasis on football season be included.
Commissioner Dozier moved, seconded by Commissioner Maddox to direct staff to prepare an agenda item exploring an online training program proposal for hotel/restaurant/retail employees on Human Trafficking, working with Robin Hassler Thompson, Executive Director of the Survive & Thrive Advocacy Center and coordinating with the Tallahassee Police Department and the Leon County Sheriff's office; and exploring incorporating the federal government contract language regarding human trafficking into County procurement. The motion carried 7-0.
- Thanked the Tallahassee Police Department for the weeklong operation on N. Monroe that resulted in multiple arrests.

RECEIPT AND FILE:

- None.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 8:56 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
March 9, 2021**

The Board of County Commissioners of Leon County, Florida met in regular session at 3:00 p.m. with Chairman Rick Minor presiding. Present were Vice-Chairman Bill Proctor and Commissioners Nick Maddox, Brian Welch, Kristin Dozier, Carolyn Cummings, and Jimbo Jackson. Also present were County Administrator Vincent Long, County Attorney Chasity O'Steen, and Clerk to the Board Beryl H. Wood.

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

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation and Pledge of Allegiance were provided by Vice-Chairman Bill Proctor.

County Attorney O'Steen announced that the Assistant County Attorney will use a yellow card to indicate that a Commissioner has used the allotted debate time.

AWARDS AND PRESENTATIONS

- **Coronavirus Disease 2019 (COVID-19) Update**
 - Vincent Long, County Administrator, reported that the U.S. Senate has passed a COVID Relief bill which will be voted on by the U.S. House of Representatives later in the week. The bill includes stimulus checks, funding for cities and counties, and rental assistance.
 - Chairman Minor asked if it would be possible to use COVID Relief funding to help with the homeless population in the County. County Administrator Long stated that the Board could use the funds for that issue.
 - Vice-Chairman Proctor asked for a workshop to look into different manners in which the relief funding could be spent before an agenda item is brought before the Board.
 - Commissioner Dozier appreciates the microloan program that has been set up in partnership with FAMU and would like for the County to research ways to create reoccurring aid with the relief funds. County Administrator Long stated that the funds are meant to last many fiscal years as the support will not expire until 2024. She thanked Deputy County Administrator Alan Rosenzweig for his hard work in the past with federal funds.
 - Claudia Blackburn, Health Officer for the Florida Department of Health in Leon County, reported that as of March 8, there has been a decline in the positivity rates and the average in daily cases. She provided an updated on COVID-19 positivity rates and number of daily cases, as well as the vaccine administration. She provided an overview of the efforts underway to increase immunizations in minority communities and of the CDC guidance for those who are fully vaccinated. Cases are disproportionately affecting the 18-40 age group in contrast to the older populations. Additionally, 31% of the cases have been found in African Americans and about 48% of the hospitalizations are African Americans. Efforts are underway to raise awareness of the vaccine in the minority communities. The FAMU Al Lawson Center has been open as a vaccination site

that takes walk-ins and appointments. She believes that more people will visit the Center as it becomes more known that they are giving out the COVID 19 vaccine.

- Commissioner Welch stated that he has heard from his constituents about the mask mandate now that vaccinations are rolling out and numbers are down. He asked when the Health Department may see the mask mandate be repealed. Ms. Blackburn stated that she cannot answer at this point because it is based on the day-to-day numbers. Commissioner Welch also asked for clarification on whether the County will continue to follow the CDC as some believe that it does not cover enough. Ms. Blackburn stated that the policy decisions are up to the Board. Commissioner Welch asked if the Governor may change the state executive order regarding vaccine sites to match the federal guidelines.
- Commissioner Jackson noted that the Health Department website is incredibly informational, however, he believes that the information is not reaching the target audience. He asked if there was an effort taking place to reach the minority communities with information about the vaccine in a different manner. Ms. Blackburn reported that the Task Force for Community Education has been planning a door-to-door initiative to spread information about the vaccine to dodge the digital divide.
- Chairman Minor stated that the County Administrator's office has been working on this issue. County Administrator Long relayed the initiative that the Board approved at a previous meeting that focuses on the issue of vaccine hesitancy. Mathieu Cavell, Assistant to the County Administrator, stated that there is a meeting later today with the City and community leaders to address this issue. They are focusing on a grassroots campaign to share this information with the underrepresented communities.
- Commissioner Jackson stated that there isn't any time for complacency when addressing the needs of the African American and Hispanic communities as they face the brunt of COVID.
- Vice-Chairman Proctor thanked staff for its hard work. He is grateful that the County has provided the leadership needed for the pandemic in contrast to the state government and the previous presidential administration. He noted that the closure of African American churches in the past year has added to the miscommunication regarding COVID-19 and the vaccine. He asked if there was any data from the vaccination centers about the number of needles in arms. Ms. Blackburn stated that she will investigate those numbers. Vice-Chairman Proctor also asked if the prisoners in the Leon County jail who are 65 and up have been vaccinated or if there is a plan in place to vaccinate them. Ms. Blackburn stated that the Department is working with Bond Medical Center to vaccinate the prisoners. Vice-Chairman Proctor asked why the Leon County Health Department is not the primary group in charge of the prison vaccinations. Ms. Blackburn stated that she understands Vice-Chairman Proctor's concerns about the prisoners who qualify for the vaccination. Vice-Chairman Proctor asked if it was possible to use the relief funding to put together a mobile vaccination site. Ms. Blackburn stated that the Department worked with current mobile sites, and she does not believe another mobile site is needed as it requires planning and manpower.
- Commissioner Dozier acknowledged the hard work by Ms. Blackburn's department during the pandemic. She asked if the County is informing

educators and first responders of all ages that they are eligible to be vaccinated. Ms. Blackburn stated that most teachers who are eligible at state sites have been vaccinated if they would like the vaccine. There have been sites specifically for first responders. Commissioner Dozier asked if vaccinating law enforcement will help lower transmission rates in the jails. Ms. Blackburn stated that the medical staff has been vaccinated.

- County Administrator Long provided clarification on the support for minorities regarding COVID. The majority of relief funds have been allocated to communities of color.
- Commissioner Maddox thanked the County Administrator for the report on the outreach to communities of color. He stated that he understood Vice-Chairman Proctor's sentiments towards vaccinating people in jails and asked for more information on that issue. Ms. Blackburn stated that the Department will find a way to vaccinate those in jail who are eligible and would like to be vaccinated. Commissioner Maddox is proud of the initiatives taken to help communities of color handle the pandemic, but he would like to see new initiatives for these communities to be vaccinated. He asked if the new CDC guidelines are more of an incentive to vaccinate people. Ms. Blackburn stated that the CDC does not publish guidelines as incentives without testing the safety.
- Commissioner Cummings shared her appreciation for the County Health Department and Ms. Blackburn. She asked if there was a date for the meeting with the faith-based community. Ms. Blackburn stated that there have been many meetings with these community leaders, and the next meeting is tomorrow. Commissioner Cummings asked if the Department would provide data in the future to reflect on the efficacy of the vaccine roll out in the community.
- Chairman Minor thanked Ms. Blackburn for her work. He noted that the CDC stated that now is not the time to stop wearing a mask. If the community is committed to following the CDC guidelines in the next several months, the County may be able to drop some of the stricter guidelines in the summer.

CONSENT

Commissioner Dozier moved, duly seconded by Commissioner Maddox, to approve of consent except for items 11 and 13. The motion carried 7-0.

1. Minutes: February October 27, 2020 Legislative Workshop and December 8, 2020 Regular Meeting

The Board approved Option 1: Approve the minutes of October 27, 2020, Legislative Workshop and December 8, 2020 Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for March 9, 2021 and pre-approve the payment of bills and vouchers for the period of March 10, 2021 through April 12, 2021.

3. Commissioner Appointments to the Contractors Licensing Board

The Board approved Option 1: Ratify the individual Commissioner appointments of citizens to the Contractors Licensing Board:

- a. *Vice-Chairman Proctor reappoints Cheryl Clark for a three-year term ending March 31, 2024.*
- b. *Commissioner Cummings appoints Paul McManus for a three-year term ending March 31, 2024*

4. Resolution in Support of Regional Planning Councils

The Board approved Option 1: Adopt the proposed Resolution expressing support of Regional Planning Councils (Attachment #1) in response to legislation filed in the Florida Legislature seeking to limit, reduce, or eliminate the statutory roles and responsibilities of Regional Planning Councils in Florida.

5. Status Report on Legal Resources Available to Assist Low-Income Minorities with Resolving Real Property Title Issues and Identifying Options for Developing or Conveying Their Property

The Board approved Option 1: Accept the status report on legal resources available to assist low-income minorities with clearing real property title issues and identifying options for developing or conveying their property.

6. Amendments to the Tallahassee-Leon County Planning Commission Bylaws

The Board approved Option 1: Approve amendments to the Tallahassee-Leon County Planning Commission Bylaws (Attachment #1).

7. Indemnification Agreement with K and S Food Mart, Inc., for Inland Food Store #386 Site Conditional Closure

The Board approved Option 1: Approve the Indemnification Agreement with K and S Food Mart, Inc. (Attachment #1), authorize the Chairman to execute the Indemnification Agreement, and authorize the County Administrator, or designee, to send a letter of no objection to K and S Food Mart, Inc.

8. Status Report on Updates to the Temporary Cold Night Shelter Activation Process Codified in the Comprehensive Emergency Management Plan

The Board approved Option 1: Approve the County's status report on updates to the temporary cold night shelter activation process codified in the Comprehensive Emergency Management Plan.

9. Agreement for Acquisition and Full Compensation in the Eminent Domain Acquisition of Parcel 100, 4256 Maylor Road, for the Maylor Road Accessibility and Drainage Improvement Project.

The Board approved Option 1: Approve the Agreement for Acquisition and Full Compensation with William Carlos Martinez to acquire the property located at 4526 Maylor Road, in the amount of \$400,000, inclusive of all fees and cost, and authorize the County Administrator or designee to execute any and all documents necessary to effect the

settlement of the eminent domain proceeding in a manner deemed legally sufficient by the County Attorney (Attachment #1).

10. Florida Department of Environmental Protection Waste Tire Amnesty Event Grant

The Board approved Option 1: Accept the Florida Department of Environmental Protection Waste Tire Amnesty Events grant in the amount of \$15,000 and authorize the County Administrator to execute any associated grant documents, subject to legal review by the County Attorney; and

Option #2: Approve the Resolution and associated Budget Amendment Request realizing the \$15,000 into the FY 2021 budget (Attachment #1).

11. Second Performance Agreement and Surety Device for Fletcher Oaks Subdivision Phase 1 – PULLED

12. Memorandum of Understanding with the Tallahassee Mountain Bike Association for Maintenance of Trails

The Board approved Option 1: Approve the Memorandum of Understanding with the Tallahassee Mountain Bike Association for the maintenance of trails (Attachment #1) and authorize the County Administrator to execute.

STATUS REPORTS: (THESE ITEMS ARE INCLUDED UNDER CONSENT).

13. Status Report on Broadband Access in Rural Communities -PULLED

14. Annual 2020 Tallahassee-Leon County Board of Adjustment and Appeals Report

The Board approved Option #1: Accept the 2020 Annual Tallahassee-Leon County Board of Adjustment and Appeals Report (Attachment #1).

15. Annual 2020 Supervised Pretrial Release Program Report

Option #1: Accept the 2020 Annual Supervised Pretrial Release Program Report (Attachment #1) and authorize staff to submit the report to the Clerk of Circuit Court and Comptroller for Leon County.

CONSENT ITEMS PULLED FOR DISCUSSION

Item 11. Second Performance Agreement and Surety Device for Fletcher Oaks Subdivision Phase 1 – PULLED

The item was pulled by Chairman Minor. He stated that his wife is involved with the brokerage firms that work with the Fletcher Oaks Subdivision. As such, he would abstain from the vote because of the perception of a conflict.

Commissioner Maddox moved to approve Option 1, seconded by Commissioner Dozier. The motion carried 6-0. (Chairman Minor in abstention.)

The Board approved Option 1: Accept the Second Performance Agreement and Surety Device for Fletcher Oaks Subdivision Phase I (Attachment # 1).

Item 13. Status Report on Broadband Access in Rural Communities -PULLED

This item was pulled by Commissioner Dozier. She noted that there is nuance in the issue of broadband in underserved areas. She would like to see a community response to the state and federal initiative for broadband access. She believes that it is an issue that all districts face.

Commissioner Dozier moved to extend her debate time, seconded by Commissioner Maddox. The motion carried 7-0.

Commissioner Jackson commended staff for its hard work for extending broadband access to students in need in partnership with Leon County schools.

Vice-Chairman Proctor spoke on the inaccessibility that Commissioner Dozier highlighted through the example of Innovation Park's broadband access and the lack of access to the internet by the communities next to the Park. Areas that face issues with access to broadband also face other inaccessibility issues, such as voter polling places. Focusing on the broadband issue is a good starting point to make change.

Vice Chairman Proctor moved to extend his debate time, seconded by Commissioner Dozier. The motion carried 7-0.

Commissioner Welch agreed with Commissioner Dozier's statements. His district includes a large rural area.

Commissioner Dozier noted that the basic utilities are required by the county and now communication should be considered as a basic utility.

Commissioner Dozier moved, seconded by Commissioner Maddox, to accept Options 1 and 2. The motion carried 7-0.

The Board approved Option # 1: Accept the status report on broadband access in rural communities; and

Option #2: Adopt the Florida Association of Counties Resolution supporting affordable and reliable high-speed internet throughout Florida (Attachment # 1).

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER; THERE WILL NOT BE ANY DISCUSSION BY THE COMMISSION)

- NONE

GENERAL BUSINESS

16. Leon County Sheriff's Office Real Time Crime Center Project

County Administrator Long introduced this item. He stated this item provides an overview of the Leon County Sheriff's Office Real Time Crime Center (RTCC) project proposal for

the development of a joint and centralized criminal intelligence information sharing center in partnership with the County, City of Tallahassee, and Florida State University and seeks Board consideration to fund an equal portion of the RTCC as part of the FY 2022 budget process.

Commissioner Welch asked for clarification on the options as there was a typo in his packet.

Vice-Chairman Proctor asked what source of funding the United States Department of Justice will provide for this project. County Administrator Long believes that FDLE will provide state funding for this project, and the Sheriff also already has operating funds. If the agenda item passes, staff will provide more information at the budget workshop. Vice-Chairman Proctor asked why this center is needed when there is a dispatch center already in operation. County Administrator Long answered that the dispatch center is currently at capacity, and FSU would like to step in and help. Vice-Chairman Proctor would like to see an inclusion of FAMU and TCC.

Commissioner Welch moved, seconded by Commissioner Jackson, approval of Option 1: Direct the County Administrator to prepare a budget discussion item for the implementation of the Real Time Crime Center project for the April 27, 2021 Budget Policy Workshop. The motion carried 6-1. (Vice-Chairman Proctor in opposition.)

17. Setting of the FY Maximum Discretionary Funding Levels for Outside Agencies Including the Community Human Services Partnership

County Administrator Long introduced this item. He stated that, pursuant to the County's Discretionary Funding Ordinance and Policy No. 93-44 "Fiscal Planning", this item seeks Board consideration to approve the FY 2022 maximum discretionary funding levels for outside agencies including the Community Human Services Partnership (CHSP) and special events.

Citizen Comments Received:

- Amber Tynan, 2477 Tim Gamble Place, Suite 200, Executive Director of United Partners for Human Services, submitted an online comment recalling a letter she had written to each of the Commissioners concerning UPHS requesting that the Commission continue funding for FY21-22.

Virtual Public Speaker:

- Courtney Atkins, 1126 Lee Avenue, Executive Director of Whole Child Leon, thanked the Board for its support in supporting the children of Leon County. Her organization, Whole Child Leon, helps connect parents and guardians to resources in the County.

In Person Speakers:

- Stanley Sims, 1320 Avondale Way, spoke on the trust issues within Commissioner Jackson's District. He has been working with Mr. Shington Lamy to create innovative solutions to financial problems in these underserved communities. He stated that it's easier for people in the communities to trust community leaders instead of the County Commissioners.
- Leslie Powell-Boudreaux, Legal Services of North Florida, spoke in support of funding to Legal Services and provided an overview of its services.

Commissioner Dozier suggested separating Option #1 from Options #2-#6, and Chairman Minor concurred.

Commissioner Dozier made a motion for Options #2-#6, seconded by Commissioner Maddox. She confirmed with the County Administrator that the County will reach out to the City to align the CHSP metrics with the Big Bend Continuum of Care metrics for homelessness and transitional housing moving forward into 2022.

Commissioner Cummings commended the direct services provided by the Legal Services of North Florida. She disclosed that she is on the Board for Legal Services of North Florida and recused herself from voting on Option #6.

County Attorney O'Steen advised Commissioner Cummings that she would not receive any financial benefit by voting on this item, and therefore there is no conflict, but she could abstain due to the appearance of a conflict if she desired.

Chairman Minor commended the recent Dancing with the Stars benefit for Legal Services of North Florida and noted his participation.

Vice-Chairman Proctor confirmed with the County Administrator that the County would facilitate a partnership with the City to align the CHSP metrics with the Big Bend Continuum of Care metrics. He reflected on the need to increase the funding to these agencies.

Commissioner Welch reflected on his tour of Disc Village and the value of the program.

County Administrator Long noted that CHSP funding was increased in previous years, and many agencies received additional funds through the Leon CARES program. He explained that the County is in the second year of the two-year funding award of the CHSP process, and that is why the proposed funding level remained the same. He stated that the Board could provide additional funding with the new federal relief funding, if allowed.

Chairman Minor reflected on the flexibility of spreading out the new federal relief funding.

During the discussion on this item a motion was unanimously approved for additional time for Vice-Chairman Proctor.

Commissioner Dozier moved, seconded by Commissioner Maddox to approve:

Option #2: Approve the non-departmental maximum discretionary funding level for FY 2022 at \$37,000 for special events funding.

Option #3: Maintain the Commissioner Office Budgets at \$12,500.

Option #4: Maintain the Kearney Center Capital Funding at \$100,000.

Option #5: Authorize the County Administrator to execute the Kearney Center Assignment Agreement with CESC Inc., Beatitude Partners LLC and The Beatitude Foundation Inc., subject to legal review by the County Attorney.

Option #6: Approve the following annual outside agency contracts:

- *Apalachee Regional Planning Council: \$8,800*
- *DISC Village: \$222,759*
- *Domestic Violence Coordinating Council: \$25,000*
- *Legal Services of North Florida: \$125,000*
- *Oasis Center: \$20,000*
- *St. Francis Wildlife Association: \$71,250*
- *Tallahassee Senior Citizens Foundation: \$179,000*
- *Tallahassee Trust for Historic Preservation: \$63,175*
- *United Partners for Human Services: \$23,750*
- *Whole Child Leon: \$38,000*

The motion passed 6-0 with Commissioner Cummings abstaining.

Commissioner Maddox disclosed a conflict of interest due to his employment and stated he would abstain from voting on Option #1.

Vice-Chairman Proctor reflected on the need to provide addition funding to the human services once the new federal relief funds are available.

Chairman Minor expressed that, when the federal relief funds come down, the Board should think strategically about how the dollars can be maximized for the CHSP agencies and others.

Commissioner Dozier moved, seconded by Vice-Chairman Proctor to approve Option #1: Approve the Community Human Services Partnership (CHSP) funding level for FY 2022 at \$1,445,000. The motion passed 6-0 with Commissioner Maddox abstaining.

Commissioner Maddox confirmed with the County Attorney that there is no conflict of interest if a Commissioner is an unpaid board member of an organization; however, it is the Commissioner's discretion if they wish to abstain from voting due to the possible appearance of a conflict.

18. CESC Inc.- Kearney Center COVID-19 Funding Levels for Outside Agencies Including the Community Human Services Partnership

County Administrator Long introduced this item. He stated this item seeks consideration to allow the CESC/Kearney Center to reallocate \$1.0 million previously approved by the County to pay for COVID-19 related expenses for homeless shelter services not eligible for FEMA reimbursement.

In Person Speakers

- Stanley Sims, 1320 Avondale Way, spoke in support of clear policies and procedures to address homelessness.

Commissioner Cummings commended the services provided by the Kearney Center and reflected on the need to immediately address vaccination rates among minorities.

Commissioner Cummings provided an amended motion to provide \$500,000 to Kearney Center and \$500,000 to address the urgency of vaccination hesitancy and vaccine access in communities of color. The motion was seconded by Commissioner Maddox.

Commissioner Dozier confirmed with the County Administrator that funding had been allocated for targeted communication and that the proposed \$500,000 would be used for the grassroots efforts for vaccine hesitancy and vaccine access. She reflected on the importance of reopening the Kearney Center and asked if the amendment to the motion will impact the organization's timeline.

County Administrator Long clarified that the Kearney Center no longer needed the \$1M for the federal funding match, but the organization had asked if it could use the funds to pay for other non-reimbursable expenses. He explained that the Board may be able to provide future federal relief funds to the Kearney Center and added that separate federal funding would also be available to the Kearney Center through the Big Bend Continuum of Care.

Chairman Minor reflected on the immediate need for the grassroots efforts to address vaccine hesitancy and vaccine access among minority communities and stated his support of the motion.

Commissioner Jackson stated his support of the motion.

Commissioner Welch confirmed with the County Administrator that the new federal relief funds may be available for the Kearney Center. He stated his support of the motion.

Commissioner Maddox commended Commissioner Cummings' motion. He verified with the County Administrator that the Kearney Center no longer needed the \$1M for the match and stated his support for using the \$1M for the outreach instead.

Chairman Minor offered a friendly amendment that the County hold the \$1M, allot \$500,000 to the grassroots efforts, determine how much is needed for the grassroots efforts, then determine where the remaining \$500,000 is needed.

County Administrator expressed that the \$500,000 would help the Kearney Center to open quicker.

Commissioner Dozier confirmed that the Board will discuss allocating additional funds to Kearney Center once the new federal relief funding becomes available.

Vice-Chairman Proctor reflected on the need to include Dr. Temple Robinson from Bond Community Health Center in the partners working to address vaccine hesitancy and vaccine access for communities of color.

Commissioner Cummings asked that Bond Community Health Center and Jeanne Freeman, Director for Neighborhood Medical Center, be included in the grassroots efforts, as well.

During the discussion on this item a motion was unanimously approved for additional debate time for Commissioner Dozier.

Commissioner Cummings moved, seconded by Commissioner Maddox to approve Option #1 as amended: Authorize CESC, Inc. to utilize \$500,000 ~~\$1.0 million~~ for COVID-19 related expenses that will not be reimbursed by the Federal Emergency Management Agency and authorize the County Administrator to execute any necessary agreements subject to legal review by the County Attorney; and authorize the County Administrator, in working with community partners, to immediately utilize \$500,000 to address vaccine hesitancy and vaccine access for communities of color and provide the Board updates on these efforts; and include a discussion of providing the additional \$500,000 to the Kearney Center as part of a future agenda or budget discussion item on the new federal relief funding. The motion carried 7-0.

19. Agreement with Marpan Recycling, LLC for Single-Stream Recycling Services

County Administrator Long introduced this item. He stated this item seeks Board approval of a new contract with Marpan Recycling, LLC, to ensure the continuation of the County's single-stream recycling program.

Commissioner Dozier commended staff for its hard work.

Vice-Chairman Proctor moved, seconded by Commissioner Maddox, approval of Option 1: Approve the proposed contract with Marpan Recycling, LLC, for single-stream recycling services (Attachment #1) and authorize the County Administrator to execute. The motion carried 6-0. (Commissioner Jackson out of Chambers.)

20. Funding Request from the Children's Home Society of Florida Big Bend Region, on behalf of Sabal Palm Elementary Community Partner School

County Administrator Long introduced the item. He shared as requested by the Board at the February 16th meeting, this item seeks consideration of a funding request from the Children's Home Society of Florida Big Bend Region, on behalf of Sabal Palm Elementary Community Partner School, in the amount of \$8,000 to support two full-time AmeriCorps positions.

Commissioner Dozier believes that \$8,000 will greatly benefit the school, and they may be eligible for more funds in the future.

Commissioner Dozier moved, seconded by Commissioner Maddox, for approval of Option #1: Approve the funding request and the associated Budget Amendment in the amount of \$8,000 and authorize the County Administrator to execute an Agreement subject to legal review by the County Attorney. The motion carried 7-0.

21. Five-Year Maintenance Agreement for the Avaya Telephone System with Avaya Federal Solutions, Inc.

County Administrator Long introduced this item. He shared this request seeks Board approval of a five-year maintenance agreement for the Avaya Telephone System with Avaya Federal Solutions, Inc.

Vice-Chairman Proctor moved, seconded by Commissioner Welch, for approval of Option 1: Approve the 5-year Maintenance Agreement for the Avaya Telephone System with Avaya Federal Solutions, Inc. in an amount not to exceed \$864,093 (Attachment #1), and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney. The motion carried 7-0.

22. Full Board Appointment to the Affordable Housing Advisory Committee and a Status Report on the Collaboration between the County and Civil Affordable Housing Advisory Committees

County Administrator Long introduced this item. This item seeks the full Board's consideration of the appointment of a citizen to the Affordable Housing Advisory Committee. As requested by the Board, at its February 16th meeting, the item was continued to provide an analysis on collaboration efforts between the Leon County Affordable Housing Advisory Committee and the City of Tallahassee Affordable Housing Advisory Committee.

Commissioner Maddox reflected on the last Affordable Housing Advisory Committee (AHAC) meeting. He commended Mr. Payne, the Board's representative on the AHAC, and the work of the committee. He reflected on the need for an overview of the County's funded and unfunded housing programs.

Commissioner Dozier reflected on Escambia County's contract with the Florida Housing Coalition to perform a study of their housing program and confirmed with the County Administrator that information on the study will be brought to the Board at the March 23rd Affordable Housing Workshop. Commissioner Dozier reflected on the use of Local Government Area of Opportunity Tax Credits and suggested that the application endorse two different programs to increase chances. She asked for further information at the Affordable Housing Workshop. Commissioner Dozier reflected on the need for a joint county/city workshop on homelessness, transitional housing, and housing in general.

Commissioner Cummings expressed a need for clarification on the subject matter for the joint workshop.

Chairman Minor clarified that Commissioner Maddox's motion did not include scheduling a workshop.

Vice-Chairman Proctor expressed support for a joint housing workshop.

Commissioner Maddox moved, seconded by Chairman Minor, for approval of Options 1 and 2: Option #1: Appoint one citizen, Oral Payne, to the Affordable Housing Advisory

Committee for the remainder of the unexpired term ending March 31, 2023 (Attachment # 1); and

Option #2: as amended: Accept the status report on the collaboration between the County and City Affordable Housing Advisory Committees; and include at the March 23rd Affordable Housing Workshop a review of the Florida Housing Coalition Escambia County Housing Program Study; and explore options for the Local Government Area of Opportunity Tax Credits. The motion carried 7-0.

Commissioner Maddox noted he would like to schedule a meeting among the BOCC, the City, and the School Board to discuss the affordable housing issues as well as related issues.

Commissioner Dozier expressed the need to collaborate with the City on homelessness and community transitional housing needs.

23. Full Board Appointment to Board of Adjustments and Appeals

County Administrator Long introduced this item. He stated this item seeks the full Board's consideration of the appointment of a citizen to the Tallahassee-Leon County Board of Adjustments and Appeals.

Commissioner Maddox moved, seconded by Vice-Chairman Proctor, for approval of Option 1: Appoint one citizen, Lamont Nelson, to the Tallahassee-Leon County Board of Adjustments and Appeals, for the remainder of the unexpired term ending June 30, 2023. The motion carried 7-0.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

- **NONE**

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS (3-MINUTE LIMIT PER SPEAKER; COMMISSION MAY DISCUSS ISSUES THAT ARE BROUGHT FORTH BY SPEAKERS.)

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

COMMENTS/DISCUSSION ITEMS

County Attorney O'Steen:

- She has one item for the Board to consider. There has been a proposed settlement agreement for the case with Barkley Security Agency and the County.
 - *Commissioner Dozier moved to approve the settlement agreement, seconded by Commissioner Welch. The motion carried 7-0.*

County Administrator Long:

- County Administrator Long explained that, on February 16, 2021, the Board approved awarding the bid for security guard services to Moses Security Services, and that the County could not enter into the Agreement with Moses Security due to the fact that Moses

Security could not provide the required bond documents. He stated that the next lowest bidder was Barkley Security Agency, and he requested Board approval to negotiate and execute an agreement with Barkley Security Agency, Inc., an eligible vendor on the Florida State Term Contract for Security Guard Services, contingent upon settlement of pending litigation between the County and Barkley Security Agency, Inc.

- Commissioner Cummings made a motion for Option #1.
 - Commissioner Dozier stated that she could not support the motion as an add-on item presented during the meeting.
- *Commissioner Cummings moved, seconded by Commissioner Jackson to approve Option #1: Authorize the County Administrator to negotiate and execute an agreement with Barkley Security Agency, Inc., an eligible vendor on the Florida State Term Contract for Security Guard Services, subject to legal review by the County Attorney and contingent upon settlement of pending litigation between the County and Barkley Security Agency, Inc. The motion carried 6-1, Commissioner Dozier in opposition.*

COMMISSIONER DISCUSSION ITEMS

Commissioner Welch:

- Acknowledged the work by the County Administrator and County Attorney. He also thanked Brent Pell and the Public Works staff for projects recently completed in District 4, and thanked the County Administrator for the mobile testing in the District.

Commissioner Cummings:

- Reflected on an email received regarding designating Leon County Library as a regional library.
- *Commissioner Cummings moved, seconded by Vice-Chairman Proctor to direct staff to prepare an agenda item assessing options to expand access to the Leon County Public Library for nonresidents from surrounding counties. The motion carried 7-0.*

Commissioner Dozier:

- Thanked the County Administrator for the Cold Night Sheltering agenda item. She confirmed with the County Administrator and Deputy County Administrator that an agenda item regarding coordination with the City on homeless shelter siting will come back in the summer.
- Wished students and school staff a safe Spring Break.

Commissioner Maddox:

- No comments

Commissioner Jackson:

- Announced that the first Fort Braden Community Farmers Market at Lake Talquin Baptist Church will be held this Saturday, March 13th, and noted that more information is available at fbcommunity.org. He confirmed with the County Administrator that the information could be included on the County's website.
- Reflected on the future expansion of walking trails in the Fort Braden community.
- Recognized the Homework Club through the Leon County Libraries.

Vice-Chairman Proctor:

- Highlighted the CDC's guidelines to vaccinate the prison population. The CDC encourages jurisdictions to vaccinate prison staff and prisoners at the same time due to shared increased risk of disease. He expressed his disappointment in the efforts to vaccinate Detention Center inmates.
- Expressed concern as to where the country and state were in regard to the justice policies, such as marijuana, especially as it relates to the number of people in jail.
- Congratulated the FAMU Athletic Department for its partnership with Nike and Lebron James.

Chairman Minor:

- Reflected on a December 2019 burning ordinance agenda item, and recent citizen complaints. He stated that the Florida Forest Service preempts local governments from making changes to the ordinance and is currently the enforcement entity for the state. He asked for an agenda item to explore other options to mitigate smoke issues, perhaps like a noise nuisance.
- Commissioner Dozier questioned if the County burn ordinance was invalid. She requested an analysis of the current ordinance be included.
 - County Attorney O'Steen stated that the City is addressing its ordinance as well.
- Commissioner Dozier noted that this issue is brought up every few years.
- Vice-Chairman Proctor asked if the city's ordinances are also preempted.
 - County Attorney O'Steen stated that the city was in the progress of changing its burn ordinance.

Commissioner Dozier moved, seconded by Chairman Minor to direct staff to prepare an agenda item to review the burn ordinance and explore options to mitigate nuisance smoke issues. The motion carried 7-0.

- Requested a Proclamation for the Big Bend Honor Guard that serves at the Tallahassee National Cemetery. There will be a ceremony on March 26th at the American Legion Post to honor the Honor Guard members and present them with the American Legion Presidential Medals. All Commissioners are invited.
Commissioner Welch, seconded by Commissioner Dozier, requested for a proclamation to recognize the Big Bend Honor Guard. The motion carried 7-0.
- Stated that the Greater Tallahassee Chamber of Commerce is interested in looking at the metrics used to evaluate the overall health of the community and is working with the County Administrator as well as the Office of Economic Vitality. He stated that he requested that the Greater Tallahassee Chamber reach out to the Capital City Chamber as well as the Big Bend Minority Chamber. He confirmed with the County Administrator that they have requested to do a presentation before the Board.
- Acknowledged the passing and life of Dr. Pamela Hall.

RECEIPT AND FILE:

- None.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:47 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

**Leon County
Board of County Commissioners
Notes for Agenda Item #2**

Leon County Board of County Commissioners

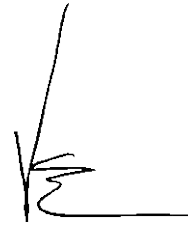
Agenda Item #2

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Payment of Bills and Vouchers



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

Statement of Issue:

This item requests Board approval of the payment of bills and vouchers submitted for May 11, 2021 and pre-approval of payment of bills and vouchers for the period of May 12, 2021 through June 7, 2021.

Fiscal Impact:

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

Staff Recommendation:

Option #1: Approve the payment of bills and vouchers submitted for May 11, 2021 and pre-approve the payment of bills and vouchers for the period of May 12, 2021 through June 7, 2021.

Report and Discussion

Background:

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the May 11th meeting, the morning of Monday, May 10, 2021. If, for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Analysis:

Due to the Board not holding a regular meeting until June 8, 2021, it is advisable for the Board to pre-approve payment of the County's bills for May 12, 2021 through June 7, 2021 so that vendors and service providers will not experience hardship because of delays in payment. In the event the Board meeting is cancelled, the payment of bill/vouchers will be approved until the next scheduled meeting. OMB will continue to review the printouts prior to payment; if for any reason OMB questions payment, then payment will be withheld until an inquiry is made and satisfied, or until the next scheduled Board meeting. Copies of the bills/vouchers printout will be available in OMB for review.

Options:

1. Approve the payment of bills and vouchers submitted for May 11, 2021 and pre-approve the payment of bills and vouchers for the period of May 12, 2021 through June 7, 2021.
2. Do not approve the payment of bills and vouchers submitted for May 11, 2021, and do not pre-approve the payment of bills and vouchers for the period of May 12, 2021 through June 7, 2021.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #3

Leon County Board of County Commissioners

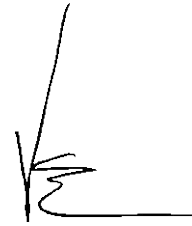
Agenda Item #3

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Commissioner Appointment to the Contractors Licensing Board



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 item seeks Board approval to ratify a Commissioner appointment of a citizen to the Contractors Licensing Board.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Ratify Commissioner Welch's appointment of a citizen, James Billingsley, to the Contractors Licensing Board for the remainder of the unexpired term ending March 31, 2023.

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 appointment of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Contractors Licensing Board (CLB)

Purpose: The responsibilities of the CLB are to accept and approve or disapprove applications and issue authorized specialty contractor certificates. The CLB has the authority to issue cease and desist orders; revoke, suspend or deny the certified contractor’s ability to obtain a building permit; require financial restitution to a consumer; impose an administrative fine for violations; require additional hours of continuing education; and assess costs associated with investigation and prosecution.

Composition: The CLB has seven (7) citizen members appointed by the Board of County Commissioners with each Commissioner appointing one member. The CLB members, except for the consumers representatives and business person, shall be licensed in the State and actively engaged in the profession they represent on the CLB. All members must be registered voters in Leon County. Members serve three-year terms, expiring March 31. The membership should include, whenever possible:

- One (1) engineer
- One (1) architect
- One (1) business person
- One (1) general contractor, or other contractor (building or residential), who is registered or certified
- One (1) pool/spa contractor or other contractor (sheet metal, roofing, air-conditioning, mechanical, pool/spa servicing, or plumbing) who is registered or certified
- Two (2) consumer representatives who may be any resident of Leon County that is not, and has never been, a member or practitioner of a profession regulated by the Contractors Licensing and Examination Board or a member of any closely related profession

The current membership includes one business person, one building contractor, one residential contractor, one architect and one consumer representative.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
7	2	Male - 4 Female - 1	White - 4 Black - 1

Vacancy: CLB member John Salvo has resigned. His term was due to expire on March 31, 2023. Commissioner Welch has reviewed the applications of the eligible applicants and selected the applicant as listed in Table #1.

Table #1: Contractors Licensing Board

Vacancy / Category	Term Expiration	Eligible Applicant / Seat Category (Application Attachment #)	Gender - Race	Recommended Action
John Salvo / Pool Contractor <i>Resigned</i>	3/31/2023	2. James Billingsley / <i>Consumer Rep</i>	Male - White	Ratify Commissioner Welch's appointment for the remainder of the unexpired term ending March 31, 2023.

Options:

1. Ratify Commissioner Welch's appointment of a citizen, James Billingsley, to the Contractors Licensing Board for the remainder of the unexpired term ending March 31, 2023.
2. Board direction.

Recommendation:

Option #1

Attachment:

1. Billingsley application and resume



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CONTRACTORS LICENSING AND EXAMINATION BOARD**

**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.
Applications will be discarded if no appointment is made after two years.**

Name: Mr. JAMES BILLINGSLEY		Date: 7/21/2020 8:52:17 AM	
Home Address:	3627 Oakhurst lane Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	No
Home Phone:	(850) 631-1900	Do you own property in the Tallahassee City Limits?	No
Email:	jamesbillingsley2@yahoo.com	How many years have you lived in Leon County?	44

(EMPLOYMENT INFORMATION)

Employer:	Florida Department of Agriculture	Work Address:	4040 Esplande Way Tallahassee, FL 32309
Occupation:	Regulatory Specialist I		
Work/Other Phone:	(800) 435-7352		

(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.

Race:	White	Gender:	M	Age:	44
District:	District V	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Tina Obrien	Name:	Dr Zach Verrier
Address:	3640 Oakhurst Lane Tallahassee, FL 32309	Address:	
Phone:	(850) 363-7469	Phone:	(850) 403-4715

Resume Uploaded? Yes

If no resume is available, 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. Please attach your resume, if one is available.

(COMMITTEE QUESTIONNAIRE)

IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community. We appreciate your interest in serving on a committee and would like to bring a few items to your attention. As a member of a committee/board/authority, 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 for violating these applicable laws include criminal penalties, civil fines, and the voiding of any committee/board/authority 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, please take a few minutes to complete the mandatory orientation. Your application will not be deemed complete until you have completed the orientation.

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

Are you currently serving on a County Advisory Committee or other Committee/Authority/Board?* **No**

Have you served on any previous Leon County committees?* **Yes**

If Yes, on what Committee(s) have you served? **Canopy Roads Citizens Committee**

Are you willing to complete a financial disclosure if applicable?* **Yes**

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**

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **No**

Are you or your employer, or your spouse or child or their employers, currently doing business with the Committee/Board/Authority to which you are applying for membership?* **No**

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**

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

Do you foresee participating in any competitive bid process involving business with the Committee/Board/Authority to which you are applying, during your time serving on that entity?* **No**

Members must be voters registered in Leon County

Are you a registered voter in Leon County? **Yes**

Members must meet one of the membership eligibility criteria as listed below. Please indicate your area of expertise.

- ☐ Architect
- ☐ Engineer
- ☐ Business person
- ☐ General contractor or other contractor (building & residential) who is registered or certified under Section 489.105(3)(a) (c). F.S.
- ☐ Pool/spa contractor or other contractor (sheet metal, roofing, air conditioning, mechanical, plumbing, excavation or solar) who is registered or certified under Section 489.105(3)(d) (o). F.S.
- ☒ Consumer representative who is not, and has never been, a member or practitioner of a profession regulated by the Contractors Licensing and Examination Board or a member of any closely related profession.

All members of the board, except for the consumer representatives, shall be licensed in this State and actively engaged in the profession they represent on the Board

Are you licensed in the state of Florida and actively engaged in that licensed profession? *No*

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

Signature: *Mr. JAMES BILLINGSLEY*

The application was electronically sent: 7/21/2020 8:52:17 AM

JAMES BILLINGSLEY

The Seasoned Professional

Tallahassee, FL

jamesbillingsley2@yahoo.com

(850) 631-1900

As an 8th generation local resident I'm familiar with the land, people and the culture. I enjoyed a highly successful term serving along side the Planning Department on the Canopy Road Committee. As a holder of 2 degrees, 3 paritally completed along with 3 professional certifications and a designation, I'm the most diverse and highly educated candidate a group could hope for. A dynamic professional with over 25 years combined experience in business management, conservation, farming, sales, distribution, customer care, creative thinking, and problem solving. I'm the candidate looking to interact, contribute and be productive towards the goals and needs of the future.

#readytowork

Authorized to work in the US for any employer



WORK EXPERIENCE

Regulatory Affairs Specialist I

Florida Department of Agriculture and Consumer Services - Tallahassee, FL

March 2020 to Present

Handles licensure of Repossession, Security and Private Investigators for the State of Florida.

Human Services Specialist II

Department of Children and Families, State of Florida - Tallahassee, FL

September 2019 to Present

Assisting mentally competent adults with therapy in order to help them recover, including:

Assisting in life coaching

Assisting in daily living activities

Promoting therapy through music, art and horticulture.

President

Oakhurst Lawn Care - Tallahassee, FL

July 2011 to Present

Schedule work for crew and check for weather conditions before convening.

Enforce contract agreements.

Prepare cost estimates.

.

Mow lawns with riding lawnmowers or manual mowers.

Perform routine maintenance duties such as applying plaster, fixing fountains, and other duties.

Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.

Hire, train, and supervise grounds keeping staff.

Store Manager

Sears Automotive - Tallahassee, FL

April 2017 to November 2017

Responsible for managing the entire Auto Center and Associates, including the Assistant Manager, in Auto Centers with annual sales volume between \$1.1 and \$2.19 million.

Selecting, scheduling, supervising, directing, managing, counseling, disciplining, and training of subordinates.

Analyses and driving of sales volume, customer service, profitability and performance; identification and solution of business problems.

Creation and implementation of competitive strategies; managing productivity standards; and overall Auto Center management responsibilities.

Personally provides professional, timely and courteous service by listening carefully to customers, presenting Sears Automotive products clearly, and teaming with technicians.

Operations Supervisor

Florida House of Representatives - Tallahassee, FL

February 2011 to May 2011

Session

Supervised the evening shuttle service for members and staff to an offsite parking location.

Monitored Security Operations of the House.

Assisted Members of the House and their staff with any other needs as requested.



EDUCATION

Associate in Sport and Recreation Management

Tallahassee Community College - Tallahassee, FL

August 2019 to Present

A.A. in General Studies

Tallahassee Community College - Tallahassee, FL

December 2013



SKILLS

- Retail Management
- Key Holder
- Automotive Service
- budget
- retail sales
- Word
- Strategic Planning
- training
- Scheduling
- Team Building
- Merchandising
- Sales
- Inventory Management
- Supervising Experience
- Lawn Care
- Case Management



LINKS

<https://www.linkedin.com/in/james-billingsley-13147b106/>



MILITARY SERVICE

Branch: Air Force Auxiliary-Civil Air Patrol

Service Country: United States

Rank: Cadet

April 1992 to April 1993



ASSESSMENTS

Customer Focus & Orientation — Highly Proficient

December 2019

Responding to customer situations with sensitivity.

Full results: https://share.indeedassessments.com/share_to_profile/1832da3656091f1cd6eafb168447a03beed53dc074545cb7

Supervisory Skills: Motivating & Assessing Employees — Proficient

December 2019

Motivating others to achieve objectives and identifying improvements or corrective actions.

Full results: https://share.indeedassessments.com/share_to_profile/ae4fd2894860b67e88156c5659cbeec9

Cognitive Ability — Proficient

August 2019

Measures a candidate's ability to combine pieces of information to form general rules or conclusions.

Full results: https://share.indeedassessments.com/share_to_profile/0d20ba996459e65ebaa3e6fdbf387867eed53dc074545cb7

Attention to Detail — Familiar

July 2019

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: https://share.indeedassessments.com/share_to_profile/33bdd256afa1ee50a3b35eb671aded01eed53dc074545cb7

Written Communication — Proficient

August 2019

Measures a candidate's ability to convey written information using proper grammar rules.

Full results: https://share.indeedassessments.com/share_to_profile/1e1676589a0c77067899598ed61f50b2eed53dc074545cb7

Retail Customer Service — Proficient

August 2019

Measures a candidate's ability to comprehend and respond appropriately to retail customer needs.

Full results: https://share.indeedassessments.com/share_to_profile/784220927be840a9dc607acf0aae5cb4eed53dc074545cb7

Attention to Detail: Inventory — Highly Proficient

August 2019

Applying systematic processes for managing and storing products and merchandise.

Full results: https://share.indeedassessments.com/share_to_profile/4a3356a58fc83b885ad6a29fe81ffd80eed53dc074545cb7

Logic & Critical Thinking — Proficient

July 2019

Using logic to solve problems.

Full results: https://share.indeedassessments.com/share_to_profile/0c74523d8f3dbf91750b56c665cf2392eed53dc074545cb7

Analyzing Data — Proficient

March 2019

Measures a candidate's skill in interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data.

Full results: https://share.indeedassessments.com/share_to_profile/1d1e3033221d12dc07370d0ea7eee118eed53dc074545cb7

Scheduling — Proficient

June 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: https://share.indeedassessments.com/share_to_profile/ba98c65a0a7fd2eb711c5cf2503e74aeeed53dc074545cb7

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.



GROUPS

Committee Member-Canopy Roads Citizens Committee

November 2012 to November 2015

Assists in coordinating efforts of government, private sector, civic groups and individuals in an effort to protect, maintain, enhance and where applicable, re-evaluate canopy roads through the development of a long range canopy road management plan.

Makes recommendations on matters related to canopy road preservation to the City and County Commissions.

Football Coach- I9 Sports

January 2018 to Present

Football Coach Responsibilities include: coordination of offensive/defensive schemes/personnel/staff, coaching multiple positions groups, registration, managing all aspects of the program (practice and game preparation, recruiting, video breakdown, camps, equipment, community involvement, and other duties as assigned by the league.

Candidate Leon Soil and Water Conservation District 5

June 2020 to November 2020



ADDITIONAL INFORMATION

Core Skills

Outstanding communication skills

Resource development

Organizational skills

Analytical

Leadership

Program management

Policies and Procedures

Case Management

Records Maintenance

**Leon County
Board of County Commissioners
Notes for Agenda Item #4**

Leon County Board of County Commissioners

Agenda Item #4

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Voluntary Annexation of the Oxford Gates Detached Residential Subdivision Located at 5701 Thomasville Road

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	Ryan Culpepper, Director, Development Services Division Weldon Richardson, Senior Planner, Development Services

Statement of Issue:

This item seeks Board consideration of the voluntary annexation request from Oxford Gates, LLC, for the Oxford Gates Detached Residential Subdivision located at 5701 Thomasville Road. As required by the Tallahassee-Leon County 2030 Comprehensive Plan, this voluntary annexation request is being brought to the Board for review and comment.

Fiscal Impact:

This item has a fiscal impact. The Public Works Department finds the proposed annexation of the two parcels will result in an annual revenue loss of \$170.00 for stormwater non-ad valorem assessment revenue and \$80.00 in solid waste non-ad valorem assessment revenue.

Staff Recommendation:

Option # 1: Do not object to the proposed voluntary annexation of the Oxford Gates Detached Residential Subdivision located at 5701 Thomasville Road.

Report and Discussion

Background:

As required by the Tallahassee-Leon County 2030 Comprehensive Plan and implemented through the Tallahassee-Leon County Interlocal Agreement, this voluntary annexation request is being brought to the Board for review and comment. Oxford Gates, LLC, is requesting voluntary annexation of two contiguous parcels underlying the proposed Oxford Gates Detached Residential Subdivision into the City of Tallahassee municipal limits. The approved site and development plan consists of thirty-six (36) single-family detached residential parcels, however, the parcels are not yet subdivided and will need to be platted through the City of Tallahassee. The total size of the land to be annexed is 9 acres (+/-). The applicant's petition for annexation along with the proposed Ordinance (No. 21-O-18) are included as Attachment #1.

Analysis:

Location

The subject properties are located at 5710 Thomasville Road. The properties are located within the Urban Service Area and are zoned Residential Preservation (RP) (Section 10-6.617 of the Land Development Code). These parcels are designated RP on the Future Land Use Map of the Comprehensive Plan (Policy 2.2.3 of the Tallahassee/Leon County Comprehensive Plan). A map showing the location of the properties proposed for annexation is included as Attachment #2.

Development Review and Approvals

The site and development plan received final approval from the Development Review Committee on November 24, 2020. Development activity associated with the Environmental Management Permit (EMP) (LEM20-00036) is ongoing pursuant to the approved EMP, which was issued on November 25, 2020.

Annexation Procedure

Annexation by the City of Tallahassee shall be in accordance with the requirements of Chapter 171, Florida Statutes, and Policy 2.1.4 of the Intergovernmental Coordination Element of the Comprehensive Plan, and as set forth in the Interlocal Agreement for Annexation Procedures between Leon County and the City of Tallahassee. Specifically, the Interlocal Agreement provides in part that:

the City Annexation Plan, together with the petition for each annexation be provided by the City to the County Administrator, the Director of Development Support and Environmental Management and the County Attorney at least twenty (20) calendar days prior to the first reading of the Ordinance considering such annexation and at least five (5) calendar days prior to the next regularly scheduled County Commissioners ("Board") meeting. The Board shall have the opportunity to review, comment and suggest changes regarding the proposed annexation at a Board meeting prior to the adoption of the annexation Ordinance by the City Commission, and any Board comments will be provided to the City Manager at least five (5) calendar days prior to the public hearing on the annexation Ordinance.

The City of Tallahassee has indicated in its proposed Ordinance (No. 21-O-18) that they are committed to providing municipal services to the referenced property. The proposed Ordinance was introduced to the City Commission on April 21, 2021 and is scheduled for a public hearing by the City Commission on June 16, 2021, for the purposes of finalizing the annexation.

The County and City Administrations have instituted procedures to implement annexation provisions. The City submits information and analyses for review by County staff. Below are County staff's comments on the proposed voluntary annexation:

1. County Attorney: The County Attorney has indicated that the proposed annexation appears to comply with Chapter 171, Florida Statutes.
2. Public Works: The Public Works Department finds the proposed annexation of the two parcels will result in an annual revenue loss of \$170.00 for stormwater non-ad valorem assessment revenue and \$80.00 in solid waste non-ad valorem assessment revenue.
3. Development Services: The Division finds that the proposed annexation would not have any impacts to the County's Concurrency Management System.
4. Environmental Services: The subject properties are associated with the approved EMP (LEM20-00036), which is active and accompanied by associated ongoing permitted development activities at the subject site. By annexing into the City of Tallahassee, the permits, conditions and associated responsibilities will be transferred to the new jurisdiction. From the outset of this permit application, Leon County staff have been coordinating with the City of Tallahassee Growth Management staff to ensure a seamless transition and transfer of inspections and project close-out responsibilities to the new jurisdiction to ensure compliance with the approved site and development plan. The City of Tallahassee has similar protection and stormwater requirements as Leon County; therefore, Environmental Services has no objection to this annexation.
5. Planning, Land Management & Community Enhancement (PLACE): The Tallahassee/Leon County Department of PLACE finds that the proposed annexation request is consistent with the Comprehensive Plan, provided certain criteria of the Intergovernmental Element Policy 2.1.4 are adequately addressed. The subject site is currently designated as Residential Preservation (RP) on the Future Land Use Map in the Comprehensive Plan. The current zoning designation of RP is a County zoning district and not utilized by the City. Therefore, the subject site will need to be rezoned to a City residential zoning district following the annexation. These criteria are outlined in a memorandum from the Department of PLACE, included as Attachment #3.

Pursuant to the Interlocal Agreement with the City, if the County objects to the annexation, a formal process for mediation is initiated. Results of the mediation are brought to the Board for consideration. If mediation is unsuccessful, the statutory dispute resolution process allows for the City and County to agree to binding arbitration or either party may pursue legal remedies.

Title: Proposed Voluntary Annexation of the Oxford Gates Detached Residential Subdivision
Located at 5701 Thomasville Road

May 11, 2021

Page 4

Options:

1. Do not object to the proposed voluntary annexation of the Oxford Gates Detached Residential Subdivision located at 5701 Thomasville Road.
2. Object to the proposed voluntary annexation of the Oxford Gates Detached Residential Subdivision located at 5701 Thomasville Road.
3. Board direction.

Recommendation:

Option # 1

Attachments:

1. Petition for annexation from Oxford Gates, LLC. (Ordinance No. 21-O-18)
2. Location map
3. Memorandum from the Department of PLACE dated April 8, 2021



03/24/2021

Mr. Ryan Culpepper
Development Services Director
Leon County Department of Development Support
& Environmental Management
435 North Macomb Street
Tallahassee, FL 32301

RE: Annexation of Parcels 1427202200000 & 1427202180000

Dear Mr. Culpepper:

Attached is the ordinance introduction package for the annexation of parcels 1427202200000 & 1427202180000 for your review and use. You are being provided a copy of the voluntary annexation petition as required by Policy 2.1.4 of the Intergovernmental Coordination Element of the Comprehensive Plan.

The annexation ordinance will go to the City Commission for introduction on 04/21/2021 and the public hearing will be 06/16/2021. Any comments from the Board of County Commissioners must be received by the City Manager prior to the public hearing.

Please contact me at 891-8488 if you have any questions regarding this transmittal.

Sincerely,

Raoul Lavin (Mar 24, 2021 11:36 EDT)

Raoul Lavin
Assistant City Manager
Administration and Professional Services

Attachments

Cc: Cassandra K. Jackson, City Attorney
Louis Norvell, Assistant City Attorney
Reese Goad, City Manager
Wayne Tedder, Assistant City Manager

CITY HALL
300 South Adams Street
Tallahassee, FL 32301-1731
850-891-0000
TDD: 711 • Talgov.com

JOHN E. DAILEY
Mayor

REESE GOAD
City Manager

JEREMY MATLOW
Mayor Pro Tem

CASSANDRA K. JACKSON
City Attorney

JACQUELINE "JACK" PORTER
Commissioner

JAMES O. COOKE, IV
City Treasurer-Clerk

CURTIS RICHARDSON
Commissioner

DENNIS R. SUTTON
Inspector General

DIANNE WILLIAMS-COX
Commissioner

CITY OF TALLAHASSEE
PETITION FOR VOLUNTARY ANNEXATION

The following information must be submitted to the Office of Resource Management for consideration to be annexed. You can deliver it in person, send in via U.S. mail or email it to:

Office of Resource Management

City of Tallahassee, City Hall – 4th Floor

**Attn: Matt Matherne, Josh Jordan and Max Stout at matthew.matherne@talgov.com,
josh.jordan@talgov.com and max.stout@talgov.com**

300 South Adams Street

Tallahassee, Florida 32301

- ✓ Voluntary Petition – must include signature(s), date and address(es) of each applicant if there are multiple owners.
- ✓ Map indicating the area (shade or cross-hatch) to be annexed, must match the legal description of area to be annexed.
- ✓ Tax Parcel Identification (PID) number for the parcel(s) or portion therein, as recorded with the Leon County Property Appraiser's Office.
- ✓ A non-PDF version of the recorded legal document text (legal description in metes and bounds) of the property to be annexed. ***Important Note: The legal description defines the area to be annexed, please ensure it is correct. This will be reviewed and confirmed prior to any other steps proceeding.***
- The City of Tallahassee does not charge a fee for annexation; however, Leon County does charge \$600 per parcel or in some cases per submittal for annexation.
- If needed, the Office of Resource Management can schedule a pre-application conference with the relevant City and County staff to discuss the project and to provide the applicant with a Leon County contact person for payment of the fee and for contact regarding the County's review.

PETITIONER(S):

Signature: 

Print Name: Tom Davis

Address: 2584 Millstone Plantation Rd
TALLAHASSEE, FL 32312

Phone: 850.294.2501

Email

address: tdavis@stark-consulting.net

Date: _____

State of: Florida

County of: Leon

Before me, this 10 day of March, 2021,

personally, appeared Thomas Daniel who executed the foregoing
Petition for Voluntary Annexation, and acknowledged before me that same was executed for
the purposes therein expressed.

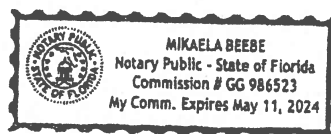
Personally known: _____; or

Produced identification: Drivers License

Type of Identification produced: FL Drivers License.

Signature of Notary Public: Mikaela Beebe

Printed name of Notary Public: Mikaela Beebe



For more information on the requirements to be submitted or any further information about the process please contact Matt Matherne, Josh Jordan and Max Stout @ matthew.matherne@talgov.com, josh.jordan@talgov.com and max.stout@talgov.com.

To: The City Commission of the City of Tallahassee
From: EXFORD GATES, LLC
2940 KERRY PARKWAY, Suite 101
TALLAHASSEE, FL 32312
Date: 2.15.2021
Re: Parcel ID or Parcel ID's:
1427202180000 ; 1427202200000

The undersigned owner(s) of the referenced property,

legally described on the attached Exhibit A, and shown on the sketch attached as Exhibit B, hereby request(s) the annexation of said property by the City of Tallahassee in accordance with Chapter 171, Florida Statutes which authorizes the petitioning for voluntary annexation. Exhibits A and B are hereby incorporated by reference and made a part hereof.

The undersigned certify that he/she/they is/are the owners of the property described in the attached exhibits, and that all owners of the property have signed this petition. This petition and request shall be binding upon the owner(s), all successor owner of the subject property including the heirs, assigns, and devisees of the undersigned; and shall run with the land to any purchasers of the subject property.






Annexation of Parcels 1427202200000 & 1427202180000

Final Audit Report

2021-03-24

Created:	2021-03-24
By:	Amy Brinson (Amy.Brinson@talgov.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAY18cZS22RTgPopu53BGXQjzMvsVoll7

"Annexation of Parcels 1427202200000 & 1427202180000" History

-  Document created by Amy Brinson (Amy.Brinson@talgov.com)
2021-03-24 - 3:19:54 PM GMT- IP address: 167.75.254.253
-  Document emailed to Raoul Lavin (raoul.lavin@talgov.com) for signature
2021-03-24 - 3:20:33 PM GMT
-  Email viewed by Raoul Lavin (raoul.lavin@talgov.com)
2021-03-24 - 3:35:32 PM GMT- IP address: 167.75.254.253
-  Document e-signed by Raoul Lavin (raoul.lavin@talgov.com)
Signature Date: 2021-03-24 - 3:36:13 PM GMT - Time Source: server- IP address: 167.75.254.253
-  Agreement completed.
2021-03-24 - 3:36:13 PM GMT





Ordinance No. 21-O-18

PROPOSED ANNEXATION

Parcel IDs:

1427202180000

1427202200000

LEGEND

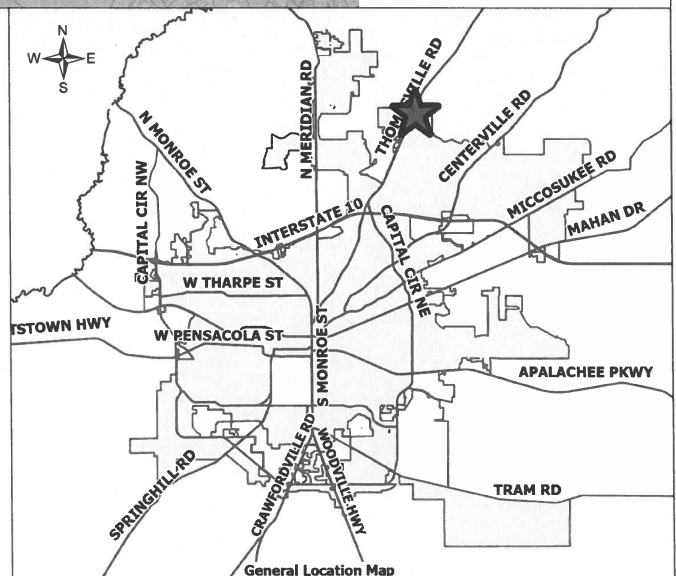


CURRENT CITY LIMITS



PROPOSED CITY LIMITS

TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT



Ordinance No. 21-O-18

AN ORDINANCE OF THE CITY OF TALLAHASSEE, FLORIDA, AMENDING SECTION SIX OF THE CHARTER OF THE CITY OF TALLAHASSEE, TO ANNEX WITHIN THE CORPORATE AREA OF THE CITY OF TALLAHASSEE, FLORIDA, UPON ADOPTION OF SAID ORDINANCE, PROPERTY BEING SITUATED IN LEON COUNTY, FLORIDA, IN ACCORDANCE WITH THE VOLUNTARY ANNEXATION PROVISIONS OF SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, there has been filed with the City of Tallahassee, Florida, a petition containing the names and signatures of all of the property owners in the area described hereinafter requesting annexation into the corporate area of the City of Tallahassee, Florida; and,

WHEREAS, it has been determined that the property described hereinafter is reasonably compact and contiguous to the corporate area of the City of Tallahassee, Florida, and it has further been determined that the annexation of said property will not result in the creation of any pocket or enclave; and,

FURTHER WHEREAS, the City of Tallahassee, Florida, is in a position to provide municipal services to the property described herein, and that the City Commission of the City of Tallahassee, Florida, deems it in the best interest of the City to accept said petition and to annex said property.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF TALLAHASSEE, FLORIDA:

Section 1. That the property described below, situated in Leon County, Florida, be and the same is hereby annexed to and made a part of the City of Tallahassee, Florida, pursuant to the voluntary annexation provisions of Section 171.044, Florida Statutes, to wit:

Parcel 1:

From the Northeast corner of the West Half of the Northwest Quarter of Section 27, Township 2 North, Range 1 East, run South 00 degrees 03 minutes East along the East line of the West half of the Northwest Quarter of said Section 27 a distance of 1017.18 feet to the point of the beginning; from said point of beginning run South 00 degrees 03 minutes East along said East line of the West half of the Northwest quarter of Section 27 a distance of 352.48 feet, thence run North 66 degrees 04 minutes West a distance of 722.29 feet to a point on the Eastern right of way line of State Road No. 61 (formerly State Road No. 10), thence run North 23 degrees 56 minutes East along said right of way line a distance of 200.0 feet to a point, thence run South 77 degrees 59 minutes East a distance of 591.80 feet to the point of the beginning. Less and except portion deeded to the State of Florida Department of Transportation in Book 1836, Page 494.

Parcel 2:

Commence at the Northwest corner of the Southwest quarter of the Northeast quarter of Section 27, Township 2 North; Range 1 East, Leon County, Florida, and run thence West along the South boundary of the Northeast quarter of the Northwest quarter of said Section 27, a distance of 1,079.72 feet to the point of beginning. From said point of beginning continue West along said South Boundary 300.01 feet, thence North 00 degrees 44 minutes 50 seconds East along the West boundary of said Northeast quarter of the Northwest quarter a distance of 422.76 feet, thence South 89 degrees 15 minutes 10 seconds East 210.0 feet to the centerline of a proposed 60.0 foot roadway, thence South 00 degrees 44 minutes 50 seconds West along said centerline 110.0 feet to a point of curve to the left, thence along said centerline curve with a radius of 88.83 feet, through a central angle of 90 degrees 44 minutes 50 seconds, for an arc distance of 140.69 feet, thence South 00 degrees 44 minutes 50 seconds West 220.0 feet to the point of the beginning. The above described property being subject to a roadway easement.

Parcel 3:

Begin at the Northeast corner of the West half of the Northwest Quarter of Section 27, Township 2 North, Range 1 East, and run thence South 00 degrees 03 minutes East along the East line of the West half of the Northwest Quarter of said Section 27, a distance of 769.66 feet to a point which is the POINT OF BEGINNING. From said POINT OF BEGINNING thence South 00 degrees 03 minutes East along the said East line of the West half of the Northwest Quarter a distance of 247.52 feet; thence North 77 degrees 59 minutes West a distance of 591.80 feet to a point on the Eastern right of way of State Road No. 61, thence North 23 degrees 56 minutes East along said right of way line a distance of 200 feet; thence run Easterly along a straight line a distance of 506 feet to the POINT OF BEGINNING.

Being more particularly described as follows:

Begin at the Northeast corner of the West half of the Northwest Quarter of Section 27, Township 2 North, Range 1 East, and run thence South 00 degrees 03 minutes East along the East line of the West half of the Northwest Quarter of said Section 27, a distance of 769.66 feet to a point which is the POINT OF BEGINNING. From said POINT OF BEGINNING, thence South 00 degrees 03 minutes East along the East line of the West half of the Northwest Quarter of said Section 27 a distance 247.80 feet; thence North 77 degrees 59 minutes West a distance of 591.80 feet to a point on the Eastern right of way of State Road No. 61, thence North 23 degrees 56 minutes East along said right of way line a distance of 200 feet; thence run South 83 degrees 19 minutes 33 seconds East, 500.88 feet to the POINT OF BEGINNING.

Less and except portion deeded to the State of Florida Department of Transportation in Book 1929, Page 1555.

Section 2. That upon ordinance becoming effective, the property owners and any resident on the property described herein shall be entitled to all the rights and privileges and immunities as are from time to time granted to residents and property owners of the City of Tallahassee, Florida, as further provided in Chapter 171, Florida Statutes, and shall further be subject to the responsibilities of residence or ownership as may from time to time be determined by the governing authority of the City of Tallahassee, Florida, and the provisions of said Chapter 171, Florida Statutes.

Section 3. If any section or portion of a section of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to impair the validity, force, or effect of any other section or part of this ordinance.

Section 4. That all ordinances or parts of ordinances in conflict herewith be and the same are hereby revoked.

Section 5. That this ordinance shall become effective immediately upon its passage and adoption.

INTRODUCED in the City Commission on the 21st day of April, 2021.

PASSED by the City Commission on the 16th day of June, 2021.

CITY OF TALLAHASSEE

By: _____
John Dailey
Mayor

ATTEST:

APPROVED AS TO FORM

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

By: _____
Cassandra K. Jackson
City Attorney



Ordinance No. 21-O-18

PROPOSED ANNEXATION

Parcel IDs:

1427202180000

1427202200000

LEGEND

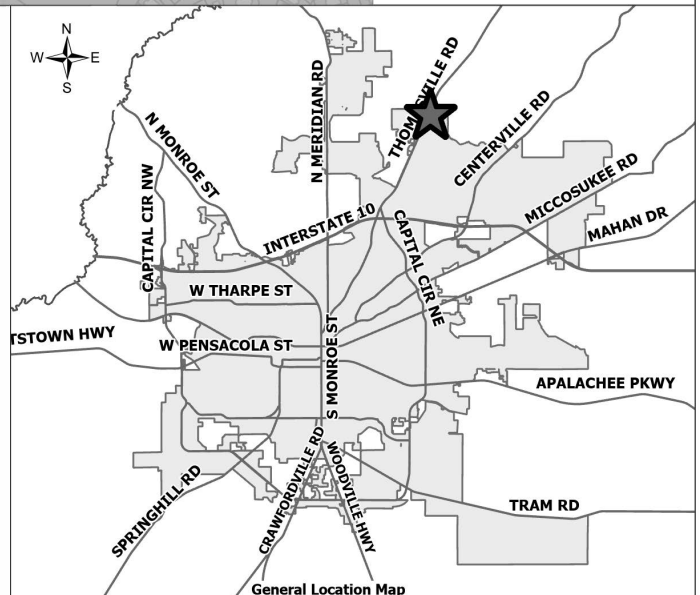


CURRENT CITY LIMITS



PROPOSED CITY LIMITS

TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT





MEMORANDUM

TO: Weldon Richardson, Senior Planner
Development Services Division
Leon County Department of Development Support and Environmental Management

THROUGH: Artie White, Administrator | Comprehensive Planning
Tallahassee-Leon County Planning Department

FROM: Stephen Hodges, Senior Planner
Tallahassee-Leon County Planning Department

DATE: April 8, 2021

SUBJECT: Consistency Review: Proposed Voluntary Annexation of Oxford Gates at Kingsmill

The owners (Oxford Gates, LLC) of two contiguous parcels totaling approximately 9.1 acres in size located on the east side of Thomasville Road and immediately south of Bascom Drive have requested annexation into the City of Tallahassee. The subject site, referred to as Oxford Gates at Kingsmill, is being subdivided into 36 separate single-family residential parcels. Data maintained by the Tallahassee – Leon County Geographical Information Systems interlocal department indicate that the land use of the area surrounding the subject site is low-density, single-family residential, with high-density multi-family residential on the west side of Thomasville Road. The following additional information is related to the subject site:

- The subject site is currently designated as Residential Preservation (RP) on the Future Land Use Map in the Comprehensive Plan. The current zoning designation of the subject site is Residential Preservation (RP), which is a County zoning district. This zoning district is not utilized by the City.
- The subject site will therefore need to be rezoned to a City residential zoning district following annexation. The City has two zoning districts that implement the Residential Preservation land use category. These two districts are RP-1 and RP-2. The intended intensity and density of residential development on the subject site, including lot size and type of dwelling unit, will determine the most appropriate zoning district for this site.
- The subject site is intended to have central potable water, sewer, electric, and gas service provided by the City of Tallahassee.

Staff has reviewed the proposed annexation and has found the proposal consistent with the Comprehensive Plan, subject to the following provisions of Intergovernmental Coordination Element Policy 2.1.4 [I] being adequately met:

- The annexation shall be implemented in accordance with the requirements of Chapter 171, Florida Statutes, and as set forth in an Interlocal Agreement for Annexation Procedures to be entered into by and between Leon County and the City of Tallahassee as set forth in Policy 2.1.4[I].

**Leon County
Board of County Commissioners**

Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Big Bend Healthcare Coalition Grant for Emergency Medical Services



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Chad Abrams, Chief, Emergency Medical Services
Lead Staff/ Project Team:	Timothy Carlson, Financial Compliance Manager

Statement of Issue:

This item seeks Board acceptance of a \$6,150 grant from the Big Bend Healthcare Coalition for Emergency Medical Services to purchase a trailer to transport a mass casualty shelter and associated equipment.

Fiscal Impact:

This item has a fiscal impact. Big Bend Healthcare Coalition Inc. approved the project to be funded for an amount not to exceed \$6,150. The County is not required to provide any matching funds.

Staff Recommendations:

- Option # 1: Accept the grant in an amount not to exceed \$6,150 and approve the Project/Service Agreement with the Big Bend Healthcare Coalition (Attachment #1); and authorize the County Administrator to execute the Agreement.
- Option #2: Approve the Resolution and associated Budget Amendment Request (Attachment #2).

Report and Discussion

Background:

This item seeks Board acceptance of a grant from the Big Bend Healthcare Coalition (BBHCC), approval of the associated Project/Service Agreement (Attachment #1) and approval of the associated Resolution and Budget Amendment Request (Attachment #2). The BBHCC has made \$6,150 of grant funding available to the County to purchase a utility trailer needed to transport a mass casualty shelter and associated equipment.

The grant funding and Project/Service Agreement with BBHCC advances the following FY2017-FY2021 Strategic Initiative:

- Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2016-26)

This particular Strategic Initiative aligns with the Board's Quality of Life Strategic Priority:

- (Q3) Provide essential public safety infrastructure and services.

The BBHCC is a Florida not-for-profit corporation formed on January 14, 2014 and represents Leon, Gadsden, Franklin, Jefferson, Wakulla, Gulf, Taylor, and Madison counties. Health care coalitions were formed across the nation at the direction of the United States Department of Health and Human Services (HHS) in response to the need to better coordinate and leverage the resources and capabilities of all health care and support providers in preparing, responding, and recovering from disasters. In Florida, health care coalition formation was led by the Florida Department of Health (FDOH). The BBHCC is built upon existing public health and health care partnerships, to form a broader collaborative network of public health and health care stakeholder support. 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 preparedness, response, and recovery in furtherance of the management of complex health care and support issues which arise during disasters.

HHS provides funding to the State for health care coalitions through the Assistant Secretary for Preparedness and Response (ASPR) grant funding that is used to support the health care system's preparedness and response to events that stress or disrupt health care service delivery. FDOH then passes a portion of the grant funding to each of the health care coalitions to fund projects that enhance response capabilities and fill identified gaps.

To ensure the County maximizes grant leveraging opportunities, the Office of Management and Budget (OMB) coordinates with department liaisons and actively seeks grant funding opportunities throughout the fiscal year. These efforts include contacting and communicating with previous funders for any new or forthcoming grant opportunities. Through timely submittals of reporting and invoices as well as satisfactory compliance with grant closeouts as well as on-site and desk monitoring by the granting agencies, Leon County has proactively positioned itself as a responsive and accountable funding partner. Because of this accountability, agencies often contact Leon County when grant funds become available.

In addition, the County's partnership with Patton Boggs also garners access to recently announced federal funding opportunities and OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. With receipt of the CARES Act funding, the total County grant leverage ratio is \$8.74 to \$1; excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$40.26 to \$1.

Analysis:

The FDOH and the Florida Division of Emergency Management have provided mass casualty supplies and equipment to the County since the inception of Emergency Medical Services. Prior to the change in process of passing funds through health care coalitions, the State provided mass causality and specialty response equipment directly through one of the state agencies. Under the health care coalition structure, the State now passes the funding to the coalitions to determine the best use of the funding.

The State agencies previously provided two mass causality shelters, associated equipment and one trailer to transport these materials to the County. A recent capability assessment determined that the two shelters and equipment should be divided into two separate trailers to improve the overall deployment capabilities of the equipment. To facilitate this, an additional trailer is needed and the BBHCC has determined that the project will enhance response capabilities and fill an identified gap in available response resources. The BBHCC has made this grant funding of \$6,150 available to the County to purchase the second trailer.

The Project/Service Agreement (Attachment #1) requires that the County purchase an eligible trailer and then seek reimbursement through the BBHCC. The trailer then becomes the property of the County for use in response to mass casualty events. A local match is not required under this grant.

Options:

1. Accept the grant in an amount not to exceed \$6,150 and approve the Project/Service Agreement with the Big Bend Healthcare Coalition (Attachment #1); and authorize the County Administrator to execute the Agreement.
2. Approve the Resolution and associated Budget Amendment Request (Attachment #2).
3. Do not accept the grant in an amount not to exceed \$6,150 and do not approve the Project/Service Agreement with the Big Bend Healthcare Coalition.
4. Board direction.

Recommendation:

Options #1 and 2

Attachments:

1. Project Service Agreement between Leon County and the Big Bend Healthcare Coalition
2. Resolution and associated Budget Amendment Request

Memorandum of Agreement Between Big Bend Healthcare Coalition (BBHCC) and Leon Emergency Medical Services (EMS)

Purpose of the Agreement

This Memorandum of Agreement (MOA) sets forth the terms by which the Apalachee Regional Council (ARPC) will award project funds from the Big Bend Healthcare Coalition to Leon EMS.

Funding

Based upon the application for project funding (Attachment A), the BBHCC shall pay Leon EMS an amount not to exceed \$6,150 for the purchase of one MCI Shelter Trailer.

These funds will only be paid on a reimbursement basis and must be spent by June 14, 2021.

Roles and Responsibilities

Leon EMS **will**:

- Be responsible for the procurement and purchase of materials detailed in the application for project funding (Attachment A).
- Follow their agency's procurement policy to purchase the materials.
- Make any equipment purchased available to use by the BBHCC membership upon request.
- Provide the BBHCC with an acceptable invoice and documentation to reimburse the agency.

Documentation required to reimburse would include:

- Documentation of the procurement of the materials
- Vendor invoice for the materials
- Proof of payment for the materials purchased
- Reimbursement request letter from the awarded agency to the ARPC
- Purchase and pay for the materials and submit all documentation to BBHCC for reimbursement no later than June 15, 2021.
- Reimbursement check from the BBHCC must be deposited by June 11, 2021. The BBHCC will:
 - Reimburse Leon EMS within thirty (30) days of receipt of an acceptable invoice and documentation of the purchase of materials detailed in the application for project funding (Attachment A).

Duration of the Agreement

This agreement shall begin upon execution, no later than 90 days of receipt. The agreement shall end no later than June 30, 2021.

This Memorandum of Agreement can be terminated by either party upon no less than 30 days written notice to the other party without cause.



Signatures and Date

IN WITNESS THEREOF, the parties hereto have caused this Memorandum of Agreement to be executed by their undersigned officials as duly authorized.

This agreement is entered into this _____ day of _____, 2021.

Philip Doyle
Chairperson
Big Bend Healthcare Coalition

Date:

LEON COUNTY, FLORIDA

By: _____

Vincent S. Long
County Administrator

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

BY: _____

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

BY: _____

Big Bend Healthcare Coalition Project Submission Form 2020-2021

Project Title	EMS MCI shelter trailer		
Requesting Agency	Leon County EMS	Are you a member of the Healthcare Coalition? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Point of Contact Contact information for project lead	Name	Chief Darryl Hall	
	Organization Address	911-2 Easterwood Drive, Tallahassee, FL 32311	
	Phone Number	850-606-2100	
	E-mail Address	hallda@leoncountyfl.gov	
4 Project Types Check appropriate category AND 5 Specialty Surge Areas Check the appropriate option if this project aligns with medical surge/trauma mass casualty in these specialty areas. Descriptions are attached.	<input type="checkbox"/> Training/Education <input checked="" type="checkbox"/> Supplies/Equipment <input type="checkbox"/> Exercise <input type="checkbox"/> Other (provide details under Project Description)		<input type="checkbox"/> Pediatric Surge <input type="checkbox"/> Burn <input type="checkbox"/> Infectious Disease <input type="checkbox"/> Radiation <input type="checkbox"/> Chemical
2017-2022 Health Care Preparedness & Response Capabilities Which capability does your project address? Descriptions of each capability are attached. You may choose more than one, if applicable.	<input type="checkbox"/> Foundation for Health & Medical Readiness <input checked="" type="checkbox"/> Health Care & Medical Response Coordination <input checked="" type="checkbox"/> Continuity of Health Care Service Delivery <input checked="" type="checkbox"/> Medical Surge		
Funding Requested Provide total amount requested and attach an itemized budget	\$ 6150		
Identified Gap: Provide description of the gap and how it was identified e.g. lessons learned and documented in an After Action Report-Improvement Plan following an exercise or real-world event activation.	Leon County EMS has 2 Zumro 860 shelters with mobile AC units for climate control. Our service only has 1 trailer that is set up ready for deployment and can only carry 1 tent/ac unit. Another trailer is necessary so we have all the equipment ready for use and deployment as needed.		
Project Description & Details Provide a detailed description and justification for the project			
What will be purchased?	A double axle 7ft x 18ft enclosed trailer which will house the Zumro 860 mobile shelter and portable AC unit.		
How does it fill the above identified gap?	The Zumro 860 shelter has many different applications in the field. It can be used as a field hospital, command center, triage area, surge capacity, rehab, sleeping quarters, morgue or just a general field workplace. By having both tents in trailers then they can be deployed to different locations and broadens the scope of their use.		
How will it benefit the specialty surge areas above, if applicable?	The shelter can be vital in a medical surge situation where you need somewhere for patients to be cared for or housed depending on the situation. The shelter can be set up in 30 minutes upon arrival at a scene.		
How does it address 1 or more of the Healthcare Capabilities selected above?	This can help address 3 of the healthcare capabilities listed above. In regards to the capabilities it can help in the co ordination of response knowing that these are available and ready for use in the big bend area. It can be deployed to ensure that the health care workers have the resources needed during a time of crisis or surge.		

Additional Information: Provide other information, as needed, for the review committee.	A Zumro 860 is a inflatable shelter that can be set up in 10 minutes. It is 860 square feet of enclosed space that can be used for numerous different types of response. With a response the trailer has a mobile AC unit that can provide needed climate control for the space if the appropriate power sources are available. If both tents are needed at the same location this will double the space for the specific need at the time. They are portable and can be deflated quickly and moved onto another location as needed. These are versatile multi use shelters that can be deployed throughout the area to serve the need of our area.
Letters of Support: List County EM & ESF 8 Partners providing Letters of Support. Attach Letters	
Regional Benefit	
Describe how filling the gap with this project will benefit the regional healthcare system.	By having both tents ready for deployment in trailers it gives greater mobility and options to serve the system depending on the specific need at the time.
Describe efforts to gain support from local/county EM and healthcare partners.	

Timeframe to complete each phase of the project. Provide estimated timeframe for your agency to complete each phase of the process after receiving notification of funding.	
MOA Approval & Signature	March 1st 2021
Project Procurement or Completion	April 1st 2021
Gather Documentation & Submit Reimbursement Request	May 15th 2021

Local Government Partners ONLY The BBHCC is aware of county purchasing challenges and will assist, when possible, with the purchasing process.	
Please describe the assistance needed from the BBHCC to complete your purchases.	We will ask for BBHCC to make payment directly to the vendor upon completion of transaction.

*****For Coalition Administrative Use Only*****

Date Submitted:
Notification to Agency of Receipt:

Big Bend Healthcare Coalition Project Submission Itemized budget for Leon County EMS

2020 Arising 7 x 18 enclosed trailer with ramp- \$5350

Leon County EMS decals for trailer- \$600

Trailer tie downs and straps for tent and ac unit- \$200

Total budget **\$6150**

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2020/2021; 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.

Adopted this 11th day of May, 2021.

LEON COUNTY, FLORIDA

By: _____
Rick Minor, Chairman
Board of County Commissioners

Date: _____

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

By: _____

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

By: _____

FISCAL YEAR 2020/2021 BUDGET AMENDMENT REQUEST

No: BAB21019
Date: 3/25/2021

Agenda Item No: _____
Agenda Item Date: 5/11/2021

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail:

Revenues

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
125	961081	366311	000	BBHCC FY21 Grant	-	6,150	6,150
							-
					Subtotal:	6,150	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>			
125	961081	55408	526	Machinery and Equipment	-	6,150	6,150
					Subtotal:	6,150	

Purpose of Request:

This amendment appropriates \$6,150 for a grant from the Big Bend Healthcare Coalition for Emergency Medical Services to purchase a trailer to transport a mass casualty shelter and associated equipment.

Division/Department
2620/26

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution ☒ Motion ☐ Administrator ☐

**Leon County
Board of County Commissioners
Notes for Agenda Item #6**

Leon County Board of County Commissioners

Agenda Item #6

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Chasity H. O'Steen, County Attorney



Title: Proposed Resolutions Authorizing Conveyance of County Property to the Florida Department of Transportation for Use in the Woodville Highway Widening Project Between Gaile Avenue and Paul Russell Road

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
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 Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Dan Rigo, Senior Assistant County Attorney

Statement of Issue:

This item seeks Board adoption of five resolutions authorizing the conveyance of County property to the Florida Department of Transportation ("FDOT") for use in FDOT's road widening project on Woodville Highway between Gaile Avenue and Paul Russell Road.

Fiscal Impact:

This item has a fiscal impact. The compensation to be paid to the County for the land to be conveyed to FDOT for right-of-way necessary to widen Woodville Highway will total \$66,600.

Staff Recommendation:

See next page.

Title: Proposed Resolutions Authorizing Conveyance of County Property to the Florida Department of Transportation for Use in the Woodville Highway Widening Project Between Gaile Avenue and Paul Russell Road

May 11, 2021

Page 2

Staff Recommendation:

- Option #1: Adopt a proposed Resolution (Attachment #1) authorizing conveyance to the FDOT of County Property comprising a grassed median area within the Woodville Highway right-of-way (Parcel 104) and authorize the Chairman to execute the associated County Deed.
- Option #2: Adopt two proposed Resolutions (Attachments #2 and #3) authorizing conveyance to the FDOT of County Property comprising various interests in the adjacent Tram Road right-of-way (Parcels 706 and 902) and authorize the Chairman to execute the associated Temporary Construction Easement and License.
- Option #3: Adopt two proposed Resolutions (Attachments #4 and #5) authorizing conveyance to the FDOT of County Property comprising various property interests in portions of the adjacent Fairgrounds property and Tram Road right-of-way (Parcels 800 and 1101), and authorize the Chairman to execute the associated Perpetual Easement and County Deed.
- Option #4: Authorize the Chairman and/or County Administrator to execute any associated documents subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board adoption of five resolutions (Attachments #1 through #5) authorizing the conveyance to the Florida Department of Transportation (“FDOT”) of County property comprising various property interests. The County’s Real Estate Division received notice from the District Right-of-Way Manager of FDOT’s District 3 informing the County that the County property interests would be needed for the FDOT’s road widening project on Woodville Highway between Gaile Avenue and Paul Russell Road, identified by FDOT as Item/Segment # 4240095 (the “Project”).

The County property interests needed for the Project include a grassed median area within the Woodville Highway right-of-way, portions of the Tram Road right-of-way intersecting Woodville Highway, and a portion of the adjacent Fairgrounds property. The property interests, which have been identified by FDOT as Parcels 104, 706, 902, 800, and 1101, are hereinafter referred to collectively as the “County Property” (see Exhibit “A” to Attachments #1, #2, #3, #4, and #5, respectively). An area location map showing the limits of the Project is provided as Attachment #6. The County Property, broken down by parcel number, is further described as follows:

- Parcel 104: A County Deed conveying any all interest of the County in a 0.7-acre triangular portion of the Woodville Highway right-of-way currently serving as a grassed landscaped buffer between Woodville Highway and Crawfordville Road. It will be contained within the newly widened Woodville Highway right-of-way and will be utilized for a new stormwater management facility.
- Parcel 706: A Temporary Construction Easement (“TCE”) in a portion of the Tram Road right-of-way intersecting Woodville Highway that will remain with the County after the completion of the Project. The TCE will be utilized to tie in and harmonize the newly widened Woodville Highway with the existing Tram Road. The term of the TCE will expire upon completion of the Project, but no later than five years after the date of execution of the TCE.
- Parcel 902: A License over the same portion of the Tram Road right-of-way as in Parcel 706 requested by the FDOT to be granted in the event that the Project cannot be completed before the five-year term of TCE expires. The term of the License will allow those portions of the Tram Road right-of-way to be utilized until the completion of the Project.
- Parcel 800: A Perpetual Easement over a portion of the Tram Road right-of-way and extending into the adjacent Fairgrounds property. The use of the easement will be limited to the construction of a drainage facility to be maintained by the FDOT after completion of the Project.
- Parcel 1101: A County Deed for a portion of the adjacent Fairgrounds property to be utilized for the construction of improvements to Tram Road associated with the Project, including a turn lane and retaining wall. Upon completion of the Project, Parcel 1101 will

Title: Proposed Resolutions Authorizing Conveyance of County Property to the Florida Department of Transportation for Use in the Woodville Highway Widening Project Between Gaile Avenue and Paul Russell Road

May 11, 2021

Page 4

be transferred back to the County as part of the County road system. With regard to the leasehold interests held by the North Florida Fair Association by virtue of the long-term land lease with the County, the FDOT has negotiated a separate agreement with the Fair Association to address the impact on the improvements owned by the Fair Association and located within Parcel 1101.

Analysis:

Pursuant to Section 125.38, Florida Statutes (2020), the FDOT may make a request to the Board for the conveyance of real or personal property to be used for the purposes of the public or community interests and welfare. The Board, if satisfied that the property is required for such use by the FDOT and is not needed for County purposes, may convey the property to the FDOT at a private sale. This procedure requires the adoption of a resolution by the Board and, in accordance with FDOT procedures, a separate resolution is required for each of the identified parcels. A price, whether nominal or otherwise, may be set for the conveyance of the property.

With regard to Parcels 706, 902, and 800, because the conveyance involves primarily County road right-of-way and includes a drainage easement for which the FDOT will assume maintenance responsibility, staff recommends that the County property interests be conveyed to the FDOT at no cost. However, for the parcels involving the conveyance of a County Deed, the FDOT has offered to pay compensation based on an appraisal of fair market value for each of the parcels: \$45,800 for the Parcel 104 grassed median area and \$20,800 for the Parcel 1101 portion of the Fairgrounds property based on the appraised value for the land only. In accordance with the Board's Real Estate Policy, for conveyances to the County in which the value of the property is anticipated not to exceed \$50,000, the Real Estate Manager is given the discretion to rely upon an estimate of value provided by Real Estate staff in lieu of obtaining an appraisal report. Based on Real Estate staff's review of the appraisal reports provided by FDOT, the offers of compensation provided by FDOT are considered to be reasonable estimates of the market value of each of those parcels and, therefore, are recommended for acceptance.

Upon finalizing the acquisition of the County Property, along with all other parcels needed for the Project, the FDOT will proceed with the construction of the Project, subject to the appropriation of the necessary funding. Public Works staff has reviewed the right-of-way maps and construction plans for the Project and has no objection to FDOT's use of the County Property. Staff recommends that the Board adopt the five resolutions authorizing the conveyance of the County Property.

Title: Proposed Resolutions Authorizing Conveyance of County Property to the Florida Department of Transportation for Use in the Woodville Highway Widening Project Between Gaile Avenue and Paul Russell Road

May 11, 2021

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Options:

1. Adopt a proposed Resolution (Attachment #1) authorizing conveyance to the FDOT of County Property comprising a grassed median area within the Woodville Highway right-of-way (Parcel 104) and authorize the Chairman to execute the associated County Deed.
2. Adopt two proposed Resolutions (Attachments #2 and #3) authorizing conveyance to the FDOT of County Property comprising various interests in the adjacent Tram Road right-of-way (Parcels 706 and 902) and authorize the Chairman to execute the associated Temporary Construction Easement and License.
3. Adopt two proposed Resolutions (Attachments #4 and #5) authorizing conveyance to the FDOT of County Property comprising various property interests in portions of the adjacent Fairgrounds property and Tram Road right-of-way (Parcels 800 and 1101), and authorize the Chairman to execute the associated Perpetual Easement and County Deed.
4. Authorize the Chairman and/or County Administrator to execute any associated documents subject to review by the County Attorney.
5. Do not adopt the proposed Resolutions authorizing conveyance of County Property to the FDOT.
6. Board direction.

Recommendation:

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

Attachments:

1. Resolution authorizing conveyance of County Property identified as Parcel 104 to the FDOT
2. Resolution authorizing conveyance of County Property identified as Parcel 706 to the FDOT
3. Resolution authorizing conveyance of County Property identified as Parcel 902 to the FDOT
4. Resolution authorizing conveyance of County Property identified as Parcel 800 to the FDOT
5. Resolution authorizing conveyance of County Property identified as Parcel 1101 to the FDOT
6. Area Location Map for the Project

BSD.04 11/00

April 22, 2021

This Instrument prepared by,
or under the direction of,



Department of Transportation
P.O. Box 607
Chipley, FL 32428

Parcel	104.1R
Item/Segment No.	4240095
Managing District	3
S.R. No.	363
County	Leon

RESOLUTION NO. R21-_____

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING, PURSUANT TO FLA. STAT. §125.38, CONVEYANCE TO FDOT OF ALL INTEREST OF THE COUNTY IN A PORTION OF COUNTY RIGHT-OF-WAY IDENTIFIED BY FDOT AS PARCEL 104 NEEDED FOR FDOT'S ROAD WIDENING PROJECT ON WOODVILLE HIGHWAY BETWEEN GAILE AVENUE AND PAUL RUSSELL ROAD

WHEREAS, the State of Florida Department of Transportation ("FDOT") proposes to construct or improve State Road No. 363 (Woodville Highway), Financial Project No. 4240095 (the "Project"), in Leon County, Florida; and

WHEREAS, it is necessary that all rights, title, and interest of the County in a certain land now owned by the County within the road right-of-way adjacent to the Project be acquired by FDOT, which land has been identified by FDOT as Parcel 104 and which is legally described and depicted in Exhibit "A" attached hereto and made a part hereof (the "County Parcel"); and; and

WHEREAS, said use of the County Parcel is in the best interest of the County; and

WHEREAS, pursuant to Section 125.38, Florida Statutes, FDOT has made application to the County to execute and deliver to FDOT a County Deed for the County Parcel in favor of FDOT for the purpose of constructing the Project according to the current construction plans; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County (the "Board"), that:

1. The application made by FDOT for conveyance of all rights, title, and interest that the County has in and to the County Parcel as described in Exhibit "A," is for transportation purposes which are in the public or community interest and welfare.

2. The Board is satisfied that such conveyance of the County Parcel is necessary for construction of the Project by FDOT and the County Parcel is not needed for County purposes.

3. The consideration to be paid to the County by FDOT for the conveyance of the County Parcel is Forty-Five Thousand Eight Hundred and 00/100 Dollars (\$45,800.00).

4. A County Deed for the County Parcel, as legally described and depicted in Exhibit "A," shall be drawn and executed in a form approved by the County Attorney and executed forthwith by the Chairman to thereby duly convey to FDOT all rights, title, and interest that the County has in and to the County Parcel.

5. A certified copy of this duly executed Resolution shall be forwarded to FDOT at 1074 Highway 90, Chipley, Florida 32428.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

BY: _____

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

BY: _____

Exhibit "A"

County Parcel

Parcel 104 Legal Description:

A parcel of land lying westerly of State Road 363 and being in Section 13, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a ½ inch iron pipe (no ID) marking the northeast corner of said Section 13; thence South 00°21'44" West 1,517.83 feet along the east line of said Section 13 to the centerline of survey of Tram Road as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F. P. No. 4240095 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence North 68°43'03" West 1,161.08 feet along said centerline of survey of Tram Road to the centerline of survey of State Road 363 as shown on said Right of Way Map; thence South 00°10'04" East 196.86 feet along said centerline of survey of State Road 363; thence departing said centerline of survey, South 89°49'56" West 76.00 feet to an intersection of the southerly line of that certain property as described in Official Records Book 2293, Page 23 of the Public Records of Leon County, Florida with the existing westerly right of way line of State Road 363 as shown on said Right of Way Map and POINT OF BEGINNING; thence South 85°51'38" West 174.97 feet along said southerly property line to the existing easterly right of way line of State Road 61 as shown on said Right of Way Map; thence South 28°51'43" East 205.80 feet along said easterly right of way line to a point on a tangent curve to the right (concave southwesterly); thence southeasterly along said curve, having a radius of 1,105.94 feet, for a distance of 194.24 feet, through a central angle of 10°03'47" to end of curve and a point on a non-tangent curve to the right (concave southwesterly); thence from a tangent bearing of South 28°28'03" East, run southeasterly along said easterly right of way line and along said curve, having a radius of 636.48 feet, for a distance of 17.05 feet, through a central angle of 01°32'06" to a point on said westerly right of way line of State Road 363 and end of curve; said point being said point being on a non-tangent curve to the right (concave easterly); thence from a tangent bearing of North 04°16'25" West, run northerly along said westerly right of way line and along said curve, having a radius of 3,894.83 feet, for a distance of 279.11 feet, through a central angle of 04°06'21" to end of curve; thence North 00°10'04" West 106.58 feet along said westerly right of way line to POINT OF BEGINNING;

Containing 0.700 acres, more or less.

Depiction of Parcel 104

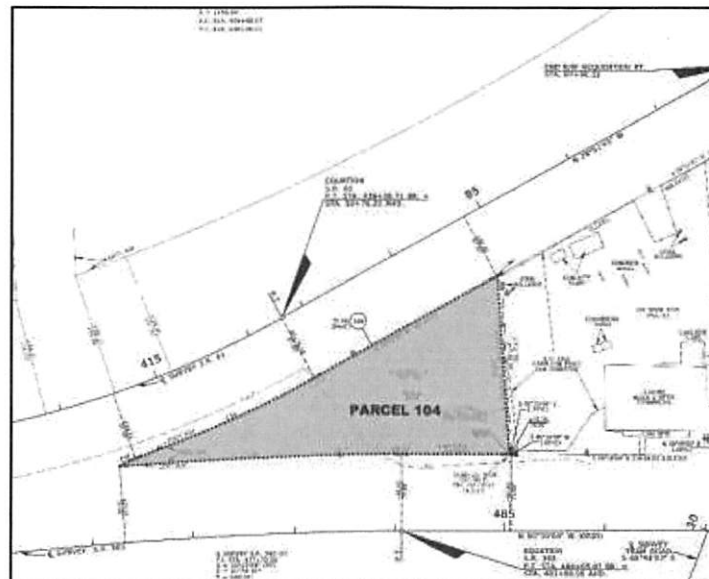


Exhibit "A"
Page 1 of 1

TE.12 11/00

April 22, 2021

This Instrument prepared by,
or under the direction of,



Department of Transportation
P.O. Box 607
Chipley, FL 32428

Parcel	706.1R
Item/Segment No.	4240095
Managing District	3
S.R. No.	363
County	Leon

RESOLUTION NO. R21-_____

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING, PURSUANT TO FLA. STAT. §125.38, CONVEYANCE TO FDOT OF TEMPORARY EASEMENT INTEREST IN A PORTION OF COUNTY'S TRAM ROAD RIGHT-OF-WAY IDENTIFIED BY FDOT AS PARCEL 706 NEEDED FOR FDOT'S ROAD WIDENING PROJECT ON WOODVILLE HIGHWAY BETWEEN GAILE AVENUE AND PAUL RUSSELL ROAD

WHEREAS, the State of Florida Department of Transportation ("FDOT") proposes to construct or improve State Road No. 363 (Woodville Highway), Financial Project No. 4240095 (the "Project"), in Leon County, Florida; and

WHEREAS, it is necessary that a certain portion of the County's Tram Road right-of-way abutting the Project be used temporarily by FDOT during its construction of the Project, which portion of right-of-way has been identified by FDOT as Parcel 706 and which is legally described and depicted in Exhibit "A" attached hereto and made a part hereof (the "County Parcel"); and

WHEREAS, said use of the County Parcel is in the best interest of the County; and

WHEREAS, pursuant to Section 125.38, Florida Statutes, FDOT has made application to the County to execute and deliver to FDOT a temporary construction easement ("TCE") over the County Parcel in favor of FDOT for the purpose of constructing the Project according to the current construction plans; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County (the "Board"), that:

1. The application made by FDOT for conveyance of a TCE over the County Parcel, as described in Exhibit "A," is for transportation purposes which are in the public or community interest and welfare.

2. The Board is satisfied that the TCE being conveyed over the County Parcel is necessary for construction of the Project by FDOT and the County Parcel is not needed for County purposes.

3. The consideration to be paid to the County by FDOT for the conveyance of the County Parcel is Zero and 00/100 Dollars (\$0.00).

4. A TCE over the County Parcel, as legally described and depicted in Exhibit "A," shall be drawn and executed in a form approved by the County Attorney and executed forthwith by the Chairman to thereby duly convey to FDOT the temporary construction easement interests over the County Parcel to FDOT.

5. A certified copy of this duly executed Resolution shall be forwarded to FDOT at 1074 Highway 90, Chipley, Florida 32428.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

BY: _____

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

BY: _____

Exhibit "A"

County Parcel

Parcel 706 Legal Description:

A portion of Tram Road lying easterly of State Road 363 and being in Section 13, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a ½ inch iron pipe (no ID) marking the northeast corner of said Section 13; thence South 00°21'44" West 1,517.83 feet along the east line of said Section 13 to the centerline of survey of Tram Road as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F. P. No. 4240095 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence North 68°43'03" West 311.08 feet along said centerline of survey of Tram Road to the POINT OF BEGINNING; thence departing said centerline of survey, North 21°16'57" East 33.00 feet to the existing northerly right of way line of Tram Road as shown on said Right of Way Map; thence North 68°43'03" West 781.31 feet along said northerly right of way line to the existing easterly right of way line of State Road 363, as shown on said Right of Way Map; thence South 00°10'04" East 70.91 feet along said easterly right of way line to the existing southerly right of way line of Tram Road as shown on said Right of Way Map; thence South 68°43'03" East 755.37 feet along said southerly right of way line; thence departing said southerly right of way line, North 21°16'57" East 33.00 feet to POINT OF BEGINNING;

Parcel 706: (Tram Road Right-of-Way):

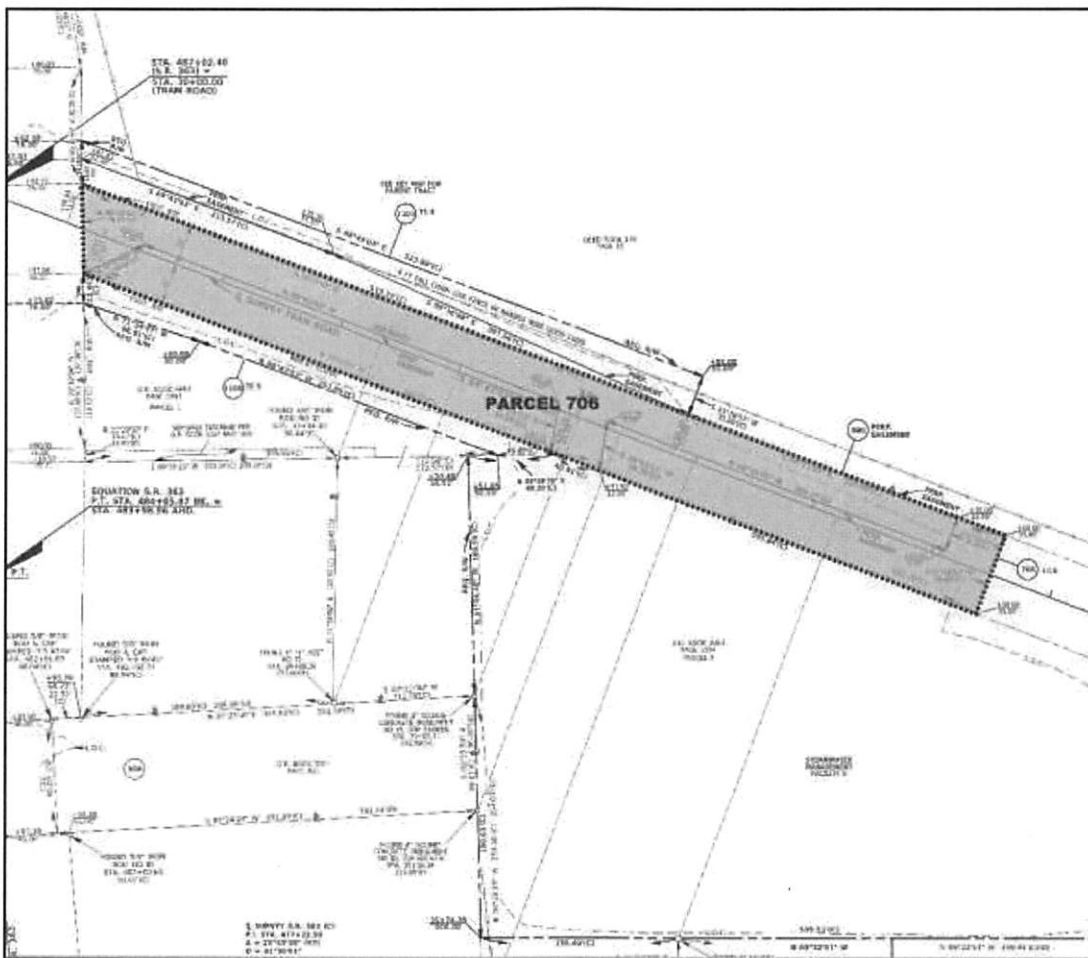


Exhibit "A"
Page 1 of 1

LA.11-11/00

April 22, 2021

Parcel	902.1R
Item/Segment No.	4240095
Managing District	3
S.R. No.	363
County	Leon

RESOLUTION NO. R21-_____

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING, PURSUANT TO FLA. STAT. §125.38, THE GRANT TO FDOT OF A LICENSE FOR USE OF A PORTION OF COUNTY'S TRAM ROAD RIGHT-OF-WAY IDENTIFIED BY FDOT AS PARCEL 902 NEEDED FOR FDOT'S ROAD WIDENING PROJECT ON WOODVILLE HIGHWAY BETWEEN GAILE AVENUE AND PAUL RUSSELL ROAD

WHEREAS, the State of Florida Department of Transportation ("FDOT") proposes to construct or improve State Road No. 363 (Woodville Highway), Financial Project No. 4240095 (the "Project"), in Leon County, Florida; and

WHEREAS, it is necessary that a certain portion of the County's Tram Road right-of-way abutting the Project be used temporarily by FDOT during its construction of the Project, which portion of right-of-way has been identified by FDOT as Parcel 902 and which is legally described and depicted in Exhibit "A" attached hereto and made a part hereof (the "County Parcel"); and

WHEREAS, said use of the County Parcel is in the best interest of the County; and

WHEREAS, pursuant to Section 125.38, Florida Statutes, FDOT has made application to the County to execute and deliver to FDOT a license agreement to grant such license over the County Parcel in favor of FDOT for the purpose of constructing the Project according to the current construction plans; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County (the "Board"), that:

1. The application made by FDOT for the grant of a license over the County Parcel as described in Exhibit "A," is for transportation purposes which are in the public or community interest and welfare.
2. The Board is satisfied that the license to be granted over the County Parcel is necessary for construction of the Project by FDOT and the County Parcel is not needed for County purposes.

3. The consideration to be paid to the County by FDOT for the grant of the license over the County Parcel is Zero and 00/100 Dollars (\$0.00).

4. The license agreement for the grant of a license over the County Parcel, as legally described and depicted in Exhibit "A," shall be drawn and executed in a form approved by the County Attorney and executed forthwith by the Chairman to thereby duly grant to FDOT the license over the County Parcel.

5. A certified copy of this duly executed Resolution shall be forwarded to FDOT at 1074 Highway 90, Chipley, Florida 32428.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

BY: _____

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

BY: _____

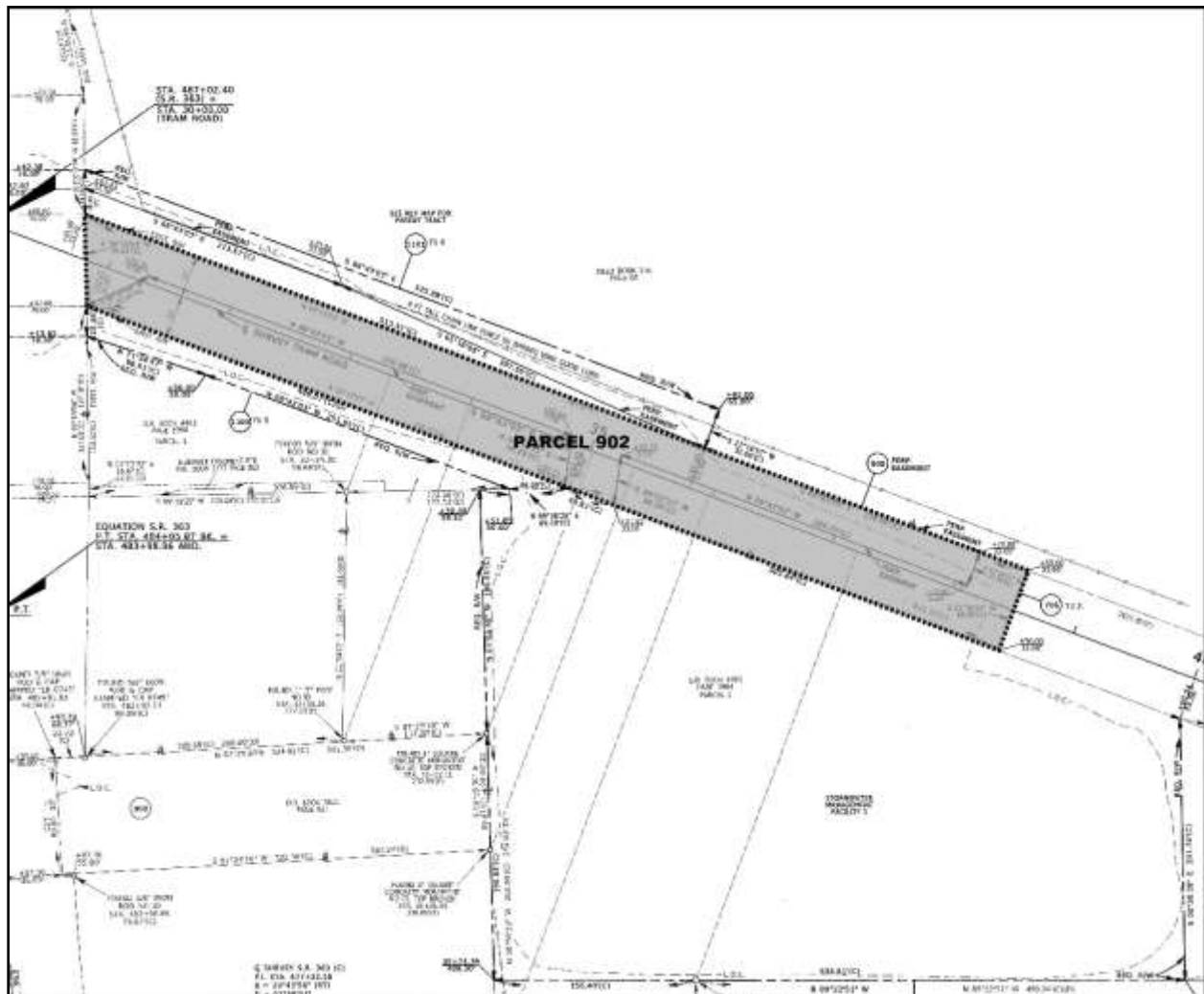
Exhibit "A"

County Parcel

Parcel 902 Legal Description:

A portion of Tram Road lying easterly of State Road 363 and being in Section 13, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a ½ inch iron pipe (no ID) marking the northeast corner of said Section 13; thence South 00°21'44" West 1,517.83 feet along the east line of said Section 13 to the centerline of survey of Tram Road as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F. P. No. 4240095 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence North 68°43'03" West 311.08 feet along said centerline of survey of Tram Road to the POINT OF BEGINNING; thence departing said centerline of survey, North 21°16'57" East 33.00 feet to the existing northerly right of way line of Tram Road as shown on said Right of Way Map; thence North 68°43'03" West 781.31 feet along said northerly right of way line to the existing easterly right of way line of State Road 363, as shown on said Right of Way Map; thence South 00°10'04" East 70.91 feet along said easterly right of way line to the existing southerly right of way line of Tram Road as shown on said Right of Way Map; thence South 68°43'03" East 755.37 feet along said southerly right of way line; thence departing said southerly right of way line, North 21°16'57" East 33.00 feet to POINT OF BEGINNING;

Parcel 902: (Tram Road Right-of-Way):



PE.12

April 22, 2021

This Instrument prepared by,
or under the direction of,



Department of Transportation
P.O. Box 607
Chipley, FL 32428

Parcel	800.1R
Item/Segment No.	4240095
Managing District	3
S.R. No.	363
County	Leon

RESOLUTION NO. R21-_____

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING, PURSUANT TO FLA. STAT. §125.38, CONVEYANCE TO FDOT OF A PERPETUAL EASEMENT INTEREST ACROSS A PORTION OF THE FAIRGROUNDS PARCEL AND THE ABUTTING TRAM ROAD RIGHT-OF-WAY IDENTIFIED BY FDOT AS PARCEL 800 NEEDED FOR FDOT'S ROAD WIDENING PROJECT ON WOODVILLE HIGHWAY BETWEEN GAILE AVENUE AND PAUL RUSSELL ROAD

WHEREAS, the State of Florida Department of Transportation ("FDOT") proposes to construct or improve State Road No. 363 (Woodville Highway), Financial Project No. 4240095 (the "Project"), in Leon County, Florida; and

WHEREAS, it is necessary that a perpetual easement interest across certain lands now owned by the County adjacent to the Project be acquired by FDOT, which land has been identified by FDOT as Parcel 800 and which is legally described and depicted in Exhibit "A" attached hereto and made a part hereof (the "County Parcel"); and; and

WHEREAS, said use of the County Parcel is in the best interest of the County; and

WHEREAS, pursuant to Section 125.38, Florida Statutes, FDOT has made application to the County to execute and deliver to FDOT a perpetual easement for the County Parcel in favor of FDOT for the purpose of constructing and maintaining a drainage facility associated with the Project according to the current construction plans; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County (the "Board"), that:

1. The application made by FDOT for conveyance of a perpetual easement interest across the County Parcel as described in Exhibit "A," is for transportation purposes which are in the public or community interest and welfare.

2. The Board is satisfied that such conveyance of a perpetual easement across the County Parcel is necessary for construction of the Project by FDOT and the County Parcel is not needed for County purposes.

3. The consideration to be paid to the County by FDOT for the conveyance of the County Parcel is Zero and 00/100 Dollars (\$0.00).

4. A perpetual easement for the County Parcel, as legally described and depicted in Exhibit "A," shall be drawn and executed in a form approved by the County Attorney and executed forthwith by the Chairman to thereby duly convey to FDOT the perpetual easement interest across the County Parcel.

5. A certified copy of this duly executed Resolution shall be forwarded to FDOT at 1074 Highway 90, Chipley, Florida 32428.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

BY: _____

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

BY: _____

Exhibit "A" County Parcel

Parcel 800 Legal Description:

A parcel of land being in Section 13, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a ½ inch iron pipe (no ID) marking the northeast corner of said Section 13; thence South 00°21'44" West 1,517.83 feet along the east line of said Section 13 to the centerline of survey of Tram Road, as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F. P. No. 4240095 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence North 68°43'03" West 1,092.39 feet along said centerline of survey of Tram Road; thence departing said centerline of survey, run North 21°16'57" East 33.00 feet to an intersection of the existing easterly right of way line of State Road 363 with the existing northerly right of way line of Tram Road, as shown on said Right of Way Map and POINT OF BEGINNING; thence North 00°10'04" West 19.88 feet along said easterly right of way line; thence departing said easterly right of way line, run, South 68°43'03" East 213.57 feet; thence South 65°16'08" East 307.56 feet to said northerly right of way line of Tram Road; thence South 68°43'03" East 228.00 feet along said northerly right of way line; thence departing said right of way line, run South 21°16'57" West 27.50 feet, thence North 68°43'03" West 286.25 feet; thence South 09°52'21" West 39.28 feet to the existing southerly right of way line of said Tram Road; thence North 68°43'03" West 40.81 feet along said southerly right of way line; thence departing said right of way line, run North 09°52'21" East 39.28 feet; thence North 68°43'03" West 350.68 feet; thence South 65°37'49" West 53.84 feet to said existing easterly right of way line of State Road 363; thence North 00°10'04" West 70.91 feet along said easterly right of way line to POINT OF BEGINNING;

Containing 0.678 acres, more or less.

Depiction of Parcel 800

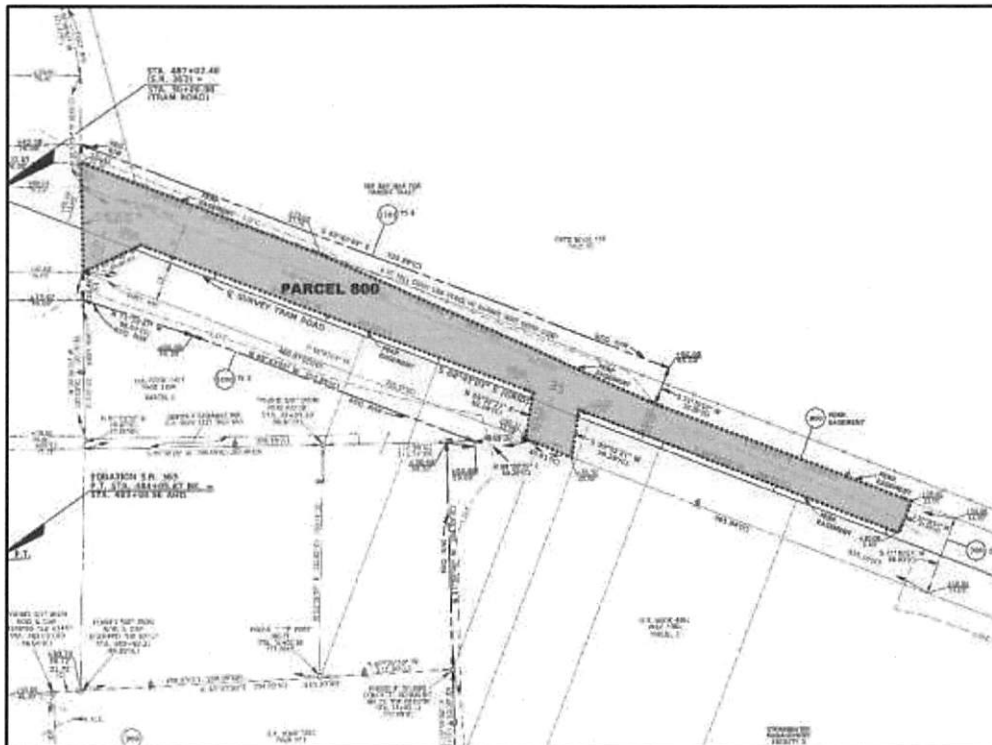
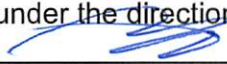


Exhibit "A"
Page 1 of 1

BSDR.LEO 11/00

April 22, 2021

This Instrument prepared by,
or under the direction of,



Department of Transportation
P.O. Box 607
Chipley, FL 32428

Parcel	1101.1R
Item/Segment No.	4240095
Managing District	3
S.R. No.	363
County	Leon

RESOLUTION NO. R21-_____

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING, PURSUANT TO FLA. STAT. §125.38, CONVEYANCE TO FDOT OF ALL INTEREST OF THE COUNTY IN A PORTION OF THE FAIRGROUNDS PARCEL IDENTIFIED BY FDOT AS PARCEL 1101 NEEDED FOR FDOT'S ROAD WIDENING PROJECT ON WOODVILLE HIGHWAY BETWEEN GAILE AVENUE AND PAUL RUSSELL ROAD

WHEREAS, the State of Florida Department of Transportation ("FDOT") proposes to construct or improve State Road No. 363 (Woodville Highway), Financial Project No. 4240095 (the "Project"), in Leon County, Florida; and

WHEREAS, it is necessary that all rights, title, and interest of the County in certain lands now owned by the County adjacent to the Project be acquired by FDOT, which land has been identified by FDOT as Parcel 1101 and which is legally described and depicted in Exhibit "A" attached hereto and made a part hereof (the "County Parcel"); and; and

WHEREAS, said use of the County Parcel is in the best interest of the County; and

WHEREAS, pursuant to Section 125.38, Florida Statutes, FDOT has made application to the County to execute and deliver to FDOT a County Deed for the County Parcel in favor of FDOT for the purpose of constructing the Project according to the current construction plans; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County (the "Board"), that:

1. The application made by FDOT for conveyance of all rights, title, and interest that the County has in and to the County Parcel as described in Exhibit "A," is for transportation purposes which are in the public or community interest and welfare.

2. The Board is satisfied that such conveyance of the County Parcel is necessary for construction of the Project by FDOT and the County Parcel is not needed for County purposes.

3. The consideration to be paid to the County by FDOT for the conveyance of the County Parcel is Twenty Thousand Eight Hundred and 00/100 Dollars (\$20,800.00).

4. A County Deed for the County Parcel, as legally described and depicted in Exhibit "A," shall be drawn and executed in a form approved by the County Attorney and executed forthwith by the Chairman to thereby duly convey to FDOT all rights, title, and interest that the County has in and to the County Parcel.

5. A certified copy of this duly executed Resolution shall be forwarded to FDOT at 1074 Highway 90, Chipley, Florida 32428.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

BY: _____

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

BY: _____

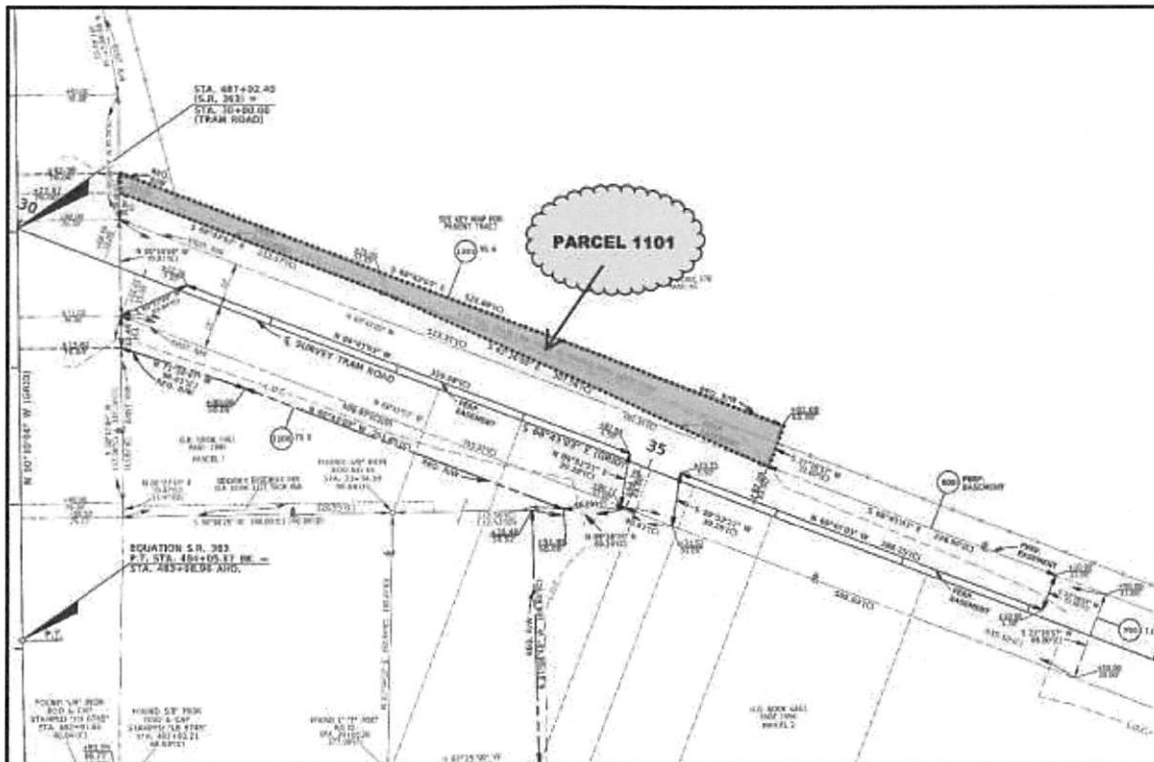
Exhibit "A" County Parcel

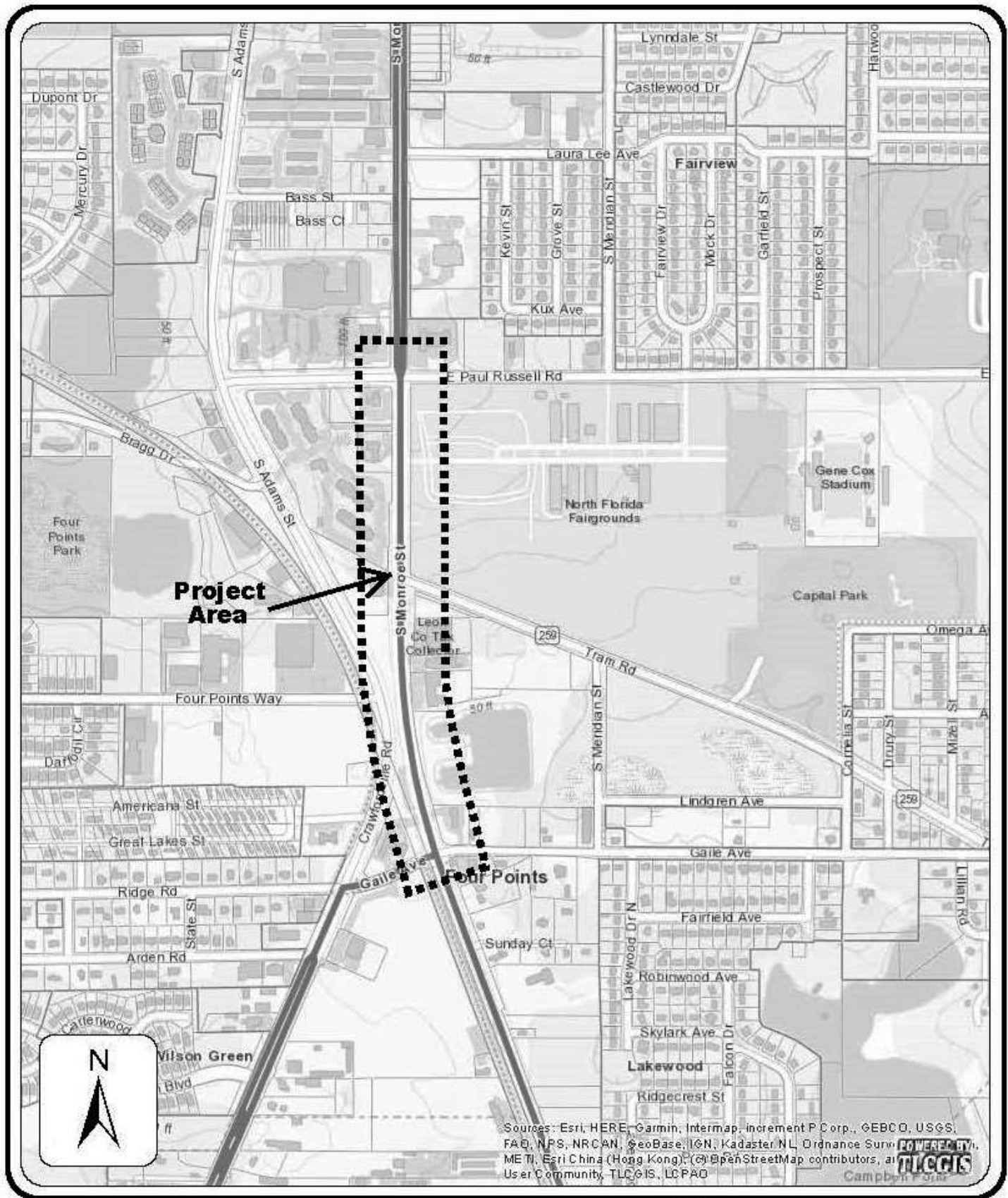
Parcel 1101 Legal Description:

A parcel of land lying easterly of State Road 363, northerly of Tram Road and being in Section 13, Township 1 South, Range 1 West, Leon County, Florida, described as follows:
Commence at a ½ inch iron pipe (no ID) marking the northeast corner of said Section 13;
thence South 00°21'44" West 1,517.83 feet along the east line of said Section 13 to the centerline of survey of Tram Road as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F. P. No. 4240095 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence North 68°43'03" West 1,092.39 feet along said centerline of survey of Tram Road; thence departing said centerline of survey, North 21°16'57" East 33.00 feet to an intersection of the existing easterly right of way line of State Road 363 with the existing northerly right of way line of Tram Road as shown on said Right of Way Map and POINT OF BEGINNING; thence North 00°10'04" West 34.38 feet along said easterly right of way line; thence departing said easterly right of way line, South 68°43'03" East 525.88 feet; thence South 21°16'57" West 32.00 feet to said northerly right of way line of Tram Road; thence North 68°43'03" West 513.31 feet along said northerly right of way line to POINT OF BEGINNING;

Containing 16,627 square feet, more or less.

Depiction of Parcel 1101





**Leon County
Board of County Commissioners**

Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Chasity H. O'Steen, County Attorney



Title: Proposed Resolutions Authorizing Conveyance of County Property to the Florida Department of Transportation for Use in the Capital Circle Southwest Widening Project Between Crawfordville Highway and Springhill Road

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
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 Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Dan Rigo, Senior Assistant County Attorney

Statement of Issue:

This item seeks Board adoption of six resolutions authorizing the conveyance of County property to the Florida Department of Transportation ("FDOT") for use in FDOT's road widening project on Capital Circle Southwest between Crawfordville Highway and Springhill Road.

Fiscal Impact:

This item has a fiscal impact. The compensation to be paid to the County for the three residential lots to be conveyed to FDOT for right-of-way necessary to widen Capital Circle Southwest will total \$67,600.

Staff Recommendation:

See next page.

Title: Proposed Resolutions Authorizing Conveyance of County Property to the Florida Department of Transportation for Use in the Capital Circle Southwest Widening Project Between Crawfordville Highway and Springhill Road

May 11, 2021

Page 2

Staff Recommendation:

- Option #1: Adopt two proposed Resolutions (Attachments #1 and #2) authorizing conveyance to the FDOT of County Property comprising various property interests in the rights-of-way of intersecting County roads (Parcels 122 and 700) and authorize the Chairman to execute the associated County Quitclaim Deed and Temporary Construction Easement.
- Option #2: Adopt a proposed Resolution (Attachment #3) authorizing conveyance to the FDOT of County Property comprising a drainage easement interest in an adjacent property (Parcel 100) and authorize the Chairman to execute the associated County Quitclaim Deed.
- Option #3: Adopt three proposed Resolutions (Attachments #4, #5, and #6) authorizing conveyance to the FDOT of County Property comprising three adjacent residential lots (Parcels 128, 1103, and 141), and authorize the Chairman to execute the associated County Deeds.
- Option #4: Authorize the Chairman and/or County Administrator to execute any associated documents subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board adoption of six resolutions (Attachments #1 through #6) authorizing the conveyance to the Florida Department of Transportation (“FDOT”) of County property comprising various property interests. The County’s Real Estate Division received notice from the District Right-of-Way Manager of FDOT’s District 3 informing the County that the County property interests would be needed for the FDOT’s road widening project on Capital Circle Southwest between Crawfordville Highway and Springhill Road, identified by FDOT as Item/Segment # 2197492 (the “Project”).

The County property interests needed for the Project include portions of the rights-of-way of intersecting County roads, a drainage easement in an adjacent property, and three adjacent residential lots. The property interests, which have been identified by FDOT as Parcels 122, 700, 100, 128, 1103, and 141, are hereinafter referred to collectively as the “County Property” (see Exhibit “A” to Attachments #1, #2, #3, #4, #5, and #6, respectively). An area location map showing the limits of the Project is provided as Attachment #7. The County Property, broken down by parcel number, is further described as follows:

- Parcel 122: A County Quitclaim Deed conveying any all interest of the County in portions of the rights-of-way of seven intersecting County roads which will be contained within the newly widened Capital Circle right-of-way, including Balkin Road, Westway Road, Bougainville Avenue, Hibiscus Avenue, Oleander Drive, Poinsetta Avenue, and East Drive.
- Parcel 700: A Temporary Construction Easement (“TCE”) in portions of the rights-of-way of seven intersecting County roads that will remain with the County after the completion of the Project, including Balkin Road, Westway Road, Hibiscus Avenue, West Place, Oleander Drive, Center Drive, and Poinsetta Avenue. The term of the TCE will expire upon completion of the Project, but no later than five years after the date of execution of the TCE.
- Parcel 100: A County Quitclaim Deed conveying any and all interest of the County in a portion of an intersecting drainage easement which will be contained within the newly widened Capital Circle right-of-way. Based on the Project construction plans, this portion of the drainage easement will continue to allow drainage to flow under Capital Circle and will be maintained by the FDOT after completion of the Project.
- Parcel 128: A County Deed conveying an entire residential lot located on Oleander Avenue along with a portion of a second residential lot located on Hibiscus Avenue, which together will be contained within the newly widened Capital Circle right-of-way.
- Parcel 1103: A County Deed for the remaining portion of the same residential lot located on Hibiscus Avenue associated with Parcel 128. This remnant portion of the Hibiscus Avenue lot has been identified separately because it will lie outside Capital Circle right-

Title: Proposed Resolutions Authorizing Conveyance of County Property to the Florida Department of Transportation for Use in the Capital Circle Southwest Widening Project Between Crawfordville Highway and Springhill Road

May 11, 2021

Page 4

of-way and be contained within the reconfigured Hibiscus Avenue cul-de-sac to be constructed by FDOT. Upon completion of the Project, Parcel 1103 will be transferred back to the County as part of the County road system.

- Parcel 141: A County Deed conveying an entire residential lot on Balkin Road which will be contained within the newly widened Capital Circle right-of-way.

Analysis:

Pursuant to Section 125.38, Florida Statutes (2020), the FDOT may make a request to the Board for the conveyance of real or personal property to be used for the purposes of the public or community interests and welfare. The Board, if satisfied that the property is required for such use by the FDOT and is not needed for County purposes, may convey the property to the FDOT at a private sale. This procedure requires the adoption of a resolution by the Board and, in accordance with FDOT procedures, a separate resolution is required for each of the identified parcels. A price, whether nominal or otherwise, may be set for the conveyance of the property.

With regard to Parcels 122, 700, and 100, because the conveyance involves only County road rights-of-way and a drainage easement for which the FDOT will assume maintenance responsibility resulting in a benefit to the County, staff recommends that the County property interest be conveyed to the FDOT at no cost. However, for the parcels involving the three residential lots, the FDOT has offered to pay compensation based on an appraisal of fair market value for each of the parcels: \$37,300 for the two lots associated with Parcel 128 and \$2,700 for the remnant Parcel 1103; and \$27,600 for the Parcel 141 lot. In accordance with the Board's Real Estate Policy, for conveyances to the County in which the value of the property is anticipated not to exceed \$50,000, the Real Estate Manager is given the discretion to rely upon an estimate of value provided by Real Estate staff in lieu of obtaining an appraisal report. Based on Real Estate staff's review of the appraisal reports provided by FDOT, the offers of compensation provided by FDOT are considered to be reasonable estimates of the market value of each of those parcels and, therefore, are recommended for acceptance.

Upon finalizing the acquisition of the County Property, along with all other parcels needed for the Project, the FDOT will proceed with the construction of the Project, subject to the appropriation of the necessary funding. Public Works staff has reviewed the right-of-way maps and construction plans for the Project and has no objection to FDOT's use of the County Property. Staff recommends that the Board adopt the six resolutions authorizing the conveyance of the County Property.

Title: Proposed Resolutions Authorizing Conveyance of County Property to the Florida Department of Transportation for Use in the Capital Circle Southwest Widening Project Between Crawfordville Highway and Springhill Road

May 11, 2021

Page 5

Options:

1. Adopt two proposed Resolutions (Attachments #1 and #2) authorizing conveyance to the FDOT of County Property comprising various property interests in the rights-of-way of intersecting County roads (Parcels 122 and 700) and authorize the Chairman to execute the associated County Quitclaim Deed and Temporary Construction Easement.
2. Adopt a proposed Resolution (Attachment #3) authorizing conveyance to the FDOT of County Property comprising a drainage easement interest in an adjacent property (Parcel 100), and authorize the Chairman to execute the associated County Quitclaim Deed.
3. Adopt three proposed Resolutions (Attachments #4, #5, and #6) authorizing conveyance to the FDOT of County Property comprising two adjacent residential lots (Parcels 128/1103 and 141) and authorize the Chairman to execute the associated County Deeds.
4. Authorize the Chairman and/or County Administrator to execute any associated documents subject to review by the County Attorney.
5. Do not adopt the proposed Resolutions authorizing conveyance of County Property to the FDOT.
6. Board direction.

Recommendation:

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

Attachments:

1. Resolution authorizing conveyance of County Property identified as Parcel 122 to the FDOT
2. Resolution authorizing conveyance of County Property identified as Parcel 700 to the FDOT
3. Resolution authorizing conveyance of County Property identified as Parcel 100 to the FDOT
4. Resolution authorizing conveyance of County Property identified as Parcel 128 to the FDOT
5. Resolution authorizing conveyance of County Property identified as Parcel 1103 to the FDOT
6. Resolution authorizing conveyance of County Property identified as Parcel 141 to the FDOT
7. Area location map for the Project

BSDR.LEO 11/00

April 13, 2021

This Instrument prepared by,
or under the direction of,



Department of Transportation
P.O. Box 607
Chipley, FL 32428

Parcel	122.1R
Item/Segment No.	2197492
Managing District	3
S.R. No.	263
County	Leon

RESOLUTION NO. R21-_____

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING, PURSUANT TO FLA. STAT. §125.38, CONVEYANCE TO FDOT OF ALL INTEREST OF THE COUNTY IN PORTIONS OF COUNTY ROAD RIGHTS-OF-WAY IDENTIFIED BY FDOT AS PARCEL 122 NEEDED FOR FDOT'S ROAD WIDENING PROJECT ON CAPITAL CIRCLE SOUTHWEST BETWEEN CRAWFORDVILLE HIGHWAY AND SPRINGHILL ROAD

WHEREAS, the State of Florida Department of Transportation ("FDOT") proposes to construct or improve State Road No. 263 (U.S. 319/Capital Circle), Financial Project No. 2197492 (the "Project"), in Leon County, Florida; and

WHEREAS, it is necessary that all rights, title, and interest of the County in certain portions of the County's road rights-of-way abutting the Project be acquired by FDOT, which portions of rights-of-way have been collectively identified by FDOT as Parcel 122 and which are legally described and depicted in Composite Exhibit "A" attached hereto and made a part hereof (collectively the "County Parcels"); and; and

WHEREAS, said use of the County Parcels is in the best interest of the County; and

WHEREAS, pursuant to Section 125.38, Florida Statutes, FDOT has made application to the County to execute and deliver to FDOT a County Quitclaim Deed for the County Parcels in favor of FDOT for the purpose of constructing the Project according to the current construction plans; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County (the "Board"), that:

1. The application made by FDOT for conveyance of all rights, title, and interest that the County has in and to the County Parcels as described in Composite Exhibit "A," is for transportation purposes which are in the public or community interest and welfare.

2. The Board is satisfied that such conveyance of the County Parcels is necessary for construction of the Project by FDOT and the County Parcels are not needed for County purposes.

3. The consideration to be paid to the County by FDOT for the conveyance of the County Parcels is Zero and 00/100 Dollars (\$0.00).

4. A County Quitclaim Deed for the County Parcels, as legally described and depicted in Composite Exhibit "A," shall be drawn and executed in a form approved by the County Attorney and executed forthwith by the Chairman to thereby duly convey to FDOT all rights, title, and interest that the County has in and to the County Parcels.

5. A certified copy of this duly executed Resolution shall be forwarded to FDOT at 1074 Highway 90, Chipley, Florida 32428.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

BY: _____

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

BY: _____

Composite Exhibit "A" County Parcels

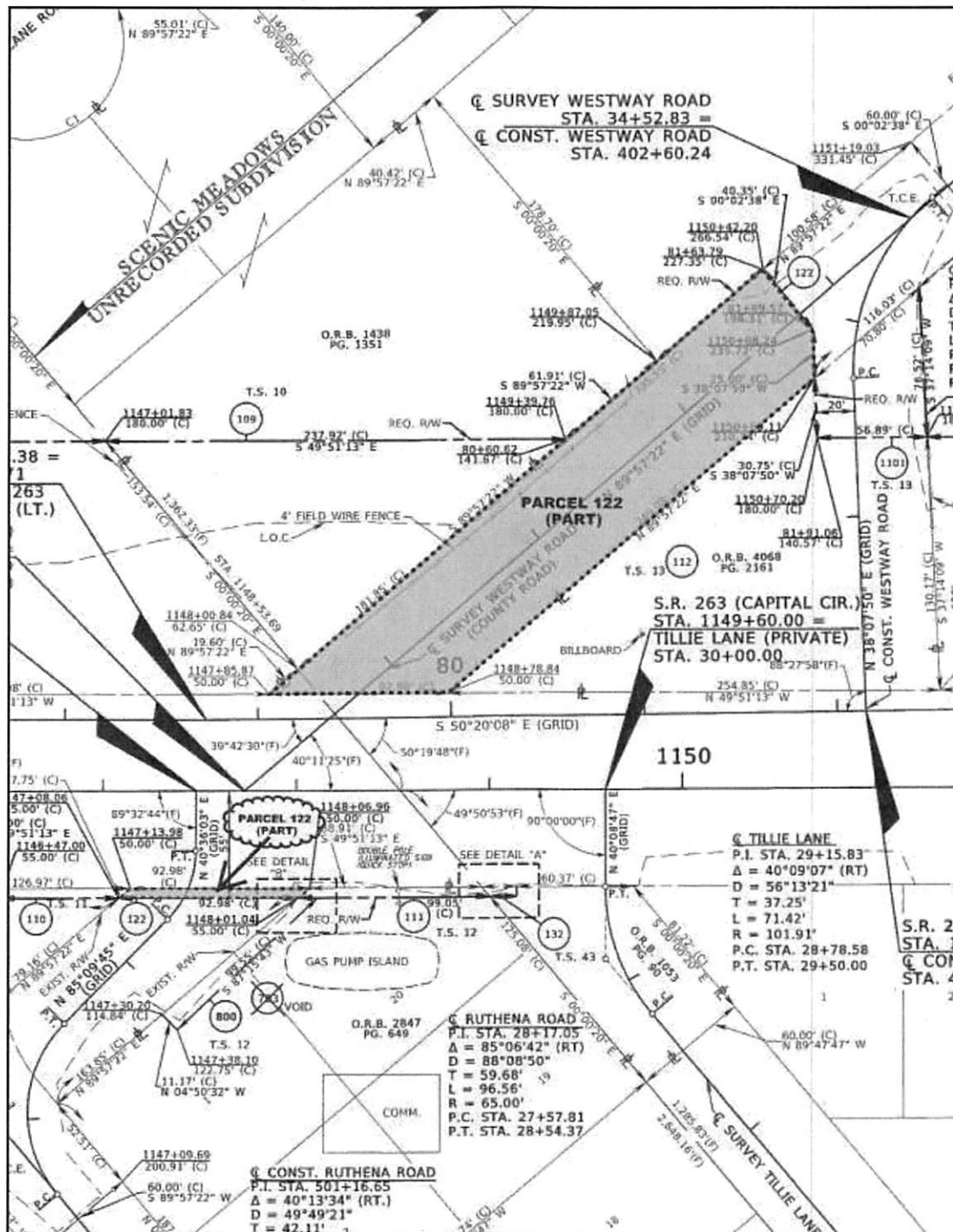
Parcel 122 Legal Description (Overall Project):

All rights and interest of Leon County, Florida, in and to the existing right of way of dedicated and used State Road No. 263, and the existing right of way of portions of other dedicated or maintained streets and roads lying between the north line of Section 22, Township 1 South, Range 1 West, Leon County, Florida and State Road 61 (Crawfordville Highway) in Sections 24 and 25, Township 1 South, Range 1 West, Leon County, Florida, and lying within the required right of way as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map, F.P. No. 2197492, State Road No. 263, as filed in F.D.O.T. District 3 Office, Chipley, Florida.

Parcel 122: (Balkin Rd. Portion):

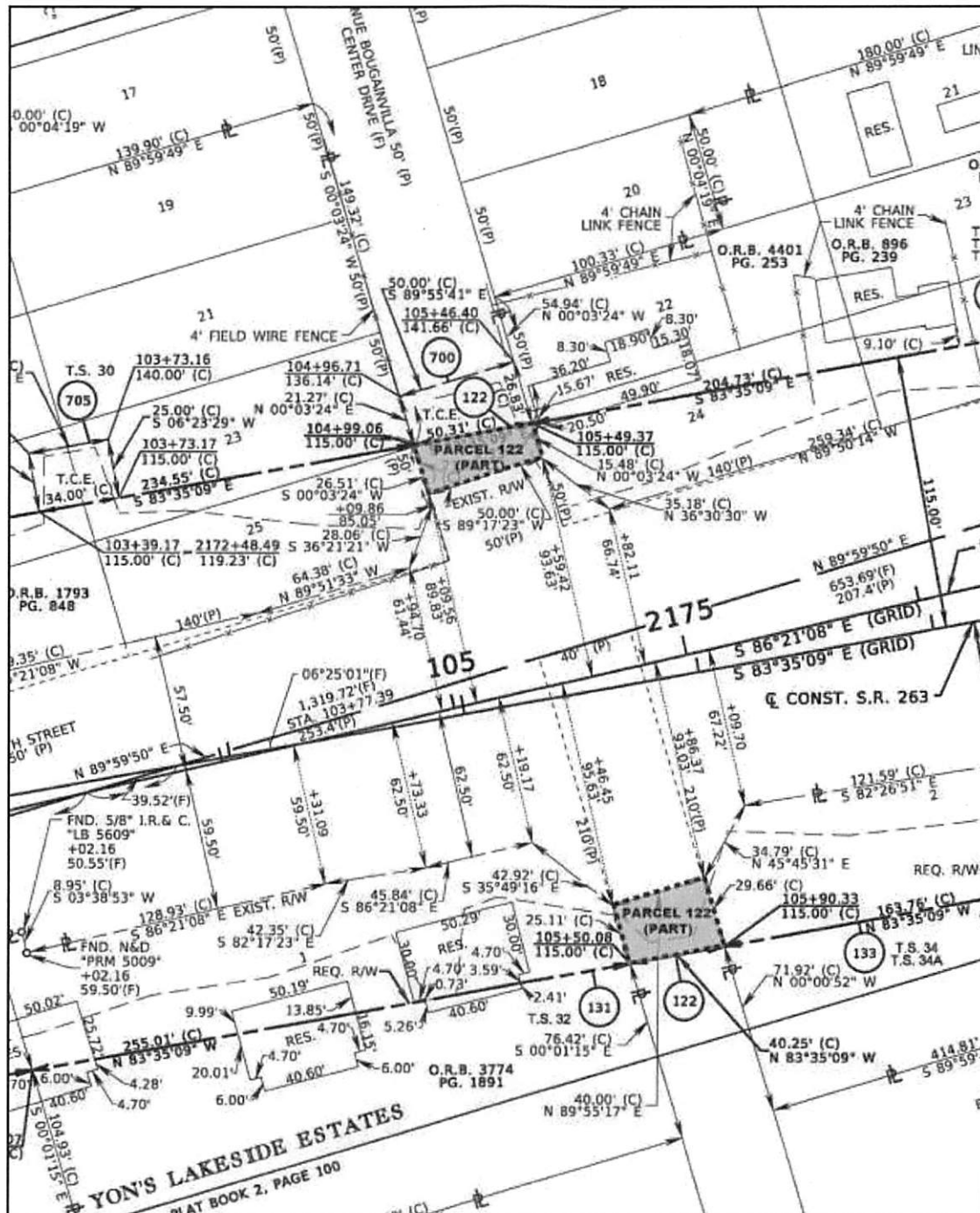


Parcel 122 (Westway Rd. Portion):



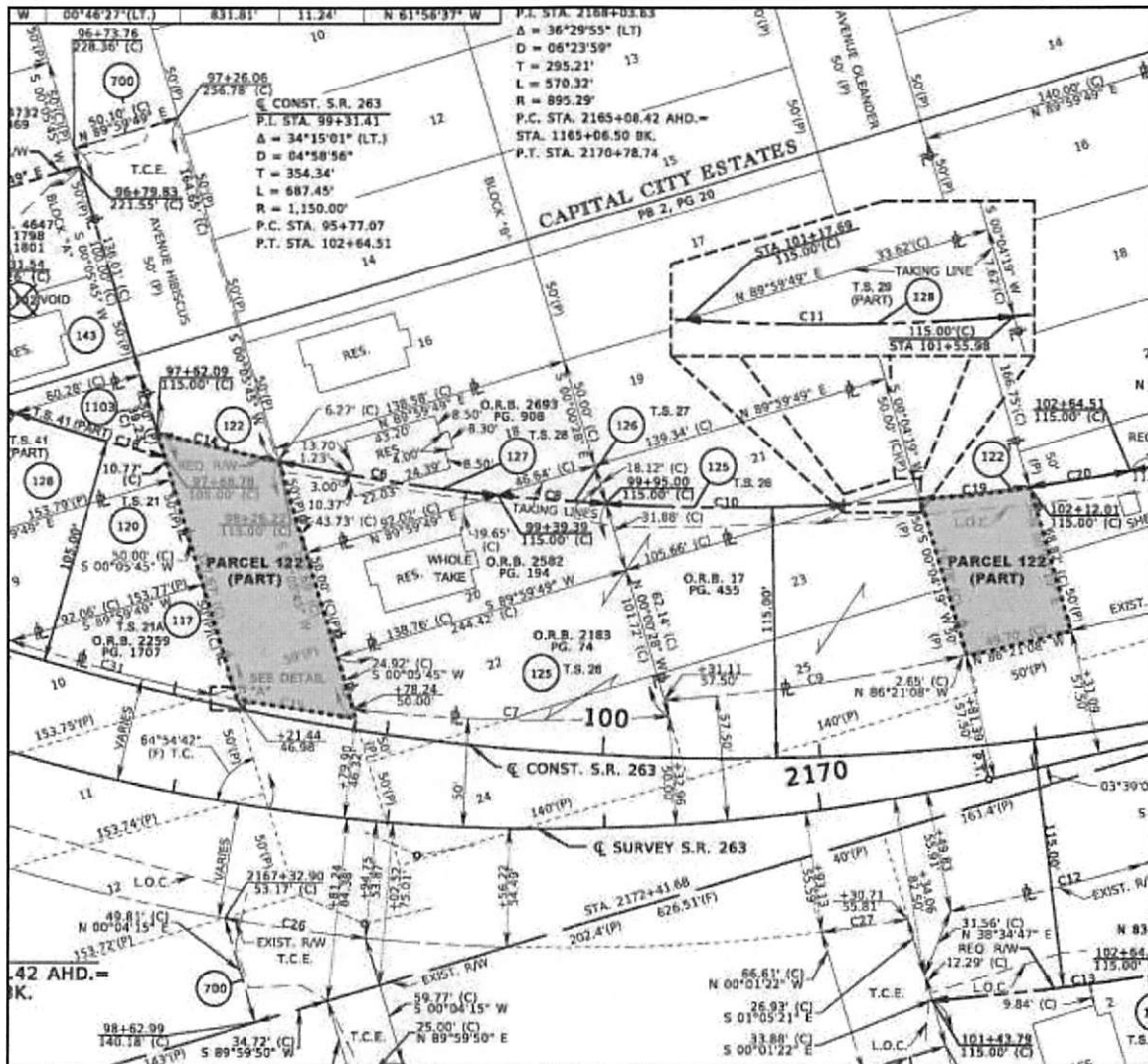
Composite Exhibit "A"
Page 2 of 5

Parcel 122 (Bougainville Ave. Portion):



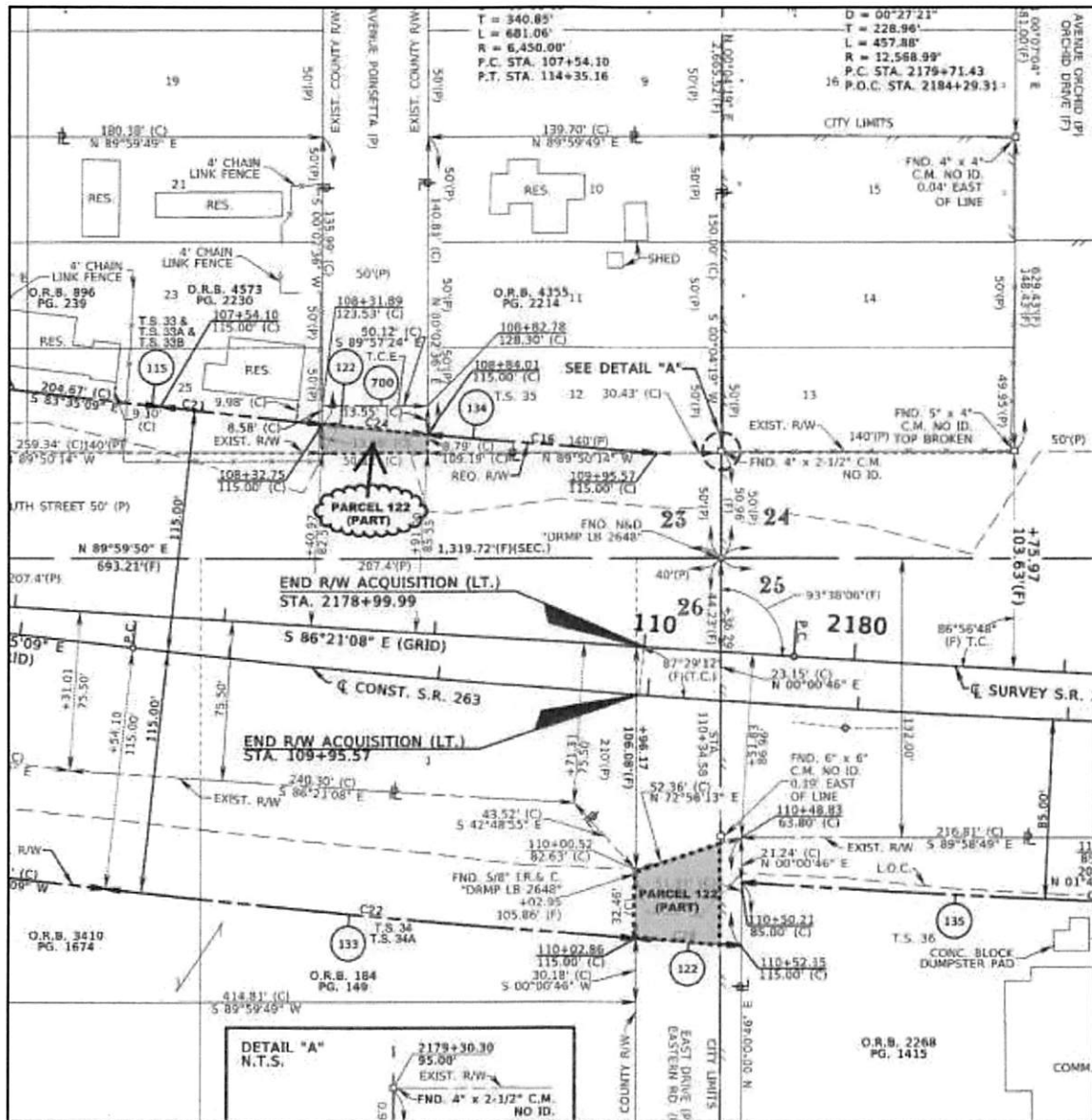
Composite Exhibit "A"
Page 3 of 5

Parcel 122 (Hibiscus Ave. and Oleander Dr. Portions):



Composite Exhibit "A"
Page 4 of 5

Parcel 122 (Poinsetta Ave. and East Dr. Portions):



Composite Exhibit "A"
Page 5 of 5

TE.12 11/00

April 13, 2021

This Instrument prepared by,
or under the direction of,



Department of Transportation
P.O. Box 607
Chipley, FL 32428

Parcel	700.1R
Item/Segment No.	2197492
Managing District	3
S.R. No.	263
County	Leon

RESOLUTION NO. R21-_____

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING, PURSUANT TO FLA. STAT. §125.38, CONVEYANCE TO FDOT OF TEMPORARY EASEMENT INTERESTS IN PORTIONS OF COUNTY ROAD RIGHTS-OF-WAY IDENTIFIED BY FDOT AS PARCEL 700 NEEDED FOR FDOT'S ROAD WIDENING PROJECT ON CAPITAL CIRCLE SOUTHWEST BETWEEN CRAWFORDVILLE HIGHWAY AND SPRINGHILL ROAD

WHEREAS, the State of Florida Department of Transportation ("FDOT") proposes to construct or improve State Road No. 263 (U.S. 319/Capital Circle), Financial Project No. 2197492 (the "Project"), in Leon County, Florida; and

WHEREAS, it is necessary that certain portions of the County's road rights-of-way abutting the Project be used temporarily by FDOT during its construction of the Project, which portions of rights-of-way have been collectively identified by FDOT as Parcel 700 and which are legally described and depicted in Composite Exhibit "A" attached hereto and made a part hereof (collectively the "County Parcels"); and; and

WHEREAS, said use of the County Parcels is in the best interest of the County; and

WHEREAS, pursuant to Section 125.38, Florida Statutes, FDOT has made application to the County to execute and deliver to FDOT a temporary construction easement ("TCE") over the County Parcels in favor of FDOT for the purpose of constructing the Project according to the current construction plans; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County (the "Board"), that:

1. The application made by FDOT for conveyance of a TCE over the County Parcels as described in Composite Exhibit "A," is for transportation purposes which are in the public or community interest and welfare.

2. The Board is satisfied that the TCE being conveyed over the County Parcels is necessary for construction of the Project by FDOT and the County Parcels are not needed for County purposes.

3. The consideration to be paid to the County by FDOT for the conveyance of the County Parcels is Zero and 00/100 Dollars (\$0.00).

4. A TCE over the County Parcels, as legally described and depicted in Composite Exhibit "A," shall be drawn and executed in a form approved by the County Attorney and executed forthwith by the Chairman to thereby duly convey to FDOT the temporary construction easement interests over the County Parcels to FDOT.

5. A certified copy of this duly executed Resolution shall be forwarded to FDOT at 1074 Highway 90, Chipley, Florida 32428.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

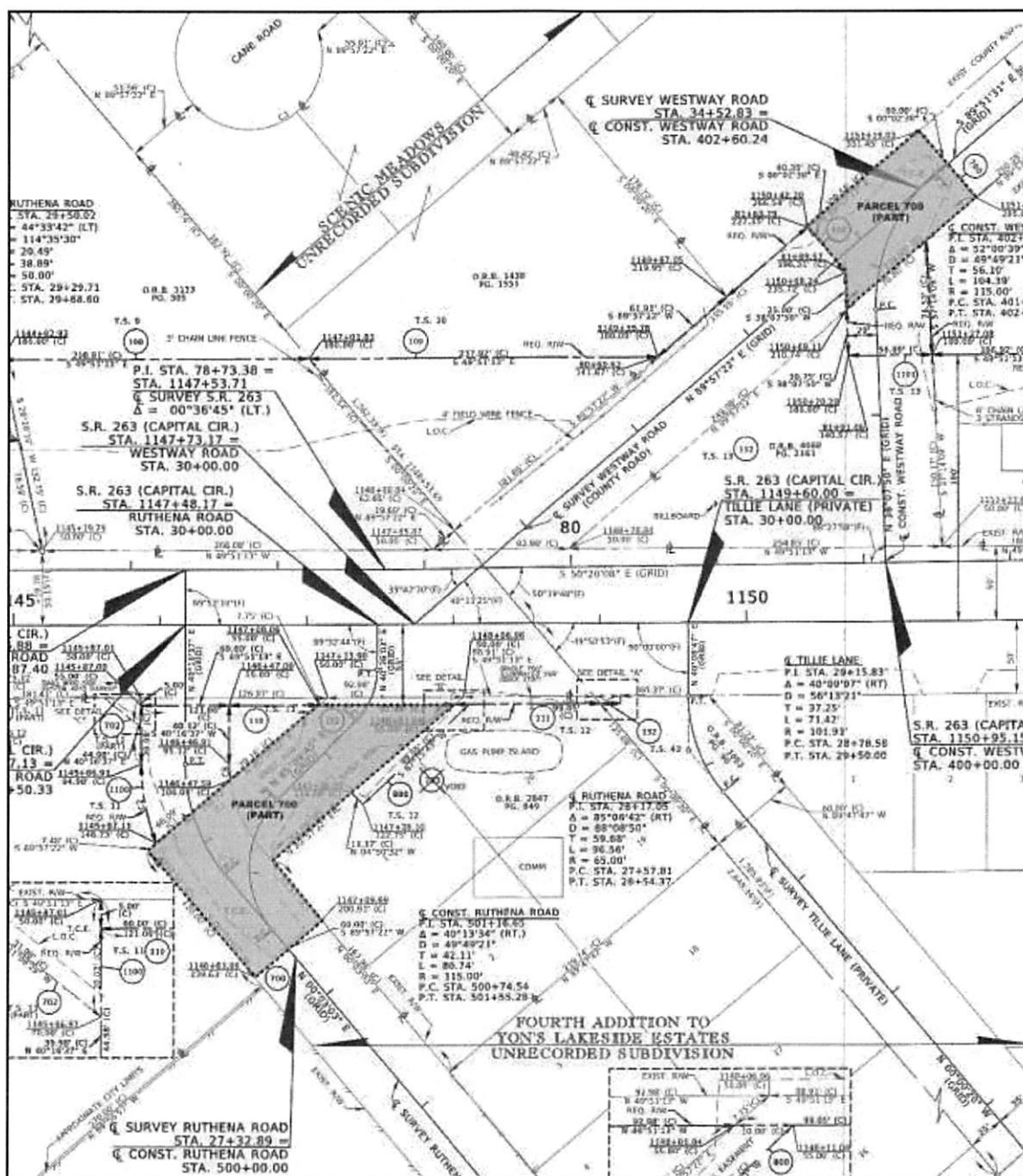
ATTESTED BY:
Gwendolyn Marshall, Clerk of Court &
Comptroller, Leon County, Florida

BY: _____

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

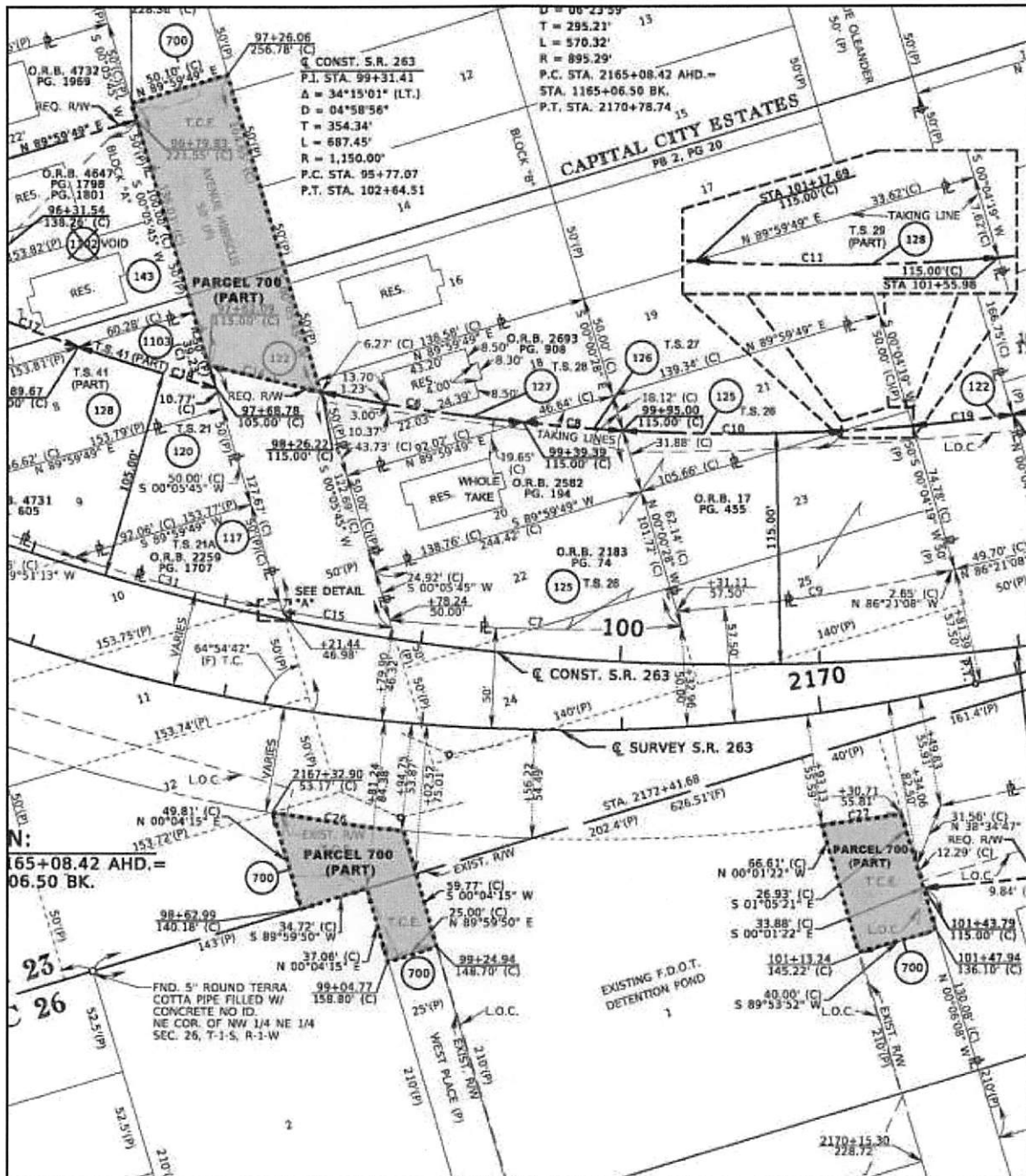
BY: _____

Parcel 700 (Westway Rd. Portion):



Composite Exhibit "A"
Page 2 of 4

Parcel 700 (Hibiscus Ave., West Pl., and Oleander Dr. Portions):



Composite Exhibit "A"
Page 3 of 4

Parcel 700 (Center Dr. Portion):



Parcel 700 (Poinsetta Ave. Portion):




Composite Exhibit "A"
Page 4 of 4

QCD.13

April 14, 2021

This Instrument prepared by,
or under the direction of,


Department of Transportation
P.O. Box 607
Chipley, FL 32428

Parcel	100.2R
Item/Segment No.	2197492
Managing District	3
S.R. No.	263
County	Leon

RESOLUTION NO. R21-_____

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING, PURSUANT TO FLA. STAT. §125.38, CONVEYANCE TO FDOT OF ALL INTEREST OF THE COUNTY IN A PORTION OF COUNTY DRAINAGE EASEMENT LYING WITHIN AN FDOT RIGHT-OF-WAY PARCEL IDENTIFIED AS PARCEL 100 NEEDED FOR FDOT'S ROAD WIDENING PROJECT ON CAPITAL CIRCLE SOUTHWEST BETWEEN CRAWFORDVILLE HIGHWAY AND SPRINGHILL ROAD

WHEREAS, the State of Florida Department of Transportation ("FDOT") proposes to construct or improve State Road No. 263 (U.S. 319/Capital Circle), Financial Project No. 2197492 (the "Project"), in Leon County, Florida; and

WHEREAS, it is necessary that all rights, title, and interest of the County in a certain area of a County drainage easement lying within lands owned by City of Tallahassee abutting the Project (the Drainage Easement Area") be acquired by FDOT, which City lands have been identified by FDOT as Parcel 100 and which are legally described in Exhibit "A" attached hereto and made a part hereof (the "City Lands"); and

WHEREAS, said use of the Drainage Easement Area is in the best interest of the County; and

WHEREAS, pursuant to Section 125.38, Florida Statutes, FDOT has made application to the County to execute and deliver to FDOT a County Quitclaim Deed for the Drainage Easement Area in favor of FDOT for the purpose of constructing the Project according to the current construction plans; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County (the "Board"), that:

1. The application made by FDOT for conveyance of all rights, title, and interest that the County has in and to the Drainage Easement Area, as depicted for illustrative purposes in Exhibit "A," is for transportation purposes which are in the public or community interest and welfare.

2. The Board is satisfied that such conveyance of the Drainage Easement Area is necessary for construction of the Project by FDOT and the Drainage Easement Area is not needed for County purposes.

3. The consideration to be paid to the County by FDOT for the conveyance of the Drainage Easement Area is Zero and 00/100 Dollars (\$0.00).

4. A County Quitclaim Deed for the Drainage Easement Area, as legally described and depicted in Exhibit "A," shall be drawn and executed in a form approved by the County Attorney and executed forthwith by the Chairman to thereby duly convey to FDOT all rights, title, and interest that the County has in and to the Drainage Easement Area.

5. A certified copy of this duly executed Resolution shall be forwarded to FDOT at 1074 Highway 90, Chipley, Florida 32428.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

BY: _____

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

BY: _____

Exhibit "A"
Legal Description of City Lands (Parcel 100)
and
Depiction of Drainage Easement Area

ROADWAY

- A. A parcel of land being in Sections 15 and 22, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a 6 inch round terra cotta pipe filled with concrete (no ID) marking the southeast corner of said Section 15 (northeast corner of said Section 22); thence South 89°48'00" West 2,097.57 feet along the south line of said Section 15 (north line of said Section 22) to the centerline of survey of State Road 263, as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F.P. No. 2197492 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence North 49°31'25" West 126.11 feet along said survey line; thence departing said centerline of survey, run North 40°28'35" East 66.00 feet to the existing northeasterly right of way line of said State Road 263 as shown on said Right of Way Map and POINT OF BEGINNING; thence departing said northeasterly right of way line, continue North 40°28'35" East 98.00 feet; thence South 49°31'25" East 266.20 feet; thence South 49°51'13" East 1,172.27 feet crossing said south line of Section 15 (said north line of Section 22); thence North 40°08'47" East 30.00 feet; thence South 49°51'13" East 880.00 feet; thence South 40°08'47" West 30.00 feet; thence South 49°51'13" East 439.11 feet to the east line of said Section 22; thence South 00°43'14" East 129.59 feet along said section line to said existing northeasterly right of way line of State Road 263; thence North 49°51'13" West 2,576.45 feet along said right of way line; thence North 49°31'25" West 266.48 feet along said northeasterly right of way line crossing said north line of Section 22 (said south line of Section 15) to POINT OF BEGINNING;
- Containing 6.906 acres, more or less.

ALSO:

- B. A parcel of land being in Section 22, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a 6 inch round terra cotta pipe filled with concrete (no ID) marking the northeast corner of said Section 22; thence South 89°48'00" West 2,097.57 feet along the north line of said Section 22 to the centerline of survey of State Road 263, as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F.P. No. 2197492 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence South 49°31'25" East 140.56 feet along said survey line; thence South 49°51'13" East 1,450.74 feet along said survey line; thence departing said centerline of survey, run South 40°08'47" West 66.00 feet to the existing southwesterly right of way line of said State Road 263, as shown said Right of Way Map and POINT OF BEGINNING; thence departing said southwesterly right of way line, continue South 40°08'47" West 22.00 feet; thence South 49°51'13" East 602.00 feet; thence North 40°08'47" East 22.00 feet to said existing southwesterly right of way line of State Road 263; thence North 49°51'13" West 602.00 feet along said right of way line to POINT OF BEGINNING;
- Containing 13,244 square feet, more or less.

ALSO:

C. STORMWATER MANAGEMENT FACILITY 1

A parcel of land being in Sections 15 and 22, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a 6 inch round terra cotta pipe filled with concrete (no ID) marking the northeast corner of said Section 22 (southeast corner of said Section 15); thence South 89°48'00" West 2,097.57 feet along the north line of said Section 22 (south line of said Section 15) to the centerline of survey of State Road 263, as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F.P. No. 2197492 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence South 49°31'25" East 140.56 feet along said survey line; thence South 49°51'13" East 743.76 feet; thence departing said centerline of survey, run North 40°08'47" East 164.00 feet to the westerly boundary line of a 150 foot electric transmission line easement, as shown on said Right of Way Map and POINT OF BEGINNING; thence North 06°23'47" East 1,029.33 feet along the westerly line of said easement, crossing the north line of said Section 22 (south line of said Section 15); thence departing said westerly line, run South 83°36'13" East 432.99 feet; thence South 06°23'47" West 547.53 feet crossing the south line of said Section 15 (north line of said Section 22); thence North 83°36'13" West 282.99 feet crossing the north line of said Section 22 (south line of said Section 15) to the easterly boundary of said electric transmission line easement; thence South 06°23'47" West 582.02 feet along the easterly line of said easement, crossing the south line of said Section 15 (north line of said Section 22); thence departing said easterly line, run North 49°51'13" West 180.40 feet to POINT OF BEGINNING;

Containing 7.274 acres, more or less.

Exhibit "A"
Page 2 of 3

BSDR.LEO 11/00

April 14, 2021

This Instrument prepared by,
or under the direction of,

Department of Transportation
P.O. Box 607
Chipley, FL 32428

Parcel	128.1R
Item/Segment No.	2197492
Managing District	3
S.R. No.	263
County	Leon

RESOLUTION NO. R21-_____

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING, PURSUANT TO FLA. STAT. §125.38, CONVEYANCE TO FDOT OF ALL INTEREST OF THE COUNTY IN TWO RESIDENTIAL LOTS IDENTIFIED BY FDOT COLLECTIVELY AS PARCEL 128 NEEDED FOR FDOT'S ROAD WIDENING PROJECT ON CAPITAL CIRCLE SOUTHWEST BETWEEN CRAWFORDVILLE HIGHWAY AND SPRINGHILL ROAD

WHEREAS, the State of Florida Department of Transportation ("FDOT") proposes to construct or improve State Road No. 263 (U.S. 319/Capital Circle), Financial Project No. 2197492 (the "Project"), in Leon County, Florida; and

WHEREAS, it is necessary that all rights, title, and interest of the County in certain lands now owned by the County adjacent to the Project be acquired by FDOT, which lands have been collectively identified by FDOT as Parcel 128 and which are legally described and depicted in Exhibit "A" attached hereto and made a part hereof (collectively the "County Parcels"); and; and

WHEREAS, said use of the County Parcels is in the best interest of the County; and

WHEREAS, pursuant to Section 125.38, Florida Statutes, FDOT has made application to the County to execute and deliver to FDOT a County Deed for the County Parcels in favor of FDOT for the purpose of constructing the Project according to the current construction plans; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County (the "Board"), that:

1. The application made by FDOT for conveyance of all rights, title, and interest that the County has in and to the County Parcels as described in Exhibit "A," is for transportation purposes which are in the public or community interest and welfare.

2. The Board is satisfied that such conveyance of the County Parcels is necessary for construction of the Project by FDOT and the County Parcels are not needed for County purposes.

3. The consideration to be paid to the County by FDOT for the conveyance of the County Parcels is Thirty-Seven Thousand Three Hundred and 00/100 Dollars (\$37,300.00).

4. A County Deed for the County Parcels, as legally described and depicted in Exhibit "A," shall be drawn and executed in a form approved by the County Attorney and executed forthwith by the Chairman to thereby duly convey to FDOT all rights, title, and interest that the County has in and to the County Parcels.

5. A certified copy of this duly executed Resolution shall be forwarded to FDOT at 1074 Highway 90, Chipley, Florida 32428.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

BY: _____

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

BY: _____

Exhibit "A"

County Parcels

Parcel 128 Legal Description:

- A. A portion of Lot 8, Block A, Capital City Estates, as per plat recorded in Plat Book 2, Page 20, of the Public Records of Leon County, Florida, being in Section 23, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a 5 inch round terra cotta pipe filled with concrete (no ID) marking the northeast corner of the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 26, Township 1 South, Range 1 West; thence North $89^{\circ}59'50''$ West 666.03 feet along the north line of said Section 26 (south line of said Section 23) to the centerline of construction of State Road 263 as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F.P. No. 2197492 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence North $83^{\circ}35'09''$ West 112.88 feet along said centerline to a point of tangent curve to the right (concave northeasterly); thence westerly and northwesterly along said centerline of construction and said curve, having a radius of 1,150.00 feet, for an arc distance of 574.84 feet, through a central angle of $28^{\circ}38'24''$ to end of curve; thence departing said centerline of construction, run North $35^{\circ}03'15''$ East 105.00 feet the north line of said Lot 8 and POINT OF BEGINNING; said point being on a non-tangent curve to the left (concave northeasterly); thence departing said north lot line, from a tangent bearing of South $54^{\circ}56'45''$ East, southeasterly along said curve, having a radius of 1,045.00 feet, for an arc distance of 71.88 feet, through a central angle of $03^{\circ}56'29''$ to the east line of said Lot 8 and end of curve; thence South $00^{\circ}05'45''$ West 10.77 feet along said east lot line to the south of said Lot 8; thence South $89^{\circ}59'49''$ West 156.62 feet along said south lot line to the west line of said Lot 8; thence North $00^{\circ}05'45''$ East 50.00 feet along said west lot line to said north line of Lot 8; thence North $89^{\circ}59'49''$ East 96.34 feet along said north lot line to POINT OF BEGINNING;

Containing 6,619 square feet, more or less.

ALSO:

- B. All of Lot 23 and a portion of Lot 25, Block B, Capital City Estates, as per plat recorded in Plat Book 2, Page 20, of the Public Records of Leon County, Florida, being in Section 23, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a 5 inch round terra cotta pipe filled with concrete (no ID) marking the northeast corner of the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 26, Township 1 South, Range 1 West; thence North $89^{\circ}59'50''$ East 626.51 feet along the north line of said Section 26 (south line of said Section 23) to the centerline of survey of State Road 263, as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F.P. No. 2197492 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence North $86^{\circ}21'08''$ West 160.29 feet along said survey line; thence departing said centerline of survey, run North $03^{\circ}38'52''$ East 57.50 feet to an intersection of the existing northeasterly right of way line of said State Road 263, as shown on said right of Way Map with the east line of said Block B and POINT OF BEGINNING; thence North $00^{\circ}04'19''$ East 82.40 feet along said east block line to the north line of said Lot 23; thence South $89^{\circ}59'49''$ West 139.28 feet along said north lot line to the west line of said Lot 23; thence South $00^{\circ}00'28''$ East 62.14 feet along said west line of Lot 23 and the west line of said Lot 25 to said existing northeasterly right of way line of State Road 263; said point being on a non-tangent curve to the left (concave northeasterly); thence from a tangent bearing of South $76^{\circ}54'17''$ East, southeasterly along said right of way line and said curve, having a radius of 837.79 feet, for an arc distance of 138.14 feet, through a central angle of $09^{\circ}26'51''$ to end of curve; thence South $86^{\circ}21'08''$ East 2.65 feet along said northeasterly right of way line to POINT OF BEGINNING;

Containing 10,339 square feet, more or less.

Depiction of Parcel 128

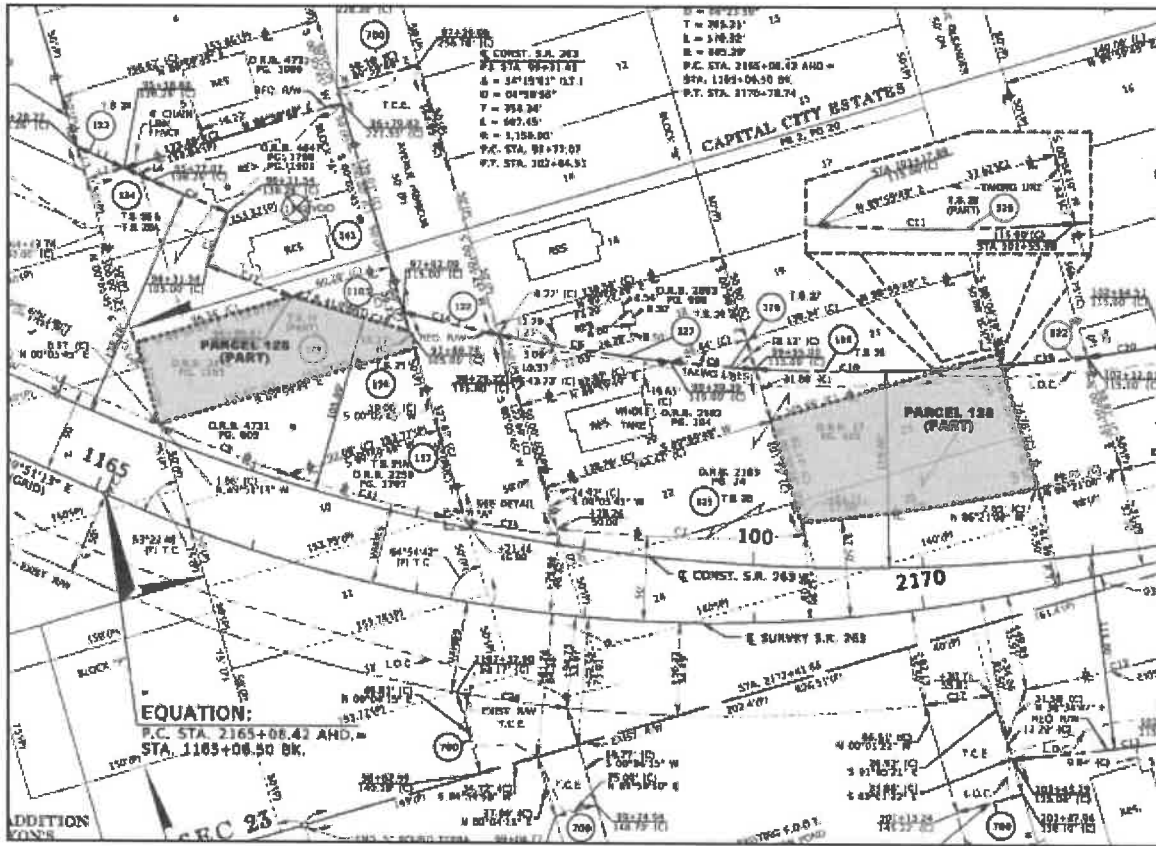



Exhibit "A"
Page 2 of 2

BSDR.LEO 11/00

April 14, 2021

This Instrument prepared by,
or under the direction of,



Department of Transportation
P.O. Box 607
Chipley, FL 32428

Parcel	1103.1R
Item/Segment No.	2197492
Managing District	3
S.R. No.	263
County	Leon

RESOLUTION NO. R21-_____

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING, PURSUANT TO FLA. STAT. §125.38, CONVEYANCE TO FDOT OF ALL INTEREST OF THE COUNTY IN A PORTION OF A RESIDENTIAL LOT IDENTIFIED BY FDOT AS PARCEL 1103 NEEDED FOR FDOT'S ROAD WIDENING PROJECT ON CAPITAL CIRCLE SOUTHWEST BETWEEN CRAWFORDVILLE HIGHWAY AND SPRINGHILL ROAD

WHEREAS, the State of Florida Department of Transportation ("FDOT") proposes to construct or improve State Road No. 263 (U.S. 319/Capital Circle), Financial Project No. 2197492 (the "Project"), in Leon County, Florida; and

WHEREAS, it is necessary that all rights, title, and interest of the County in certain lands now owned by the County adjacent to the Project be acquired by FDOT, which land has been identified by FDOT as Parcel 1103 and which is legally described and depicted in Exhibit "A" attached hereto and made a part hereof (the "County Parcel"); and; and

WHEREAS, said use of the County Parcel is in the best interest of the County; and

WHEREAS, pursuant to Section 125.38, Florida Statutes, FDOT has made application to the County to execute and deliver to FDOT a County Deed for the County Parcel in favor of FDOT for the purpose of constructing the Project according to the current construction plans; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County (the "Board"), that:

1. The application made by FDOT for conveyance of all rights, title, and interest that the County has in and to the County Parcel as described in Exhibit "A," is for transportation purposes which are in the public or community interest and welfare.

2. The Board is satisfied that such conveyance of the County Parcel is necessary for construction of the Project by FDOT and the County Parcel is not needed for County purposes.

3. The consideration to be paid to the County by FDOT for the conveyance of the County Parcel is Two Thousand Seven Hundred and 00/100 Dollars (\$2,700.00).

4. A County Deed for the County Parcel, as legally described and depicted in Exhibit "A," shall be drawn and executed in a form approved by the County Attorney and executed forthwith by the Chairman to thereby duly convey to FDOT all rights, title, and interest that the County has in and to the County Parcel.

5. A certified copy of this duly executed Resolution shall be forwarded to FDOT at 1074 Highway 90, Chipley, Florida 32428.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

BY: _____

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

BY: _____

Exhibit "A" County Parcel

Parcel 1103 Legal Description:

A portion of Lot 8, Block A, Capital City Estates, as per plat recorded in Plat Book 2, Page 20, of the Public Records of Leon County, Florida, being in Section 23, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a 5 inch round terra cotta pipe filled with concrete (no ID) marking the northeast corner of the Northwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of Section 26, Township 1 South, Range 1 West; thence North $89^{\circ}59'50''$ West 666.03 feet along the north line of said Section 26 (south line of said Section 23) to the centerline of construction of State Road 263 as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F.P. No. 2197492 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence North $83^{\circ}35'09''$ West 112.88 feet along said centerline to a point of tangent curve to the right (concave northeasterly); thence westerly and northwesterly along said centerline of construction and said curve, having a radius of 1,150.00 feet, for an arc distance of 574.84 feet, through a central angle of $28^{\circ}38'24''$ to end of curve; thence departing said centerline of construction, run North $35^{\circ}03'15''$ East 105.00 feet the north line of said Lot 8 and POINT OF BEGINNING; said point being on a non-tangent curve to the left (concave northeasterly); thence departing said north lot line, from a tangent bearing of South $54^{\circ}56'45''$ East, southeasterly along said curve, having a radius of 1,045.00 feet, for an arc distance of 71.88 feet, through a central angle of $03^{\circ}56'29''$ to the east line of said Lot 8 and end of curve; thence North $00^{\circ}05'45''$ East 39.23 feet along said east lot line to said north line of Lot 8; thence South $89^{\circ}59'49''$ West 60.28 feet along said north lot line to POINT OF BEGINNING;

Containing 1,212 square feet, more or less.

Depiction of Parcel 1103

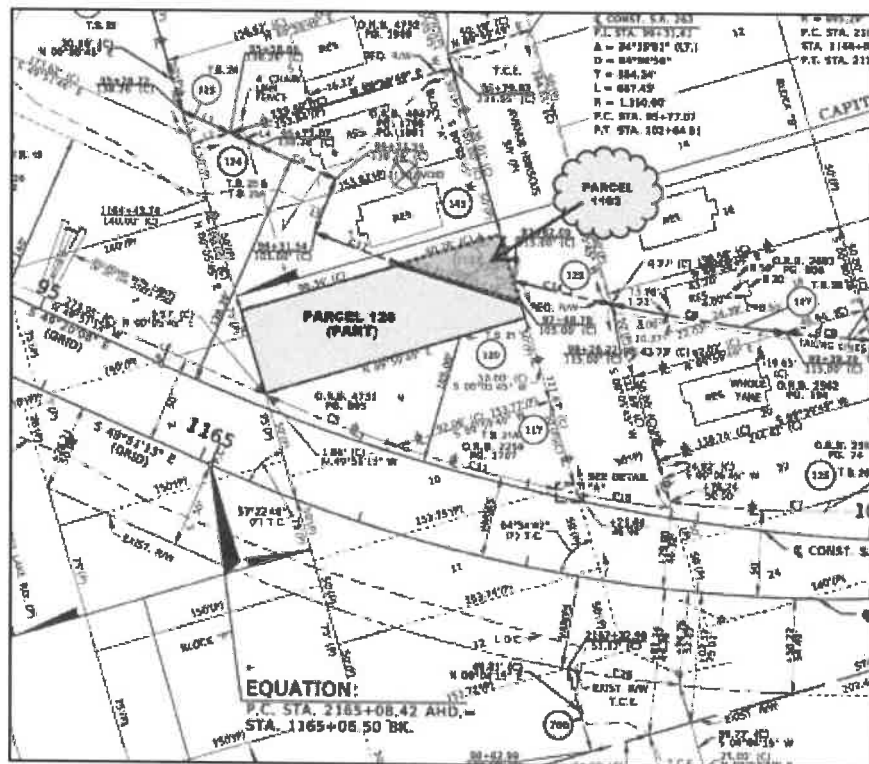


Exhibit "A"
Page 1 of 1

BSD.04 11/00

April 14, 2021

This Instrument prepared by,
or under the direction of,

Department of Transportation
P.O. Box 607
Chipley, FL 32428

Parcel	141.1R
Item/Segment No.	2197492
Managing District	3
S.R. No.	263
County	Leon

RESOLUTION NO. R21-_____

A RESOLUTION OF THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS AUTHORIZING, PURSUANT TO FLA. STAT. §125.38, CONVEYANCE TO FDOT OF ALL INTEREST OF THE COUNTY IN A RESIDENTIAL LOT IDENTIFIED BY FDOT AS PARCEL 141 NEEDED FOR FDOT'S ROAD WIDENING PROJECT ON CAPITAL CIRCLE SOUTHWEST BETWEEN CRAWFORDVILLE HIGHWAY AND SPRINGHILL ROAD

WHEREAS, the State of Florida Department of Transportation ("FDOT") proposes to construct or improve State Road No. 263 (U.S. 319/Capital Circle), Financial Project No. 2197492 (the "Project"), in Leon County, Florida; and

WHEREAS, it is necessary that all rights, title, and interest of the County in certain lands now owned by the County adjacent to the Project be acquired by FDOT, which land has been identified by FDOT as Parcel 141 and which is legally described and depicted in Exhibit "A" attached hereto and made a part hereof (the "County Parcel"); and; and

WHEREAS, said use of the County Parcel is in the best interest of the County; and

WHEREAS, pursuant to Section 125.38, Florida Statutes, FDOT has made application to the County to execute and deliver to FDOT a County Deed for the County Parcel in favor of FDOT for the purpose of constructing the Project according to the current construction plans; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County (the "Board"), that:

1. The application made by FDOT for conveyance of all rights, title, and interest that the County has in and to the County Parcel as described in Exhibit "A," is for transportation purposes which are in the public or community interest and welfare.

2. The Board is satisfied that such conveyance of the County Parcel is necessary for construction of the Project by FDOT and the County Parcel is not needed for County purposes.

3. The consideration to be paid to the County by FDOT for the conveyance of the County Parcel is Twenty-Seven Thousand Six Hundred and 00/100 Dollars (\$27,600.00).

4. A County Deed for the County Parcel, as legally described and depicted in Exhibit "A," shall be drawn and executed in a form approved by the County Attorney and executed forthwith by the Chairman to thereby duly convey to FDOT all rights, title, and interest that the County has in and to the County Parcel.

5. A certified copy of this duly executed Resolution shall be forwarded to FDOT at 1074 Highway 90, Chipley, Florida 32428.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

BY: _____

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

BY: _____

Exhibit "A"

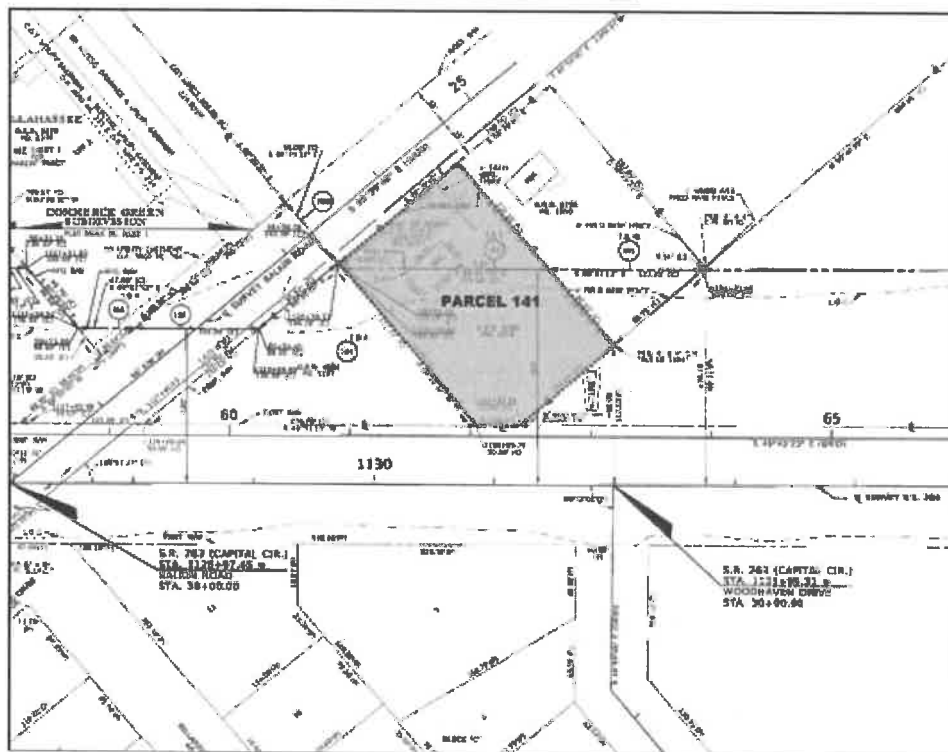
County Parcel

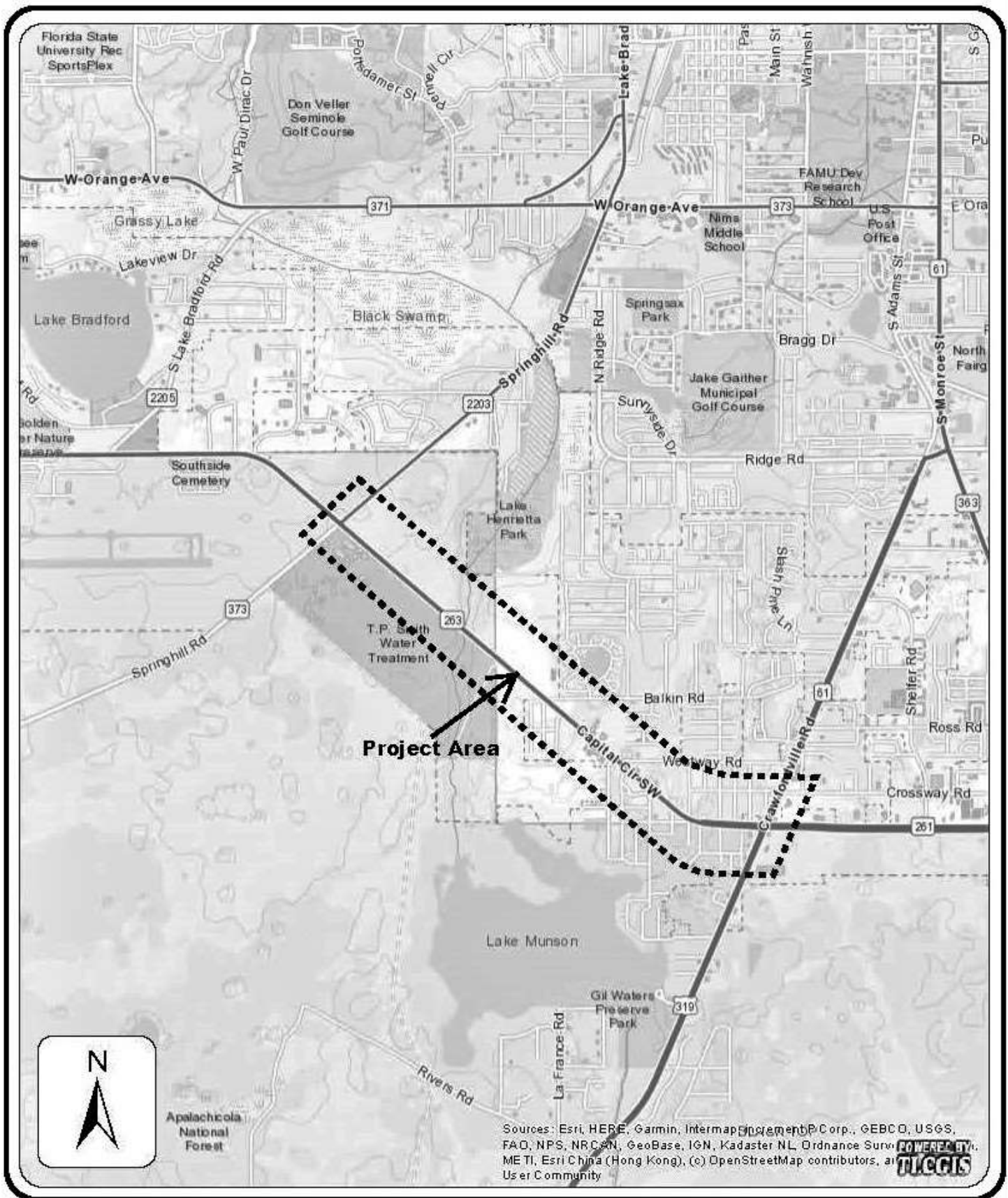
Parcel 141 Legal Description:

A parcel of land being in Section 23, Township 1 South, Range 1 West, Leon County, Florida, described as follows: Commence at a 6 inch round terra cotta pipe filled with concrete (no ID) marking the northeast corner of the Southwest $\frac{1}{4}$ of said Section 23; thence North $89^{\circ}59'46''$ West 1,615.16 feet along the north line of said Southwest $\frac{1}{4}$ to the centerline of survey of State Road 263, as shown on Florida Department of Transportation (F.D.O.T.) Right of Way Map F.P. No. 2197492 (said map being on file at F.D.O.T. District 3 Office, Chipley, Florida); thence South $49^{\circ}51'13''$ East 380.76 feet along said survey line; thence departing said centerline of survey, run North $40^{\circ}08'47''$ East 50.00 feet to an intersection of the existing northeasterly right of way line of State Road 263 with the northerly line of that certain property as described in Official Records Book 5074, Page 2369 of the Public Records of Leon County, Florida, as shown on said Right of Way Map and POINT OF BEGINNING; thence North $89^{\circ}40'35''$ East 103.54 feet along said northerly property line to the easterly line of that certain property as described in Official Records Book 5188, Page 1318, said Public Records; thence North $00^{\circ}20'32''$ West 198.75 feet along said easterly property line to the existing southerly right of way line of Balkin Road, as shown on said Right of Way Map; thence departing said property line, run North $89^{\circ}39'40''$ West 130.55 feet along said right of way line to the easterly line of that certain property as described in Official Records Book 4804, Page 2227, said Public Records; thence departing said right of way line, run South $00^{\circ}20'32''$ East 177.22 feet along said easterly property line to said existing northeasterly right of way line of State Road 263; thence South $49^{\circ}51'13''$ East 35.50 feet along said right of way line to POINT OF BEGINNING;

Containing 0.591 acres, more or less.

Depiction of Parcel 141





**Leon County
Board of County Commissioners
Notes for Agenda Item #8**

Leon County Board of County Commissioners

Agenda Item #8

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of an Interlocal Agreement with the Housing Finance Authority of Leon County and Adoption of a Proposed Superseding Resolution

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Shington Lamy, Director, Human Services and Community Partnerships
Lead Staff/ Project Team:	Matthew Wyman, Housing Services Manager Kyle Kemper, Assistant County Attorney

Statement of Issue:

This item seeks Board approval of a proposed, new Interlocal Agreement between the County and the Housing Finance Authority of Leon County (HFA) consistent with the direction provided at the March 23, 2021 Affordable Housing Workshop. At the request of the HFA this item also seeks adoption of an updated Resolution to expediate the HFA bond issuance process.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Approve the proposed Interlocal Agreement with the Housing Finance Authority of Leon County (Attachment #1) and authorize the County Administrator to execute.
- Option #2: Adopt the proposed Resolution establishing the structure, organization, membership, programs, and activities of the Housing Financing Authority of Leon County including the approval process on bond issuance (Attachment #2) which supersedes Resolution No. 17-02.

Report and Discussion

Background:

This item seeks Board approval of a proposed, new Interlocal Agreement between the County and the Housing Finance Authority of Leon County (HFA). The current interlocal agreement expires in May 2021 and the proposed new agreement is consistent with the recommendations approved at that the March 23, 2021 Affordable Housing Workshop. As requested by the HFA, this item also seeks adoption of a new Resolution (Attachment #3) to expedite the process by which the HFA issues bonds.

On June 10, 1980, the Board created the HFA pursuant to Chapter 159, Part IV, Florida Statutes, and adopted Ordinance No. 80-39, which was codified at Chapter 2, Article III, Division 3 of the Code of Laws of Leon County, Florida (County Code). The HFA is a dependent special district comprised of seven Board-appointed members that serves to alleviate a shortage of affordable housing for County residents who meet specific income qualifications through the provision of investment capital. Ordinance No. 80-39 established the HFA's structure, membership, and controls, and required Board approval of its contracts and annual budget.

On February 7, 2017, the Board adopted both Ordinance No. 17-02 and Resolution No. 17-02 (Resolution), which amended the County Code of Laws to establish requirements on the issuance of bonds and provided the HFA autonomy to approve its own budget, contracts, and policies that had been managed by the County since the HFA was established.

On May 22, 2018, the Board approved a three-year Interlocal Agreement with the HFA which outlines the County and HFA's mutual commitment in the coordination and collaboration of affordable housing, and detailed the responsibilities of each organization, including the HFA's commitment to provide funding support for the County's housing programs and services. The 2018 Interlocal Agreement also outlined the County and HFA's partnership in the allocation of loan repayments from previous down payment assistance funds awarded to low-income, first-time homebuyers through the County's housing program. Additionally, the Interlocal Agreement acknowledged the County and HFA's respective roles in the development and/or sale of County parcels deemed appropriate for affordable housing.

The current Interlocal Agreement expires in May 2021. As such, a new Interlocal Agreement is needed to continue the partnership. In addition, as ratified by the Board at the April 13, 2021 regular meeting following the March Affordable Housing Workshop the new Interlocal Agreement incorporates provisions for the HFA to establish a process to evaluate and recommend projects seeking Local Government Area of Opportunity Funding (LGAOF) support from Leon County. The HFA reviewed and approved the proposed new Interlocal Agreement on April 8, 2021.

The HFA is authorized to issue private activity bonds that qualify for tax-exempt status to attract private investment for affordable housing projects having a public benefit pursuant to Section 2-75 of the County Code and the Florida Housing Finance Authority Law, section 159.601 et seq., Florida Statutes. Section 147(f) of the Internal Revenue Code of 1986 (IRS Code) governs the

issuance of private activity bonds and requires public approval through the governing Board, prior to issuance. As established in the Resolution, the Board considers the adoption of two separate resolutions regarding bond issuance at different stages of the process. The first resolution authorizes the bond to be issued as required by IRS Code while a subsequent resolution approves the form of the bond documents and the method of sale which typically occurs just prior to closing.

To expediate the process and be consistent with IRS requirements, the HFA is requesting the County proceed with one resolution authorizing bond issuances, as opposed to the current two-step process. The HFA states that the current two-step process encumbers project financing and can lead to unnecessary delays in issuing the bonds. The proposed revision to the Resolution is detailed in the analysis section of this agenda item.

Analysis:

Proposed, New Interlocal Agreement

As presented in the Background of this item, a new Interlocal Agreement is recommended to continue the partnership between Leon County and the HFA as the current Interlocal Agreement expires on May 22, 2021.

As proposed in the new Interlocal Agreement (Attachment #1), the HFA will continue to be a strategic and financial partner for the County's housing programs and services including, but not limited to, the Emergency Repair Program, the Annual Home Expo and the 9/11 Day of Service. Since the approval of the Interlocal Agreement in 2018, the following summarizes the revisions to the Interlocal Agreement that align the provisions of the new, proposed agreement with the current actions and intent of the HFA and the County:

- Updates the definitions established in the agreement;
- Aligns the agreement with the current practices of the HFA and the County;
- Allows the County and the HFA to mutually establish guidelines of HFA funded programs administered by the County and eliminates language that is in conflict; and
- Specifies the types of programs the HFA may support through the issuance of bonds and other financial offerings.

Additionally, as requested by the Board at the March 23, 2021 Workshop and ratified at the April 13, 2021 Board meeting, the proposed new agreement includes provisions for the HFA to establish, in collaboration with County staff, a comparative application process based on local priorities for considering requests from developers for Florida Housing Finance Corporation (FHFC) programs that require a local government contribution. During the Workshop, the Board made clear that the LGAOF evaluation process regarding 9% tax credits would not be implemented until every phase of the Tallahassee Housing Authority's (THA) Orange Avenue Apartment redevelopment project is funded. As such, advertisement of any solicitation will only occur at the direction of the County Administrator. At such time that applications are solicited, the HFA will review applications from developers seeking support from the County, provide the County Administrator a comparative

analysis of the applications and will recommend an application for the Board to consider for LGAOF support.

On April 8, 2021, the HFA approved the proposed, new Interlocal Agreement.

Proposed Superseding Resolution

As previously discussed, IRS Code governs the issuance of private activity bonds and requires public approval by the Board as the “applicable elected representative” prior to issuance of bonds. Currently, the Resolution requires that the Board approve the bond documents and the method of sale in addition to the requirements established in IRS Code.

The HFA has requested that the Board rescind the requirement of the second approval specific to the method of sale and deal structure, including the form of documents customary to a bond financing such as the indenture of trust, financing agreement, land use restriction agreement, loan and security agreement, bond purchase agreement, et cetera. The HFA proposes to delete Section 7(e) of the current Resolution No. 17-02, which provides:

Any bonds to be issued and sold by the Authority as authorized by Chapter 159, Part IV, Florida Statutes, shall first be approved by resolution of the Board both as to the documents and the method of sale by the Authority.

The HFA proposes to replace the preceding language with the following, in the proposed superseding Resolution (Attachment #2):

Tax-exempt bonds of the Authority shall be subject to approval by the Board prior to issuance thereof for the limited purpose of compliance with the requirements of the Internal Revenue Code of 1986, as amended, or any successor provision.

The HFA has indicated that the proposed change will streamline its bond issuances by eliminating the need for Board approval of a second resolution on the bond issuance specific to the documents and method of sale while preserving the Board’s role in approving the bond issuance pursuant to the IRS Code as the “applicable elected representative.”

The County’s bond counsel, Bryant Miller Olive P.A., has reviewed the proposed change to the Resolution and advises that the Board’s role in authorizing the HFA to issue bonds will not be impacted, and the change will only remove the second step from the process concerning the technical review of the bond documents prior to issuance. This item recommends adoption of the superseding Resolution based upon the guidance of bond counsel and to not inhibit disbursement of financing for needed affordable housing developments.

Title: Approval of an Interlocal Agreement with the Housing Finance Authority of Leon County
and Adoption of a Proposed Superseding Resolution

May 11, 2021

Page 5

Options:

1. Approve the proposed Interlocal Agreement with the Housing Finance Authority of Leon County (Attachment #1) and authorize the County Administrator to execute.
2. Adopt the proposed superseding Resolution establishing the structure, organization, membership, programs, and activities of the Housing Financing Authority of Leon County including the approval process on bond issuance (Attachment #2).
3. Do not approve the proposed Interlocal Agreement with the Housing Finance Authority of Leon County.
4. Do not adopt the proposed superseding Resolution.
5. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Proposed, New Interlocal Agreement between Leon County and the Housing Finance Authority of Leon County
2. Proposed Superseding Resolution regarding the structure, organization, membership, programs, and activities of the Housing Financing Authority of Leon County
3. Leon County Resolution No. 17-02

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (AGREEMENT), is made and entered into as of the date of last signature below (“Effective Date”), by and between Leon County, Florida, a charter county and a political subdivision of the State of Florida (the “County”) and the Housing Finance Authority of Leon County, a separate public body, corporate and politic (the “HFA”). The County and HFA may be referenced herein individually as (“Party”) or collectively as (“the Parties”).

WHEREAS, the County is dedicated to promoting, maintaining, and providing safe, sanitary, and affordable homes for low to moderate-income citizens of Leon County; and

WHEREAS, on June 10, 1980 the Leon County Board of County Commissioners (the “Board”) adopted Ordinance No. 80-39, creating the HFA pursuant to Chapter 159, Part IV, Florida Statutes (the Florida Housing Finance Authority Law) and as most recently amended by Ordinance No. 2017-02 adopted on February 7, 2017; and

WHEREAS, the HFA functions to alleviate a shortage of affordable housing and investment capital for residents in Tallahassee-Leon County; and

WHEREAS, the HFA encourages investments by private enterprises, stimulates construction and rehabilitation of housing through the use of public financing and provides low-cost loans to make housing purchase affordable; and

WHEREAS, the Parties have expressed a mutual commitment to the coordination and collaboration of affordable housing efforts in the community; and

WHEREAS, the Parties seek to collaborate on the investment of any funds recaptured from the Down Payment Assistance Loans that were funded by the County during the period of October 1, 1998 through September 30, 2008 through the State Housing Initiative Partnership (SHIP) funds, in accordance with the guidelines of SHIP.

NOW THEREFORE, the Parties agree to the following:

1. Purpose and Objective

- a. The purpose of this Agreement is for the coordination and collaboration of affordable housing efforts between the Parties.

2. Definitions

- a. Down Payment Assistance Loans: Loans prepared and recorded in the name of the HFA that were funded by the County through the State Housing Initiative Partnership funds or from other sources.
- b. County-HFA Cooperative Parcels: County-owned parcels that have been deemed suitable for affordable housing in accordance with Florida Statutes and the

County's Real Estate Policy and presented to and accepted by the HFA for cooperation in the sale or lease.

- c. Housing Programs: County-adopted or HFA-adopted programs that provide financial support to low-income residents for affordable housing.
- d. Fee: any sum of money collected by the HFA from a developer as part of the application process for Local Government Area of Opportunity Funding and other Florida Housing Finance Corporation programs that require local government funding on behalf of Leon County.
- e. Real Estate Policy: The County's Real Estate Policy, Policy No. 16-5, adopted June 19, 2018, as may be amended from time to time.

3. Responsibilities of the Parties

The Parties responsibilities for the coordination and collaboration of Housing Programs will be as follows:

a. County Responsibilities

- i. The County, in mutual agreement with the HFA, will administer programs adopted by the HFA that seek to address the affordable housing needs of residents in Leon County, at no administrative cost to the HFA, in accordance with guidelines established by the HFA and the County Administrator, or his or her duly authorized designee.
- ii. The programs will be administered by accomplishing the following:
 - 1. Determine client eligibility;
 - 2. Assess home rehabilitation needs;
 - 3. Solicit bids for housing rehabilitation services;
 - 4. Complete any required agreements with clients or contractors;
 - 5. Monitor the work of contractors; and
 - 6. Process invoices.
- iii. The County will utilize funds provided by the HFA for the County housing program.
 - 1. HFA funds, approved by the HFA, will supplement funding from other sources for projects that meet the criteria of County-adopted housing programs. Other sources include, but are not limited to, the SHIP, Community Development Block Grant, and County General Revenue funds. The HFA authorizes the County to use designated HFA funds to support the SHIP program and/or projects.
 - 2. The County will ensure that all recipients of funds meet all eligibility requirements mutually agreed upon and authorized by the

HFA and the County Administrator, or his or her duly authorized designee.

- b. In the event an award is made through a County-adopted program funded with HFA funds that is not in compliance with the mutually agreed upon program guidelines, the County agrees to fund, from other sources, an amount corresponding to the award to be used for the County-adopted program.
 - i. The County will maintain the records of housing programs that it administers. The records will include:
 - 1. The number of applicants seeking funding,
 - 2. The name of clients served,
 - 3. Name of all vendors utilized for each project,
 - 4. The total amount of funds utilized for each project including HFA and funds from other sources,
 - 5. The types of housing projects,
 - 6. The date each project started and the date the project was completed, and
 - 7. The types of services requested.
 - ii. The County will provide the HFA with a monthly report on HFA funds used for projects in the form attached hereto as Exhibit A.
- c. HFA Responsibilities
 - i. Upon the HFA's approval of this Agreement, the HFA, in mutual agreement with the County, will become a strategic and financial partner of programs and projects adopted by the County that seek to address the affordable housing needs of residents in Leon County.
 - ii. The HFA, in mutual agreement with the County, will determine annually the HFA programs to be administered by the County no later than June 15 prior to the start of each fiscal year. HFA will determine the level of its funding and the limits to its funding of County-adopted housing programs on an annual basis no later than June 15 prior to the start of each fiscal year.
 - iii. Upon the HFA's approval of this Agreement, the HFA will serve as a strategic planning and financial partner in the promotion of County and HFA Housing Programs and Services mutually agreed upon by the Parties. Annual Programs will be determined in advance by both Parties no later than June 15 prior to the start of the fiscal year. Annual funding, if any, will be determined in advance by the HFA no later than June 15 prior to the start of the fiscal year.

- iv. The HFA may serve as a strategic planning and financing partner on County events that seek to promote affordable housing efforts to include, but not be limited to, the Leon County Annual Home Expo and the Leon County 9/11 Day of Service. Annual funding for promotional efforts will be determined in advance by the HFA no later than June 15 prior to the start of the fiscal year.
- v. The HFA will continue to evaluate housing projects for potential investments through the issuance of bonds and other financial resources in order to increase the inventory of affordable housing in Leon County through programs such as, but not limited to, the development of new units (rental or homeownership) and down payment and/or closing cost assistance.
- vi. The HFA will establish, in collaboration with the Leon County Administrator, or his or her duly authorized designee, a comparative application process based on local priorities for considering requests from developers for Local Government Area of Opportunity Funding (LGAOF) for the Florida Housing Finance Corporation (FHFC) Housing Credit program providing low-income housing 9% tax credits and other FHFC programs that require a local government contribution.
 - 1. At the direction of the Leon County Administrator, or his or her duly authorized designee, the HFA will solicit applications for LGAOF and other competitive FHFC funding programs;
 - 2. The HFA will comparatively evaluate applications and provide a report that analyzes all applications received via the process mutually agreed upon in this subsection (3)(c)(vi) herein;
 - 3. The HFA will make a recommendation to the Board on affordable multi-family housing development projects to support as the local priority via LGAOF or other FHFC programs that require a local contribution with sufficient time for action by the Board and submission of an application pursuant to the FHFC's applicable Request for Applications.
 - 4. Any Fees established and/or collected by the HFA in association with subsection (3)(c)(vi) herein must be approved by the Leon County Administrator, or his or her duly authorized designee.

4. Budget

- a. Budget adoption. The HFA will adopt an estimated budget for both County-adopted and HFA-adopted programs administered by the County by June 15 prior to the start of each fiscal year.
- b. Advancement of funds. The HFA will, based on its adopted budget and upon specific designation by the HFA for a given program, advance funds to the County annually or semi-annually for HFA programs administered by the County and/ or

County-adopted programs funded by the HFA. The County will retain unencumbered funds at the end of a fiscal year.

- c. Previously Administered Programs. If the HFA decides not to have the County administer any previously administered programs, any funds previously paid by the HFA to the County, but not encumbered or spent for their designated purpose, will be returned to the HFA.

5. Investment of Previous Down Payment Assistance Loans

- a. Coordination on the Investment of DPA Loans. The Parties agree to coordinate on the investment of any funds that may be repaid from the Down Payment Assistance Loans issued during the period of October 1, 1998 through September 30, 2008 attached as in Exhibit B (the "Exhibit B DPA Loans") for strategies provided in the County's SHIP-LHAP and in accordance with SHIP criteria.
- b. Deposit of Exhibit B DPA Repaid Loan Funds. The Parties agree that the HFA will transfer any funds repaid after the date hereof from the Exhibit B DPA Loans into the County's Local Housing Trust Fund. The HFA agrees to execute such documents as necessary to grant the County the authority to release, satisfy or take such other actions as the County shall deem necessary with respect to the Exhibit B DPA Loans, and for the County to directly receive funds repaid from the Exhibit B DPA Loans.
- c. Exhibit C DPA Loans. The Parties agree that any funds repaid from the Down Payment Assistance Loans set forth in Exhibit C attached hereto (the "Exhibit C DPA Loans") shall be the property of the HFA, and the County agrees (i) to transfer any such funds to the HFA, and (ii) not to release or otherwise enter into any agreement regarding an Exhibit C DPA Loan without the HFA's approval.

6. Changes in Responsibilities

- a. Changes in the responsibilities of either Party will be mutually agreed upon by the Parties and will be incorporated by written amendments to this Agreement.

7. Affordable Housing Parcels

- a. In accordance with County's Real Estate Policy the HFA and the County will cooperate in the sale or lease of any County-HFA Cooperative Parcels as evidenced by jointly advertising and contributing to the costs associated with preparing such parcels for sale or lease. All activity and action for the disposition of affordable housing parcels will be in accordance with Article 11 of the Real Estate Policy and include the following:
 - i. The payment, if any, and the use of funds requested from the HFA.
 - ii. The process and timeline for selling the property.

- iii. Any conditions regarding the sale, including the nature of subsequent use and ownership.

8. HFA Correspondence

- a. The address listed for the County's Housing Services Division will serve as the physical address for the HFA. Any correspondence addressed to the HFA and received by the County's Housing Services Division will be forwarded to the HFA in a timely manner.

9. Employee Designation

- a. All employees of the County involved in carrying out the obligations of the County under this Agreement remain employees of the County and are subject to the County's personnel rules and regulations therein.

10. Required Information

- a. Each Party agrees to provide the other Party with any and all information necessary to meet their respective obligations as identified herein.

11. County Staff

- a. The use of County staff and other resources, will only be authorized for projects that are directly associated with the responsibilities of the County and HFA-adopted programs mutually agreed to be administered by the County.

12. Term

- a. The term of this Agreement (the "Term") will commence on the Effective Date and will be for a term of three (3) years. This Agreement may be renewed for additional three-year terms upon mutual agreement by the Parties of the satisfaction of performance of both Parties, unless the Agreement is terminated earlier pursuant to the terms of this Agreement.

13. Termination

- a. Either the HFA or the County may terminate this Agreement without cause by giving at least thirty (30) calendar days written notice to the other party.

14. Audits, Records and Records Retention

- a. The HFA agrees to establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices which sufficiently and properly reflect all revenues and expenditures of funds. The HFA further agrees to retain all financial records, supporting documents, statistical records, and any other documents

(including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records will be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement. The County or any of its duly authorized representatives will have access to and the right to examine, audit, excerpt and transcribe any directly pertinent books, documents, papers and records of the HFA, involving transactions relating to this Agreement. Upon completion or termination of this Agreement, and at the request of the County, the HFA will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph b above.

15. Choice of Law, Venue, and Severability

- a. This Agreement shall be construed and interpreted in accordance with Florida law. Venue for any actions brought in relation to this Agreement shall be placed in a court of competent jurisdiction in Leon County, Florida. If any provision of this Agreement is subsequently held invalid, the remaining provisions shall continue in effect.

16. Several Liability

- a. Liability of the Parties will be several and not joint, and in no event will a party have any liability with respect to the acts or omissions of any other party to this Agreement.

17. Amendment

- a. This Agreement may be amended in writing from time to time by mutual consent of the Parties. All amendments to this Agreement will be in writing and fully executed by the Parties.

18. Notice

- a. If written notice is required in this Agreement, such notice shall be given by hand-delivery, recognized overnight delivery service, or by first class mail, registered and return receipt requested as follows:

To the County as follows:

Leon County Office of Human Services and Community Partnerships
Shington Lamy, Director
615 Paul Russell Road
Tallahassee, Florida 32301

To the HFA as follows:

Housing Finance Authority of Leon County
Mark Hendrickson, Administrator
615 Paul Russell Road
Tallahassee, Florida 32301

REST OF PAGE INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the Parties hereto, through their duly authorized representative, have executed this Agreement as of the date last written below.

Leon County, Florida

**Housing Finance Authority of Leon
County**

Vincent S. Long, County Administrator

Marnie George, Chair

Date: _____

Date: APRIL 8, 2021

ATTESTED BY:

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

Jeffrey Sharkey, Secretary
Housing Finance Authority of Leon County

AS APPROVED TO LEGAL SUFFICIENCY:

Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

Nabors, Giblin & Nickerson, P.A.

By: _____

Mark T. Musian, Attorney
Housing Finance Authority of Leon County

EXHIBIT A

Report of Housing Projects Funded by HFA

Date: _____

Application/ Designation Date	First Name	Last Name	Income Level	Address	Status ¹	Project Type	Project Description	Date Work Performed	Date Vendor Paid/Project Closed	Actual Expenditure To Date	HFA Funding Allocated	Notes

EXHIBIT B

LEON COUNTY HFA SUBORDINATE MORTGAGES (DPA)				
FOUND IN LEON COUNTY RECORDS; RECORDED MORTGAGES (AND NOTE ATTACHED)				
CONFIRMED CURRENT OWNER ON LEON COUNTY PROPERTY APPRAISER WEBSITE				
LAST NAME	FIRST NAME	DATE RECORDED	Date of Mortgage	ADDRESS
Fritzen	Ramona	10/20/1998	10/9/1998	3688 Wood Hill Dr
McNeil	Reshecia	1/5/1999	12/30/1998	4128 Red Cedar Court
Wattu	Linda	2/29/2000	2/25/1999	802 Peggy Dr
Hirst	Jennifer	4/13/2000	3/30/1999	1540 Twin Lakes Circle
McKnight	Paula	5/7/1999	5/4/1999	8255 Balmoral Dr
Taff	Charlene	5/28/1999	5/14/1999	9579 Old Woodville Hwy
Roberts	Cathy	6/14/1999	6/8/1999	841 Alice Wester Dr
Blackburn	Misty	9/17/1999	6/30/1999	1607 Misty Garden Way (also in some records as 1609)
Neel	Charlie	8/24/1999	8/20/1999	3418 Cherokee Ridge Trail
Lewand	Georgia	9/10/1999	9/10/1999	818 Brent Drive

Donner	Barbara	9/29/1999	9/27/1999	3706 Bellwood Dr
Odom	David	10/27/1999	10/25/1999	1303 Burgess Dr
Burke	Minnie	11/18/1999	11/15/1999	4020 Wiggington Road
Vivas	Renee	12/2/1999	11/29/1999	4146 Laurel Oak Circle
Gordon	Paulette	12/30/1999	12/22/1999	916 Crossway Road
Kraeft	Diane	1/10/2000	12/30/1999	3359 Baum Road
Harris	Yolanda	9/7/2000	3/31/2000	8232 Little Terry Circle
Crump	Lejune	6/6/2000	4/27/2000	1479 Grey Fox Run
Lamoute	Sherri	5/8/2000	4/28/2000	5714 Eunice Court
Borecky	William	5/26/2000	5/24/2000	5756 Bombadil Ct

Joshua	Michelle	5/31/2000	5/25/2000	1907 Longview Dr
Dewall	Kathleen	6/5/2000	5/26/2000	4850 Jackson Cove Road
Pater	Mary Ann	5/31/2000	5/30/2000	4537 Hickory Forest Circle
Duce (McClellan)	Margaret	7/18/2000	5/31/2000	5406 Claredon Court
Coon	Regina	10/13/2000	7/12/2000	2163 Portsmouth Circle
Parker-Hart	Yolanda	8/3/2000	7/21/2000	5821 Marblewood Lane
Jones	Evangeline	8/7/2000	8/2/2000	2059 Little River Street
McQueen	Shenella	8/11/2000	8/8/2000	8317 Balmoral Drive
Smith	Katina	8/28/2000	8/25/2000	5415 Water Valley Court

Kalista (Weiss)	Alicia	9/12/2000	9/6/2000	1310 Tom Still Road
Brown	Sharon	10/5/2000	10/4/2000	1850 Folkstone Road
Davis	Debbie	11/29/2000	11/28/2000	5375 Dawn Court
Potts	Michael	12/5/2000	11/30/2000	281 Fern Hollow Road
Jackson	Twan	12/5/2000	11/30/2000	4732 Hibiscus Avenue
McNealy	Ruby	12/18/2000	12/15/2000	2335 Southhampton Drive
Cohen	Marvin	1/18/2001	1/11/2001	5640 Mossy Top Way
Morgan	Susan	2/26/2001	2/23/2001	8849 Road to the Lake
Gordon	Jeri	3/8/2001	3/1/2001	6271 Alamo Drive

Pye	Brenda	5/25/2001	3/22/2001	5788 Cypress Circle
Hoffler	Charles	4/11/2001	4/5/2001	5412 Debbie Street
Otuonye	Gabriel	5/4/2001	4/24/2001	1744 Rodeo Drive
Tucker	Edward	5/18/2001	4/26/2001	9455 Liska Drive
Thomas	Lakeidra	5/1/2001	4/27/2001	2094 Little River Lane
Allen (Miles)	Ivy	5/3/2001	5/1/2001	4077 Bothwell Terrace
Hatten	Ryan	5/24/2001	5/18/2001	3450 Wood Hill Drive
Coya	Manuel	6/5/2001	5/30/2001	1805 Rodeo Drive
Phippin	Aleksandra	6/6/2001	5/30/2001	1379 Idlewild Drive
Jahn	Janet	6/11/2001	5/31/2001	7226 Garrett Road
Ausness	Patricia	7/9/2001	6/29/2001	4099 Blind Brook Court

Cronin	Matthew	8/3/2001	7/27/2001	2630 Faversham Drive
Parker	Gladys	9/19/2001	7/30/2001	9870 Wadesboro Road
Pierce	Candice	9/18/2001	8/16/2001	8300 Balmoral Drive
Gensel	Linda Marie	9/11/2001	8/20/2001	5714 Bombadil Court
Thomas	Melissa	9/5/2001	8/29/2001	2009 Balmoral Court
Hilliard	Richard	10/3/2001	9/26/2001	1902 Katherine Speed Court
Mathena	Judith	3/29/2002	10/26/2001	11224 Kelli Loop
McCoy	Felicia	10/31/2001	10/26/2001	12296 Wilderness Drive/12438 Jamison Way
Harrington	Milton	11/19/2001	11/8/2001	5648 Rustic Drive
Youngblood	Terry	1/4/2002	11/30/2001	4616 Autumn Wood Way

King (Annis)	Martha	12/28/2001	12/18/2001	3328 Wood Hill Drive
Leonard	Daniel	2/4/2002	1/31/2002	8504 SouthMinster Court
Stacknik	Suzanne	2/1/2002	1/31/2002	5048 Easy Street
McFadden	Constance	2/15/2002	2/12/2002	4006 Duncan Lane
Bissett	Joel	3/27/2002	3/22/2002	5748 Cypress Circle
White	Kevin	4/2/2002	3/28/2002	5419 Sombra del Lago
Diamond	Ashante	4/8/2002	3/28/2002	8472 Titus Lane
Burns	Audrey	4/11/2002	4/1/2002	7018 Veterans Memorial Hwy
Bailey	Stephen	4/25/2002	4/15/2002	4759 Orchid Drive
Harris	Dianne	5/30/2002	5/24/2002	5294 Water Valley Drive

Nichols	Robert	5/31/2002	5/24/2002	1950 Fleischmann Road/ or 3362 Thomas Butler Road
Radke	Lana	7/8/2002	6/27/2002	5610 Grove Valley Court
McKinnie	Lisa	7/5/2002	6/28/2002	5787 Bombadil Court
Hayden	Connie	7/10/2002	6/28/2002	4535 Russell's Pond Lane
Deverteuil	Elizabeth	7/3/2002	6/28/2002	4192 Red Oak Drive
Folsom	Jennifer	9/4/2002	8/13/2002	5286 Water Valley Drive
Ichite	Barry	8/30/2002	8/20/2002	4122 Sonnet Drive
Porter	Clifford	8/28/2002	8/23/2002	3837 Castleberry Drive
Lewis	Katherine	9/13/2002	8/30/2002	1550 Twin Lakes Circle
Williams	Opal	9/12/2002	8/30/2002	2020 Canewood Court
Profitt	Steven	9/8/2002	8/30/2002	1573 Clifford Hill Road

Essig	Stephanie V.	9/5/2002	8/30/2002	4104 Wiggington Road
Davis	April	10/11/2002	9/20/2002	1226 Brafforton Drive
Washington-Frison	Cantouria	10/28/2002	10/17/2002	5358 Tower Road
Watts	Laura	11/1/2002	10/29/2002	5795 Bombadil Court
Woodard	Denise	11/4/2002	10/31/2002	5575 Tower Wood Trail
Cox (Lewis)	Tanya	11/21/2002	11/12/2002	6201 Bombadil Drive
Sunday	Patricia	12/6/2002	11/22/2002	4717 Center Drive
Dantzler	Phyllis	12/11/2002	12/6/2002	2765 Sandalwood Drive
Miller	Kista	1/23/2003	1/15/2003	5346 Tower Road
Williams	Shawanda	2/28/2003	1/24/2003	4750 Shelfer Road
Lanier	Linda	2/4/2003	1/24/2003	2141 Shangri La Lane
Cain	Roger	2/5/2003	1/28/2003	4554 Sunray Place
Baker	Winifred	4/1/2003	2/21/2003	3878 Cromwell Court

McVay	James	3/21/2003	3/5/2003	8751 Centerville Road
Durbin	Rebecca	4/29/2003	4/2/2003	1172 Brafforton Drive
Wright	Devetrianna	4/17/2003	4/11/2003	1408 Westheaven Drive
Elliott	Elisabeth	4/28/2003	4/18/2003	2901 Cathedral Drive
Johnson	Willie Lee	5/3/2003	4/28/2003	2033 Natural Bridge Road
Pye	Ramona Cox	5/23/2003	4/30/2003	5789 Japonica Court
Hickman	Stephen	5/27/2003	5/22/2003	4111 Susan Avenue
Haas	Terri	6/4/2003	5/23/2003	5318 Tower Road
Youmas	Katronda	6/4/2003	5/28/2003	5354 Tower Road
Miller	Jeremy	6/4/2003	5/29/2003	5338 Tower Road

Hanks	Joseph	6/2/2003	5/29/2003	1108** Brafforton Drive
Lawrence	Deron	8/4/2003	7/25/2003	8512 SouthMinster Court
Englert	Gabriel	8/19/2003	8/14/2003	3808 Cottingham Drive
Adkins	Jessee	9/25/2003	8/28/2003	7560 Talley Ann Drive
Wynn	Elouise	9/10/2003	9/5/2003	107 Ponce de Leon Boulevard
Brown	Demetris	11/4/2003	10/29/2003	8835 Old Woodville Highway
Stovall	Salina	12/1/2003	11/21/2003	2584 Chateau Lane
Dickson	Christopher	1/29/2004	1/16/2004	2221 Mandrell Court
Felix (Colson)	Paulane	6/23/2004	5/27/2004	5330 Tower Road
Plaster	Michael	6/29/2004	6/22/2004	4129 Wiggington Road
Hunt	Clara	7/2/2004	6/25/2004	810 Annawood Street

Sahagun	Jose	1/19/2005	9/24/2004	815 Annawood Circle
McAtee	Heather	10/4/2004	9/29/2004	2605 Onyx Trail
Stachurski	Michael	2/9/2005	2/1/2005	2426 Manzanita Court
Montgomery	Ervin	2/25/2005	2/16/2005	8979 Blountstown Highway
Haynes	Pamela	6/29/2005	3/3/2005	??? Sandyrock Lane Cannot find a solid address except for a property that is not in her name
Cosby	Damion	6/15/2005	4/8/2005	5770 Jodphur Court
Miller	Charlene	5/4/2005	4/29/2005	8201 Hunters Ridge Trail
Beam	Christopher	5/11/2005	5/2/2005	8261 Balmoral Drive
Kogot	Joshua	6/7/2005	5/12/2005	7710 Talley Ann Drive
Knight	Janine	5/19/2005	5/16/2005	809 Briandav
Simmons	Travis	6/8/2005	5/31/2005	2026 Nena Hills Drive
Claridge (Williams)	Amanda	6/27/2005	6/24/2005	2620 Chandalar Lane

St. Germaine	Joseph	9/8/2005	8/12/2005	4612 Autumn Way
McHenry	Alison	1/9/2006	8/15/2005	2807 Misty Garden Circle
Brown	Jermaine	10/26/2005	8/15/2005	4736 Shelfer Road
Richmond	Lea	8/25/2005	8/19/2005	1169 Brafforton Way
Auguste	Sandra	9/12/2005	9/9/2005	5445 Tallapoosa Road
Ballentine	Karen	11/7/2005	9/23/2005	4752 Hibiscus Avenue
Hudson	Marie	11/7/2005	9/30/2005	4754 Hibiscus Avenue
Goings	Angela	12/8/2005	11/22/2005	5932 Friendly Avenue
Lyons	Joanne	12/6/2005	11/30/2005	314 Folsom Drive
Coleman	Felicia	12/12/2005	12/2/2005	4733 Hibiscus Avenue
Chukes	Hope	12/30/2005	12/16/2005	10160 Sandyrock Lane

Dugan	Eunice	2/14/2006	2/10/2006	4712 Hibiscus Avenue
Storm	Jeffrey	3/6/2006	2/17/2006	5810 Bombadil Court
Hadley	Tiffany	3/17/2006	2/22/2006	1001 Shady Wood Trail
Rumph	Laura	4/3/2006	3/27/2006	1503 Grey Fox Run
Moore	Dan	4/5/2006	3/31/2006	5389 Sombra del Lago Drive
Green	Ebony	5/4/2006	4/28/2006	711 Briandav Street
Fisher	Yolanda	8/21/2006	5/25/2006	4660 Cypress Point Road
Wilson	Melanie	9/5/2006	5/25/2006	3080 Whirlaway Trail
Chambers	KeyannaShabar	1/23/2007	11/30/2006	1052 Shady Wood Trail
Hormuth	Jason	12/11/2006	11/30/2006	2405 Manzanita Court
Zubr	Yelitza	12/8/2006	12/5/2006	3046 Layla Street
Simpson	Meredith	12/28/2006	12/14/2006	518 Patty Lynn Drive

Claitt	Requista	12/22/2006	12/15/2006	7214 Turner Street
Cumberbatch	Jurelle	1/4/2007	12/28/2006	4753 Hibiscus Avenue
Robbins (Stoutamire)	Elizabeth	2/15/2007	2/12/2007	16923 Aqua Lane
Barley	Benjamin	3/2/2007	2/28/2007	7764 Talley Ann Drive
Paris	Antwon	3/6/2007	2/28/2007	1325 Success Way
Pounds	Sean	3/27/2007	3/23/2007	1668 Corey Wood Circle
Moldstad	John & Amanda	7/6/2007	6/28/2007	523 Brooke Hampton Drive

Exhibit C

LEON COUNTY HFA SUBORDINATE MORTGAGES (DPA)			
FOUND IN LEON COUNTY RECORDS; RECORDED MORTGAGES (AND NOTE ATTACHED TO THE RECORDS); CONFIRMED CURRENT OWNER ON LEON COUNTY PROPERTY APPRAISER WEBSITE			
LAST NAME	FIRST NAME	DATE RECORDED	Date of Mortgage
Smith	Mary & Jerome	9/29/1992	9/15/1992
Edwards	Anthony & Fay	11/6/1992	10/30/1992
Jordan	Cynthia	11/17/1992	11/16/1992
Dodson (now Brumbley)	Karalyn	10/1/1993	9/29/1993
Brown	Michael A.	11/4/1996	10/30/1995
Reichwein	Eyvonne	1/19/1996	1/12/1996
Bascom	Blondie	2/7/1996	1/16/1996
Marshall	Elizabeth	1/30/1996	1/24/1996
Toothman	Wayne	2/27/1996	2/16/1996
Peterson	Ricky	5/13/1996	10/30/1996

Bryan	Marvin A Jr	10/31/1996	10/31/1996
Fitzsimmons	Michael	11/1/1996	10/31/1996
Huntley	Dorothy L	1/16/1997	12/20/1996
Jefferson	Pamela	1/24/1997	1/17/1997
Bryant	Barbara	2/20/1997	2/12/1997
Pringle	Sherese	3/5/1997	2/28/1997
Harper	William	3/5/1997	2/28/1997
Sellers	Darrell	4/23/1997	3/31/1997
Mitchell	Cynthia	4/2/1997	3/31/1997
Lindsey	Connie	6/4/1997	5/22/1997
Scott	Fran	6/10/1997	6/4/1997

Johnson	Jeannette	7/11/1997	7/1/1997
Hayes	Gwendolyn	8/6/1997	7/31/1997
Nichols	Victoria	9/9/1997	9/5/1997
Adams	Carmen	11/12/1997	10/10/1997
Dotson	Kimberly	12/31/1997	10/10/1997
Colbert	James	11/18/1997	10/20/1997
Massenburg	Aneta	10/31/1997	10/24/1997
McNulty	Carolyn	12/9/1997	11/25/1997
Watson (Ashby)	Joanne	12/9/1997	11/25/1997
De Polit	Maria	1/13/1998	12/24/1997

Bearden	Michael	2/9/1998	1/30/1998
Glenn	Zabrina	3/23/1998	3/20/1998
Newman	Darryl	3/24/1998	3/23/1998
Monroe	Lorenzo	7/13/1998	4/6/1998
Whitfield	Timothy	4/22/1998	4/17/1998
Jamil	Mohtashim	5/14/1998	5/8/1998
Freeland	Kay	6/12/1998	6/3/1998
Lansberry	Cindy	6/3/1998	6/4/1998
Pennywell	Vivian	6/23/1998	6/15/1998
Bowens	Lue Anna	9/2/1998	6/20/1998
Baker	Pamela	7/10/1998	7/2/1998
Fleck	Jared	7/10/1998	7/2/1998

Ferrell	Gregory	7/10/1998	7/2/1998
Prenatt	Michelle	9/2/1998	7/3/1998
Staalenburg	Heidi	8/27/1998	7/31/1998
Schaefer	Michele	8/11/1998	7/31/1998
Anderson	Maxine	9/8/1998	8/7/1998
Phillips/Lancos	Dawnette	8/26/1998	8/21/1998
Monlyn	Karen	8/31/1998	8/24/1998
Peters	Johnnie Mae	9/9/1998	8/31/1998
Milton	Mindy	9/8/1998	8/31/1998
Baggett	Shiela	9/17/1998	9/10/1998
Kneer	Dolores	9/22/1998	9/16/1998

Wilson	Tiffany	11/6/1998	9/28/1998
Miller	Denise	11/24/1998	9/28/1998
Maher	Verena	10/20/1998	9/28/1998
West	Troy	10/5/1998	9/30/1998
Garrison	Bridget	10/23/1998	10/16/1998
Lee	Genevia	11/3/1998	10/23/1998
Cleggett	Velda	11/13/1998	11/6/1998
Mantay	Shawn	12/9/1998	11/6/1998
McClure	Tonya	12/3/1998	11/23/1998

Notley	Todd	12/23/1998	11/27/1998
Williams	Linda	12/7/1998	11/30/1998
Caldwell	Kathleen	11/18/1998	11/30/1998
Stanley	Michael	12/17/1998	12/10/1998
Peacock	Stephen	7/13/1999	12/31/1998
Lusher	William	1/12/1999	12/31/1998
Ferchow	Stuart/Evelyn	2/8/1999	2/1/1999
Carter	Paul	2/18/1999	2/11/1999
Nelson	Sharon	3/5/1999	2/25/1999

Floyd	Sandra	3/9/1999	3/5/1999
Hunt	Kenneth	3/11/1999	3/5/1999
Wood	Patricia	3/17/1999	3/9/1999
Rhodes	Carrie	3/19/1999	3/9/1999
Lane	Robert	3/12/1999	3/9/1999
Chapman	James	4/1/1999	3/26/1999
Holden	Tammy	4/6/1999	3/29/1999
Kelly	Carolyn	4/6/1999	3/30/1999
Hagan	Lee Ann	4/6/1999	3/31/1999

Milton	Shonder	4/28/1999	4/23/1999
Jackson	shonder,	4/30/1999	4/27/1999
Kelly	Carolyn L	5/4/1999	4/28/1999
Browning	Regina	5/6/1999	4/30/1999
Thiemer	Diana	5/21/1999	5/18/1999
Moore	Latashia	5/24/1999	5/19/1999
Harris	Susan	5/24/1999	5/19/1999
Andrews	Sharon	6/3/1999	5/28/1999

Cotton	Kerry	6/8/1999	5/28/1999
Hall	Brenda	6/10/1999	6/4/1999
Lanham	Crystal	6/10/1999	6/4/1999
Brown	Michael K	6/15/1999	6/7/1999
Kalogera	Ryan	6/25/1999	6/8/1999
Pender	Sherry	6/16/1999	6/8/1999
Armstrong	Patricia	7/13/1999	6/30/1999
Jugger	Mary	7/13/1999	7/1/1999
Davis	Landon	7/9/1999	7/6/1999

Byrne	Marsha	8/12/1999	7/30/1999
Parent	Rachel	8/4/1999	7/30/1999
Jones	Rebecca	9/2/1999	8/26/1999
Harrison	Gerald	9/2/1999	8/27/1999
Bennett	Sara	9/29/1999	9/24/1999
Reis	Rebecca	11/4/1999	10/29/1999
Kelly	Roy	9/29/1999	10/30/1999

RESOLUTION NO. R21-____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, REGARDING THE STRUCTURE, ORGANIZATION, MEMBERSHIP, PROGRAMS AND ACTIVITIES OF THE HOUSING FINANCE AUTHORITY; REPLACING AND SUPERSEDING RESOLUTION NO. 17-02; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 10, 1980, the Board adopted Ordinance No. 80-39, creating the Housing Finance Authority pursuant to Chapter 159, Part IV, Florida Statutes (the Florida Housing Finance Authority Law); and

WHEREAS, the provisions pertaining to the Housing Finance Authority are codified at Chapter 2, Article III, Division 3 of the Code of Laws of Leon County, Florida; and

WHEREAS, on February 7, 2017, the Board approved an ordinance amending Chapter 2, Article III, Division 3 of the Code of Laws of Leon County, regarding the Housing Finance Authority; and

WHEREAS, the ordinance amending Chapter 2, Article III, Division 3 of the Code of Laws of Leon County provides that the Board may, by resolution, provide for the structure, organization, membership, programs or activities of the Housing Finance Authority;

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

Section 1. Declaration of need.

The Board of County Commissioners hereby reasserts and declares the need for a housing finance authority to function to alleviate the shortage of housing and capital for investment in housing in the county.

Section 2. Membership; terms; compensation; quorum.

(a) The Housing Finance Authority (the “Authority”) shall be composed of seven members appointed by the Board of County Commissioners (the “Board”), one of whom shall be designated chairperson. Not less than a majority of the members shall be knowledgeable in one of the following fields: labor, finance, or commerce.

(b) The terms of the members shall be four years each. Members shall hold office until a successor has been appointed and qualified. Each vacancy shall be filled for the remainder of the unexpired term. A certificate of the appointment or reappointment of any member shall be filed with the clerk of the circuit court, and the certificate shall be conclusive evidence of the due and proper appointment of the member.

(c) A member shall receive no compensation for his or her services, but shall be entitled to necessary expenses, including traveling expenses, incurred in the discharge of duties.

(d) A majority of the members constitutes a quorum, and action may be taken by the Authority upon a vote of a majority of the members present.

Section 3. Conflicts of interest prohibited; disclosure.

Members and employees of the Authority shall comply with the conflict of interest prohibitions and disclosure requirements set forth in Section 159.606, Florida Statutes, as amended.

Section 4. Removal of members; amendment; termination.

A member of the Authority may be removed by the Board without cause by a three-fifths vote of the Board, or for neglect of duty or misconduct in office by a majority vote of the Board. In addition, the Board may, at its sole discretion, and at any time, alter or change the structure, organization, programs or activities of the Authority, and has the power to terminate the Authority, subject to any limitation on the impairment of contracts entered into by the Authority and subject to the limitations or requirements of the Florida Housing Finance Authority Law.

Section 5. Powers; authority.

(a) The powers of the Authority granted by Chapter 159, Part IV, Florida Statutes (the Florida Housing Finance Authority Law), are vested in the members of the Authority in office.

(b) The Authority is authorized to transact business, perform duties, and exercise those public and essential governmental functions set forth in Chapter 159, Part IV, Florida Statutes.

(c) The Authority is authorized to exercise those functions and activities provided by and consistent with Section 159.608, Florida Statutes, which includes the following:

1. To sue and be sued;
2. To have a seal;
3. To make and execute contracts and other instruments necessary or convenient to the exercise of its powers;
4. To make, and from time to time amend and repeal bylaws, rules and regulations;
5. To own real and personal property;
6. To purchase or make commitments to purchase loans;
7. To borrow money through the issuance of bonds;
8. To make loans;
9. To deposit funds into an account with a lending institution; and
10. To invest funds.

Section 6. Agents and employees; legal counsel; create or assist in creating not-for-profit corporations.

The Authority may:

(a) Employ such agents and employees, permanent or temporary, as it requires and may determine the qualifications, duties, and compensation of those agents and employees. The Authority may delegate to an agent or employee such powers or duties as the Authority may deem proper.

(b) Employ its own legal counsel.

(c) Create or assist in creating corporations that qualify as not-for-profit corporations under s. 501(c)(3) of the Internal Revenue Code of 1986, as amended, and under the laws of this state, and that are engaged in acquiring, constructing, reconstructing, or rehabilitation qualifying housing developments.

Section 7. Budgets; Audits; Financial Reporting; Bond Issuance.

(a) The Authority's budgets, audits, and financial reports shall be prepared, adopted, and reported in compliance with Chapter 189, Florida Statutes (the Uniform Special District Accountability Act).

(b) Prior to and as of the date of this Resolution, the Authority's annual budget, in accordance with Section 189.016(5), Florida Statutes, has been contained within the general budget of the Board, and clearly stated as the budget of the Authority. The Authority's annual budget shall continue to be contained within the Board's budget. Notwithstanding that however, the Board, as provided for in Section 189.016(5), Florida States, hereby gives its concurrence for the Authority, at the Authority's option, to be budgeted separately; provided that such option shall not be available to the Authority until after the end of the Board's Fiscal Year 2016-2017 on September 30, 2017.

(c) The Authority shall provide any budget or financial information requested by the Board at the time and place designated by the Board.

(d) Pursuant to Section 189.016(9), Florida Statutes, as amended, the Authority shall provide its annual financial audit reports in accordance with Section 218.39, Florida Statutes, as amended.

(e) Tax-exempt bonds of the Authority shall be subject to approval by the Board prior to issuance thereof for the limited purpose of compliance with the requirements of the Internal Revenue Code of 1986, as amended, or any successor provision.

Section 8. Annual Report to the Board.

The Authority shall provide an annual written report to the Board of its programs, activities, and accomplishments.

Section 9. Limitations.

(a) The Authority shall not finance the acquisition, construction, reconstruction, or rehabilitation of any “qualifying housing development,” as defined by Section 159.603, Florida Statutes, for its own profit or as a source of revenue to the state or any local governmental unit, except when it is for the Authority’s offices and affordable housing.

(b) The Authority shall have no power to acquire property by eminent domain.

(c) Each “qualifying housing development,” as defined by Section 159.603, Florida Statutes, of the Authority shall be subject to the applicable planning, zoning, health, and building laws, ordinances, and regulations.

(d) The Authority shall not exercise any power otherwise prohibited by Chapter 159, Part IV, Florida Statutes.

Section 10. Repealer. This resolution replaces and supersedes Resolution No. 17-02, which was adopted by the Board on February 7, 2017.

Section 11. Effective Date. This resolution shall have effect upon adoption.

PROPOSED, PRESENTED AND PASSED by the Board of County Commissioners of Leon County, Florida this 11th day of May 2021.

LEON COUNTY, FLORIDA

By: _____
Rick Minor, Chairman
Board of County Commissioners

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

By: _____

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

By: _____

RESOLUTION NO. R17-02

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, REGARDING THE STRUCTURE, ORGANIZATION, MEMBERSHIP, PROGRAMS AND ACTIVITIES OF THE HOUSING FINANCE AUTHORITY; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 10, 1980, the Board adopted Ordinance No. 80-39, creating the Housing Finance Authority pursuant to Chapter 159, Part IV, Florida Statutes (the Florida Housing Finance Authority Law); and

WHEREAS, the provisions pertaining to the Housing Finance Authority are codified at Chapter 2, Article III, Division 3 of the Code of Laws of Leon County, Florida; and

WHEREAS, on February 7, 2017, the Board approved an ordinance amending Chapter 2, Article III, Division 3 of the Code of Laws of Leon County, regarding the Housing Finance Authority; and

WHEREAS, the ordinance amending Chapter 2, Article III, Division 3 of the Code of Laws of Leon County provides that the Board may, by resolution, provide for the structure, organization, membership, programs or activities of the Housing Finance Authority;

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

Section 1. Declaration of need.

The Board of County Commissioners hereby reasserts and declares the need for a housing finance authority to function to alleviate the shortage of housing and capital for investment in housing in the county.

Section 2. Membership; terms; compensation; quorum.

(a) The Housing Finance Authority (the "Authority") shall be composed of seven members appointed by the Board of County Commissioners (the "Board"), one of whom shall be designated chairperson. Not less than a majority of the members shall be knowledgeable in one of the following fields: labor, finance, or commerce.

(b) The terms of the members shall be four years each. Members shall hold office until a successor has been appointed and qualified. Each vacancy shall be filled for the remainder of the unexpired term. A certificate of the appointment or reappointment of any member shall be filed with the clerk of the circuit court, and the certificate shall be conclusive evidence of the due and proper appointment of the member.

(c) A member shall receive no compensation for his or her services, but shall be entitled to necessary expenses, including traveling expenses, incurred in the discharge of duties.

(d) A majority of the members constitutes a quorum, and action may be taken by the Authority upon a vote of a majority of the members present.

Section 3. Conflicts of interest prohibited; disclosure.

Members and employees of the Authority shall comply with the conflict of interest prohibitions and disclosure requirements set forth in Section 159.606, Florida Statutes, as amended.

Section 4. Removal of members; amendment; termination.

A member of the Authority may be removed by the Board without cause by a three-fifths vote of the Board, or for neglect of duty or misconduct in office by a majority vote of the Board. In addition, the Board may, at its sole discretion, and at any time, alter or change the structure, organization, programs or activities of the Authority, and has the power to terminate the Authority, subject to any limitation on the impairment of contracts entered into by the Authority and subject to the limitations or requirements of the Florida Housing Finance Authority Law.

Section 5. Powers; authority.

(a) The powers of the Authority granted by Chapter 159, Part IV, Florida Statutes (the Florida Housing Finance Authority Law), are vested in the members of the Authority in office.

(b) The Authority is authorized to transact business, perform duties, and exercise those public and essential governmental functions set forth in Chapter 159, Part IV, Florida Statutes.

(c) The Authority is authorized to exercise those functions and activities provided by and consistent with Section 159.608, Florida Statutes, which includes the following:

1. To sue and be sued;
2. To have a seal;
3. To make and execute contracts and other instruments necessary or convenient to the exercise of its powers;
4. To make, and from time to time amend and repeal bylaws, rules and regulations;
5. To own real and personal property;
6. To purchase or make commitments to purchase loans;
7. To borrow money through the issuance of bonds;
8. To make loans;
9. To deposit funds into an account with a lending institution; and
10. To invest funds.

Section 6. Agents and employees; legal counsel; create or assist in creating not-for-profit corporations.

The Authority may:

(a) Employ such agents and employees, permanent or temporary, as it requires and may determine the qualifications, duties, and compensation of those agents and employees. The Authority may delegate to an agent or employee such powers or duties as the Authority may deem proper.

(b) Employ its own legal counsel.

(c) Create or assist in creating corporations that qualify as not-for-profit corporations under s. 501(c)(3) of the Internal Revenue Code of 1986, as amended, and under the laws of this state, and that are engaged in acquiring, constructing, reconstructing, or rehabilitation qualifying housing developments.

Section 7. Budgets; Audits; Financial Reporting; Bond Issuance.

(a) The Authority's budgets, audits, and financial reports shall be prepared, adopted, and reported in compliance with Chapter 189, Florida Statutes (the Uniform Special District Accountability Act).

(b) Prior to and as of the date of this Resolution, the Authority's annual budget, in accordance with Section 189.016(5), Florida Statutes, has been contained within the general budget of the Board, and clearly stated as the budget of the Authority. The Authority's annual budget shall continue to be contained within the Board's budget. Notwithstanding that however, the Board, as provided for in Section 189.016(5), Florida States, hereby gives its concurrence for the Authority, at the Authority's option, to be budgeted separately; provided that such option shall not be available to the Authority until after the end of the Board's Fiscal Year 2016-2017 on September 30, 2017.

(c) The Authority shall provide any budget or financial information requested by the Board at the time and place designated by the Board.

(d) Pursuant to Section 189.016(9), Florida Statutes, as amended, the Authority shall provide its annual financial audit reports in accordance with Section 218.39, Florida Statutes, as amended.

(e) Any bonds to be issued and sold by the Authority as authorized by Chapter 159, Part IV, Florida Statutes, shall first be approved by resolution of the Board both as to the documents and the method of sale by the Authority.

Section 8. Annual Report to the Board.

The Authority shall provide an annual written report to the Board of its programs, activities, and accomplishments.

Section 9. Limitations.

(a) The Authority shall not finance the acquisition, construction, reconstruction, or rehabilitation of any "qualifying housing development," as defined by Section 159.603, Florida Statutes, for its own profit or as a source of revenue to the state or any local governmental unit, except when it is for the Authority's offices and affordable housing.

(b) The Authority shall have no power to acquire property by eminent domain.

(c) Each "qualifying housing development," as defined by Section 159.603, Florida Statutes, of the Authority shall be subject to the applicable planning, zoning, health, and building laws, ordinances, and regulations.

(d) The Authority shall not exercise any power otherwise prohibited by Chapter 159, Part IV, Florida Statutes.

Section 10. Effective Date. This resolution shall have effect upon adoption.

PROPOSED, PRESENTED AND PASSED by the Board of County Commissioners of Leon County, Florida this 7th day of February, 2017.



LEON COUNTY, FLORIDA

By: _____

John E. Dailey, 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 #9

Leon County Board of County Commissioners

Agenda Item #9

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Allocation of Existing State Housing Initiatives Partnership Funding to Emergency Housing Repair Program

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

Statement of Issue:

This item seeks Board authorization to reallocate \$36,092 of FY 2020 State Housing Initiatives Partnership funding identified for the County's Eviction Prevention program to the County's Emergency Housing Repair program.

Fiscal Impact:

This item has no fiscal impact. The State Housing Initiatives Partnership funding has been contemplated in the Division of Housing Services' FY 2021 budget.

Staff Recommendation:

Option #1: Authorize the allocation of \$36,092 of State Housing Initiatives Partnership funding the Board accepted on May 12, 2020 to the Emergency Housing Repair program.

Report and Discussion

Background:

This item seeks Board authorization to reallocate \$36,092 of State Housing Initiatives Partnership funding assigned by the Board to the County's Eviction Prevention Program on May 12, 2020 to the County's Emergency Housing Repair program.

The State Housing Initiatives Partnership (SHIP) is the primary source of funding of the County's housing services programs and is administered by the Florida Housing Finance Corporation (FHFC). The City also receives SHIP funds and as a result, the FHFC prohibits the use of County funds within the City limits.

On April 29, 2020, the FHFC notified staff that \$36,092 in additional SHIP funds would be allocated to the County. At the May 12, 2020 meeting, the County accepted the \$36,092 of additional SHIP funding that was not originally appropriated by the Legislature from FHFC (Attachment #1). Although SHIP funds are generally used for homeownership related activities such as housing rehabilitation and down payment assistance, the FHFC encouraged, but did not require, local governments to use the funding for rental assistance to prevent evictions. In order to assist a larger number of eligible households, the Board limited the program to up to two months of past due rent not to exceed \$2,000.

Subsequent to receiving the additional SHIP funding, at the July 14, 2020 Budget Workshop, the Board established the Leon CARES Individual Assistance program (IA Program) which provided up to \$5,000 in one-time assistance to households earning less than 120% of the area median income (AMI) to support past-due rent, mortgage, and utility bills. The IA Program was essential to ensure eligible Leon County residents, including households inside the City limits, did not experience evictions, foreclosures, and interruption in utility services during the COVID-19 pandemic. During 2020, the IA Program provided \$11.5 million in financial assistance to over 4,900 applicants impacted by COVID-19.

On January 26, 2021, the Board accepted approximately \$8.9 million in federal funding from the U.S. Treasury to establish the Leon CARES Emergency Rental Assistance Program (ERA Program). The ERA program launched on March 29, 2021 and assists eligible Leon County households, including households inside City of Tallahassee limits, earning 80% or below the AMI that have been impacted by COVID-19 with up to 12 months of past due rent and utilities as well as up to three months of future rent and utilities. The ERA Program is currently being implemented by staff. Approximately 3,000 households are expected to be assisted prior to the expenditure deadline of December 31, 2021.

Additionally, staff anticipates that the American Rescue Plan Act of 2021 (ARPA) will provide significant, additional federal funding for the ERA Program as well as for preventing foreclosures, homeowner mortgage delinquencies, loss of utilities or home energy services, and displacements of homeowners. Evaluation of Federal Treasury Guidance on the use of the ARPA funding is expected to be presented to the Board at the May 25, 2021 Budget Workshop.

Analysis:

Since Spring 2020, approximately \$20 million have been made available to Leon County households for assistance with rent, mortgage and utilities through the Leon CARES Individual Assistance Program and the Emergency Rental Program. Due to the restriction of SHIP funding to unincorporated Leon County and the overwhelming level of resources that have been available for rent assistance, the \$36,092 of additional SHIP funding the County accepted on May 12, 2020 has not been utilized.

The Emergency Housing Repair program (Housing Repair Program) is primarily funded by the SHIP and receives significant demand from the citizens of unincorporated Leon County. The Repair Program is purposed to remediate an immediate health hazard; eliminate a developing threat to the dwelling or infrastructure; and to improve the home's resilience to the impact of a future disaster. Emergency repairs typically include, but are not limited to roof replacement, septic system replacement, HVAC replacement, electrical repair, plumbing repair, and tree removal. The program is limited to owner-occupied households with income at or below 80% AMI.

Since October 2020, 15 homes have received repairs valued at over \$200,000 while staff expects another six will soon receive nearly \$100,000 of repairs via SHIP funds. Additionally, in the final quarter of 2020, the Division of Housing Services administered nearly \$400,000 in Coronavirus Relief Funds from the Florida Housing Finance Corporation to make COVID-19 related repairs impacting air quality such as HVAC replacement; roof replacement; and mitigation of mold and water damage on 19 homes located in unincorporated areas of Leon County.

At this time, the County's Housing Repair Program has limited financial resources to meet further demand while additional, imminent funding via ARPA will support the provision of rent, mortgage, and utilities assistance for hundreds of households in 2021. As such, this item recommends reallocating the \$36,092 of additional SHIP funding the County accepted on May 12, 2020 to the County's Emergency Housing Repair Program.

Options:

1. Authorize the allocation of \$36,092 of State Housing Initiatives Partnership funding the County accepted on May 12, 2020 to the Emergency Housing Repair program.
2. Do not authorize the allocation of \$36,092 of State Housing Initiatives Partnership funding the County accepted on May 12, 2020 to the Emergency Housing Repair program.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. May 12, 2020 SHIP Funding for Housing Rental Assistance agenda item

Leon County Board of County Commissioners

Agenda Item #17

May 12, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: State Housing Initiatives Partnership Funding for Housing Rental Assistance

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

Statement of Issue:

This agenda item seeks Board approval to accept an additional \$36,092 in State Housing Initiative Partnership (SHIP) funds to assist income eligible residents with rental assistance to prevent evictions related to COVID-19 and establishes the maximum amount of assistance to eligible households.

Fiscal Impact:

This item has a fiscal impact. The Florida Housing Finance Corporation has allocated an additional \$36,092 in State Housing Initiative Program funds to the County's FY 19-20 State Housing Initiatives Partnership Trust Fund.

Staff Recommendations:

- Option #1: Accept the additional \$36,092 in State Housing Initiative Partnership funds from the Florida Housing Finance Corporation's for FY 19-20 and approve the Resolution and associated Budget Amendment. (Attachment #1).
- Option #2: Approve the proposed eligibility criteria to further delineate the administration of the Housing Rental Assistance Strategy in the Leon County 2017-2020 Local Housing Assistance Plan with the additional State Housing Initiative Partnership funds.

Title: State Housing Initiatives Partnership Funding for Housing Rental Assistance
May 12, 2020
Page 2

Report and Discussion

Background:

This agenda item seeks Board approval to accept an additional \$36,092 in State Housing Initiative Partnership (SHIP) funds to assist income eligible residents that live in unincorporated Leon County with rental assistance to prevent evictions, and establishes the maximum amount of assistance to eligible households.

On April 29, 2020, the Florida Housing Finance Corporation (FHFC) notified staff that \$36,092 in additional SHIP funds would be allocated to the County in response to the economic effects of the COVID-19 pandemic. The City of Tallahassee (City) was also allocated \$69,472 to assist citizens that reside within the City limits. The funds were allocated to the County on May 1, 2020.

SHIP is the primary source of funding for the County's Housing Programs. FHFC requires that a minimum of 65% of annual SHIP allocations be used for homeownership related activities such as housing rehabilitation and down payment assistance. As such, the amount of SHIP funds that can be utilized for rental assistance is limited. However, in its communication to local governments, FHFC is encouraging the use of the additional SHIP funds for direct rental assistance, mortgage assistance, housing counseling and other activities that will assist in the response to the economic impact of COVID-19.

Analysis:

In order to expend the funds provided by FHFC, staff will implement the Housing Rental Assistance strategy in the County's 2017-2020 Local Housing Assistance Plan (LHAP) (Attachment #2). In accordance with Fla. Admin. Code R.67-37.005, local governments that participate in SHIP must maintain a LHAP which describes the affordable housing strategies or programs to be implemented with SHIP funds. As reflected in the Housing Rental Assistance Strategy, assistance is provided to very low and low-income eligible residents (based on the household area median income) that reside in unincorporated Leon County, in the form of grants for security and utility deposits, eviction prevention for up to six months of rent, and rental subsidies for up to 12 months (must have at least one adult with special needs in the household for rental subsidies). The maximum award per eligible applicant is \$10,000.

However, in order to assist a larger number of eligible residents with the additional funding provided by FHFC, it is recommended that the Board approve the proposed modifications and limit assistance to the following:

- Eligible residents that are not current on their rent payment; and
- Provide assistance for up to two months of rent to prevent evictions; and
- Limit the maximum award amount per eligible household to \$2,000 (this reflects the approximate HUD-fair market value of a two-bedroom apartment for two months of rent).

Title: State Housing Initiatives Partnership Funding for Housing Rental Assistance
May 12, 2020
Page 3

The proposed modifications would apply exclusively to the additional funds that have been provided by the FHFC. As a result, an amendment to the County's 2017-2020 LHAP would not be required. Adopting the proposed program modifications for the additional funds will allow the County to assist in keeping more than 15 eligible households from experiencing evictions. County staff has worked with the City which will adopt similar modifications to its program to maximize the number of residents assisted with the \$69,472 of additional SHIP funds allocated to the City.

The County's Division of Housing Service will coordinate with Community and Media Relations to inform residents of the opportunity for rental assistance through advertisements in the local newspapers (Tallahassee Democrat), news releases, social media, and outreach to local housing and human service partners including the Big Bend Homeless Coalition, Tallahassee Urban League, Tallahassee Housing Authority, Capital Area Community Action Agency, and other organizations.

The program will be administered by the Office of Human Services and Community Partnerships' Division of Housing Services and in coordination with the County's Direct Emergency Assistance Program (DEAP). DEAP provides emergency assistance for rent and utilities to Leon County residents. Funding in the two programs will be leveraged when possible to ensure that residents do not experience evictions and/or disruption in utility services. Applications will be reviewed on a first come, first serve basis immediately upon advertisement.

Options:

1. Accept the additional \$36,092 in State Housing Initiative Partnership funds from the Florida Housing Finance Corporation's for FY 2019-2020 and approve the Resolution and associated Budget Amendment. (Attachment #1).
2. Approve the proposed program requirements to administer the additional State Housing Initiative Partnership funding through the Housing Rental Assistance Strategy in the Leon County 2017-2020 Local Housing Assistance Plan.
3. Do not accept the additional \$36,092 in State Housing Initiative Partnership funds from the Florida Housing Finance Corporation's for FY 2019-2020.
4. Do not approve the proposed program requirements to the administer the additional State Housing Initiative Partnership funding through the Housing Rental Assistance Strategy in the Leon County 2017-2020 Local Housing Assistance Plan (LHAP).
5. Board direction.

Recommendations:

Options #1 and #2

Attachments:

1. Budget Amendment Request and associated Resolution
2. Leon County 2017-2020 Local Housing Assistance Plan

**Leon County
Board of County Commissioners**

Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Request to Schedule a Workshop with the City of Tallahassee and the Big Bend Continuum of Care on Homelessness and to Schedule a Future Joint Workshop on Affordable Housing

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 Matthew Wyman, Housing Services Manager Abigail Sanders, Human Services Analyst

Statement of Issue:

This item requests Board approval to schedule a workshop for Tuesday, July 13, 2021 from 9:00 a.m. to 11:00 a.m. with the City of Tallahassee and the Big Bend Continuum of Care on Homelessness and to schedule a joint workshop with the City of Tallahassee on Affordable Housing for early next calendar year to be included as part of the Board's 2022 meeting schedule.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Schedule a workshop with the City of Tallahassee and the Big Bend Continuum of Care on Homelessness for Tuesday, July 13, 2021 from 9:00 a.m. to 11:00 a.m.
- Option #2: Schedule a workshop for early next calendar year with the City of Tallahassee on Affordable Housing to be included in the Board's 2022 meeting schedule.

Report and Discussion

Background:

At the April 13, 2021 meeting, during the ratification of the March 23, 2021 Affordable Housing Initiatives Workshop, the Board directed the County Administrator to work with the City Manager to schedule separate workshops on affordable housing and homelessness.

This item requests Board approval to schedule a workshop for Tuesday, July 13, 2021 from 9:00 a.m. to 11:00 a.m. with the City of Tallahassee (City) and the Big Bend Continuum of Care (CoC) on Homelessness. As part of the development of next year's Board meeting schedule, staff will coordinate with the City to schedule a joint workshop on Affordable Housing for early next calendar year (2022). Next year's meeting schedule will be presented to the Board for consideration as an agenda item in October.

Analysis:

In scheduling the workshop on homelessness, the Board and City Commission requested this workshop occur subsequent to the CoC's completion of its strategic plan. The CoC's Strategic Plan is scheduled to be complete in May. The County and City Commission calendars reflect that Tuesday, July 13, 2021 from 9:00 a.m. to 11:00 a.m. is available to schedule the homelessness workshop, including CoC's Strategic Plan. The joint workshop will provide an overview of homelessness in Leon County including homeless encampments; presentation on homeless service resources such as shelters and street outreach; details on federal, state and local funding of homeless services in the community; and presentation of extensive data on homelessness and the highest needs in the community as presented by the CoC.

Also, the homelessness workshop will present, as requested by the Board on February 16, 2021, opportunities to align the metrics of the CoC with the Community Human Services Partnership (CHSP), the joint County and City initiative that funds human services in the community including homeless services.

A budget workshop is also tentatively scheduled for July 13th and, if needed, will be moved to the afternoon. However, it is currently anticipated that the additional budget workshop will not be necessary. Upon approval of the proposed date, the County Commission Chambers will be reserved to accommodate the workshop.

In scheduling the affordable housing workshop, the Board requested it to occur subsequent to the County and City's Affordable Housing Advisory Committees respective annual reports being completed. The reports are anticipated to be complete in December 2021 as required by State law. Neither the County or City's 2022 meeting schedule has been developed. Meeting schedules are currently being coordinated, and as is standard practice next year's meeting schedule will be considered by the Board at the October Commission meeting. Staff will coordinate with the City in identifying a date early next calendar year for the affordable housing workshop and include this recommendation in the October agenda item.

Options:

1. Schedule a workshop with the City of Tallahassee and the Big Bend Continuum of Care on Homelessness for Tuesday, July 13, 2021 from 9:00 a.m. to 11:00 a.m.
2. Schedule a workshop for early 2022 with the City of Tallahassee on Affordable Housing to be included in the Board's 2022 meeting schedule.
3. Board direction.

Recommendation:

Options #1 and #2

**Leon County
Board of County Commissioners**

Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Second Performance Agreement and Surety Device for Unit I of Chastain Manor Phase II Subdivision

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

Statement of Issue:

This item seeks Board acceptance of the Second Performance Agreement and Surety Device for Unit I of Chastain Manor Phase II Subdivision, in accordance with Leon County land development regulations.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Second Performance Agreement and Surety Device for Unit I of Chastain Manor Phase II Subdivision (Attachment #1).

Report and Discussion

Background:

In accordance with Leon County land development regulations for the recording of plats in the Public Records prior to infrastructure being completed, this item seeks Board acceptance of a Second Performance Agreement and Surety Device for Unit I of Chastain Manor Phase II Subdivision. Unit I of Chastain Manor Phase II Subdivision is located in Section 8; Township 2 North; Range 1 East, on the north side of Bannerman Road approximately 0.15 miles east of the Bull Headley and Bannerman Road intersection. The development consists of 23.6 acres containing 36 residential lots.

Chastain Manor Phase II Subdivision was approved by the Development Review Committee as a Type "B" site and development plan on January 7, 2020, with a minor modification to allow phasing of units for the subdivision on May 20, 2020. On May 21, 2020, the Board approved the plat of the Unit I of Chastain Manor Phase II Subdivision for recording in the public records prior to infrastructure being completed and accepted a Performance Agreement and Surety Device to guarantee completion of the infrastructure. This Performance Agreement will terminate on May 21, 2021. The developer is requesting a one-year extension of the Performance Agreement to complete the required infrastructure.

Analysis:

The developer is requesting the County accept the one-year extension of the Performance Agreement and Surety Device in the amount of \$419,396. The requested extension will allow the developer to complete additional buildings prior to installing the final lift of asphalt and repairing any damaged sidewalks or curbing. Public Works' Division of Engineering has inspected the site and reviewed the construction estimates for completion of the remaining infrastructure and concurs with the estimated amount (Attachment #2).

As allowed by Section 10-7.612 of the Land Development Code, the Director of Public Works will affect the release of the existing Agreement and Surety Device upon the acceptance of the Second Performance Agreement and Surety Device.

Options:

1. Accept the Second Performance Agreement and Surety Device for Unit I of Chastain Manor Phase II Subdivision (Attachment #1).
2. Do not accept the Second Performance Agreement and Surety Device for Unit I of Chastain Manor Phase II Subdivision.
3. Board direction

Recommendation:

Option #1

Title: Second Performance Agreement and Surety Device for Unit I of Chastain Manor Phase II
Subdivision
May 11, 2021
Page 3

Attachments:

1. Unit I of Chastain Manor Phase II Subdivision Second Performance Agreement and Surety Device
2. County Engineer Memorandum of Recommendation

SECOND PERFORMANCE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2021, between **GOLDEN OAK LAND GROUP, LLC.**, a Florida corporation, whose mailing address is **4708 Capital Circle NW, Tallahassee, Leon, FL 32303** hereinafter collectively called the "DEVELOPER," and **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida, hereinafter called the "COUNTY.

WHEREAS, on May 21, 2020, the Developer presented to the Board of County Commissioners of Leon County, Florida, a certain map or plat of a subdivision named and designated **Unit I of Chastain Manor Phase II Subdivision** which map or plat, recorded at the Leon County Official Plat Book 23, Page 74, is hereby referred to and made a part hereof by reference, and,

WHEREAS, the Developer entered into an initial Performance Agreement with the County and said initial Performance Agreement is set to expire before the required work is completed, and,

WHEREAS, the Developer has requested and extension to construct and install the final overlay of asphalt, any work/repair to the initial base asphalt, temporary pavement markings and final thermoplastic pavement markings on the subdivision streets, any work/repair of concrete sidewalks, curbing, driveways, etc., installation of all ADA mats at each curb ramp, any work/repair to the stormwater conveyance system, any work/repairs to the stormwater management facilities, all monumentation, installation of landscaping, and spreader swale and all other improvements in said subdivision in accordance with plans and specifications approved by the County, and,

WHEREAS, as a condition of the extension of time to construct the above stated improvements, the County required that the Developer enter into a second agreement to construct and install the above stated improvements in accordance with plans and specifications approved by the County within a period of one (1) year from date hereof and to post surety in the amount of \$419,396.00 conditioned for the faithful performance of said agreement.

NOW THEREFORE, THIS INDENTURE WITNESSETH: That the Developer hereby agrees to construct and install the final overlay of asphalt, any work/repair to the initial base asphalt, temporary pavement markings and final thermoplastic pavement markings on the subdivision streets, any work/repair of concrete sidewalks, curbing, driveways, etc., installation of all ADA mats at each curb ramps, any work/repair to the stormwater conveyance system, any work/repair to the stormwater management facilities, all monumentation, installation of landscaping, and spreader

swale and all other improvements in **Unit I of Chastain Manor Phase II Subdivision** in accordance with plans and specifications approved by the County, within a period of one (1) year from date hereof.

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

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

(Witnesses)
[Signature] (signature)
Nicolas Hearn (typed or printed name)
[Signature] (signature)
Frankie Michael Dimitroff (typed or printed name)

DEVELOPER:
GOLDEN OAK LAND GROUP, LLC.
By: [Signature] (seal)
As its: Manager
Date: 04/13/21

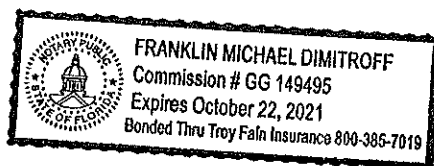
STATE OF FLORIDA
COUNTY OF LEON

The foregoing instrument was acknowledged before me by means of X physical presence or _____ online notarization, this 13 day of April, 2021, by JASON BLANDUS, as _____ (Title of Officer or Agent), of Golden Oak Land Group, LLC, who (X) is personally known to me; () produced N/A as identification.

NOTARY PUBLIC

Signature [Signature]

Typed or Printed Name Frankie Michael Dimitroff
Commission Number GG149495
My Commission expires 10/22/21



LEON COUNTY, FLORIDA

By: _____
Vincent S. Long, County Administrator

Date: _____

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

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

By: _____

By: _____



GREAT AMERICAN INSURANCE COMPANY

An Ohio Corporation with Administrative Office at 301 E. 4th Street, Cincinnati, Ohio 45202

Certificate Continuing In Force Bond No. 3036731

Name of Principal: Golden Oak Land Group, LLC

Name of Obligor: Leon County Board of County Commissioners

Amount of Bond: \$ Four Hundred Nineteen Thousand Three Hundred Ninety-six and 00/100 (\$419,396.00)

The **Great American Insurance Company** in consideration of the premium, does hereby continue in force the above described bond from the 26th day of May, 2021, to the 25th day of May, 2022, standard time at the obligee's address, but this certificate shall not be binding upon the said Company until countersigned by a duly authorized representative of the said Company.

This certificate is issued upon the condition that the liability of the **Great American Insurance Company** shall under no circumstances be cumulative in amounts from year to year, regardless of the number of years said bond be continued in force and the number of premiums that may be paid or payable.

Dated
April 13, 2021

GREAT AMERICAN INSURANCE COMPANY

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



GREAT AMERICAN INSURANCE COMPANY®

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

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

No. 0 20577

POWER OF ATTORNEY

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

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

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

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

Attest

GREAT AMERICAN INSURANCE COMPANY



Atty L C. B.

Assistant Secretary

David C. Kitchen

Divisional Senior Vice President

STATE OF OHIO, COUNTY OF HAMILTON - ss:

DAVID C. KITCHIN (877-377-2405)

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



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

Susan A. Kohorst

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

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

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

CERTIFICATION

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

Signed and sealed this 13th day of April, 2021.



Atty L C. B.

Assistant Secretary



Leon County Government

INTEROFFICE MEMO

DATE: April 15, 2021

TO: Brent Pell, P.E., Director of Public Works

FROM: Charles Wu, P.E., Director of Engineering Services *CW*

SUBJECT: Unit 1 Chastain Manor Phase II Subdivision Second Performance Agreement and Surety Device

I have reviewed the stage of completion of the infrastructure in the Unit 1 Chastain Manor Phase II Subdivision. It is my recommendation that the existing Performance Agreement and Surety Device be released and the infrastructure yet to be completed be guaranteed by the new Performance Agreement and new or amended Surety Device in the amount of \$419,396.00.

Cc: Emily Pepin., Assistant County Attorney

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Leon County
Board of County Commissioners
Notes for Agenda Item #12

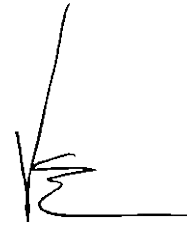
Leon County Board of County Commissioners

Agenda Item #12

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Local Agency Program Agreement with Florida Department of Transportation for the Construction of Safety Improvements on Old Bainbridge Road from I-10 to Capital Circle NW

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 of Public Works Charles Wu, P.E., Director of Engineering Services
Lead Staff/ Project Team:	Chris Muehlemann, P.E., Chief of Engineering Design George Su, P.E., Water Quality Engineer

Statement of Issue:

This item seeks Board approval of a Local Agency Program Agreement with the Florida Department of Transportation for the construction and Construction Engineering Inspection of safety improvements on Old Bainbridge Road from Interstate 10 to Capital Circle NW to address the high number of off road and rear end crashes along this segment.

Fiscal Impact:

This item has a fiscal impact. This item realizes a \$378,700 grant from the Florida Department of Transportation toward the project costs for the construction and Construction Engineering Inspection of the safety improvements, with no County match required. The Florida Department of Transportation funding is anticipated to cover the full cost of this project.

Staff Recommendation:

See next page.

Staff Recommendation:

- Option #1: Approve the Local Agency Program Agreement with Florida Department of Transportation for construction and Construction Engineering Inspection of safety improvements on Old Bainbridge Road from I-10 to Capital Circle NW (Attachment #1) and authorize the County Administrator to execute the agreement, subject to legal review by the County Attorney.
- Option #2: Adopt the Resolution authorizing the Local Agency Program Agreement for the construction and the Construction Engineering Inspection of safety improvements on Old Bainbridge Road from I-10 to Capital Circle NW (Attachment #2).
- Option #3: Approve the Resolution and associated Budget Amendment Request realizing \$378,700 from the Florida Department of Transportation into the County budget (Attachment #3).

Report and Discussion

Background:

This item seeks Board approval of a Local Agency Program (LAP) Agreement with the Florida Department of Transportation (FDOT) for the construction and Construction Engineering Inspection (CEI) of safety improvements on Old Bainbridge Road from Interstate 10 (I-10) to Capital Circle NW to address the high number of off road and rear end crashes along this segment. Additionally, the Florida Department of Transportation requires Board adoption of a Resolution authorizing the Agreement.

The Old Bainbridge Road Safety Improvements Project advances the following FY2017-FY2021 Strategic Initiative:

- *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)*

This particular Strategic Initiative aligns with the Board's Quality of Life Strategic Priorities:

- *(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.*

Leon County was awarded design and construction grants by the FDOT in 2019 for safety improvements on Old Bainbridge Road from I-10 to Capital Circle NW. To implement these safety improvements, FDOT awards the project grants separately for the design and construction phases through LAP Agreements. At the June 18, 2019 meeting, the Board approved the LAP Agreement with FDOT for \$74,974 towards the design of the safety improvements. The project design has been completed and the construction bid package is being finalized for FDOT's review.

To ensure the County maximizes grant leveraging opportunities, the Office of Management and Budget (OMB) coordinates with department liaisons and actively seeks grant funding opportunities throughout the fiscal year. These efforts include contacting and communicating with previous funders for any new or forthcoming grant opportunities. Through timely submittals of reporting and invoices and satisfactory compliance with grant closeouts, as well as on-site and desk monitoring by the granting agencies, Leon County has proactively positioned itself as a responsive and accountable funding partner. Because of this accountability, agencies often contact Leon County when grant funds become available.

In addition, the County's partnership with Patton Boggs also garners access to recently announced federal funding opportunities and OMB routinely monitors the federal Grants.gov portal for grant opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. The total County grant leverage ratio is \$8.74 to \$1; excluding the significant septic to sewer related grants which require a one-to-one dollar match, the leveraging ratio would be \$40.26 to \$1.

Analysis:

Old Bainbridge Road from I-10 to Capital Circle NW, is a 4.3-mile two-lane paved County maintained collector road inside the Canopy Road Protection Zone (Attachment #4). The adjacent land use is primarily residential, with a school zone between north of Sherborne Road and south of Scawthorne Road. The posted speed limit is 35 miles per hour (MPH) for this segment and the Average Annual Daily Traffic (AADT) volume is approximately 10,700 vehicles per day (between Fred George Road and I-10 in 2019). This segment of roadway has no sidewalks, medians, bike lanes, or street lighting.

During the design phase of the project, an updated qualitative assessment was conducted to observe existing roadway conditions in the field. Crash analysis data was conducted through the compilation of five years of crash reports from 2015 to 2019. There was a total of 198 crashes during the five-year study period, which included 56 injuries and two fatalities. This is a 40% increase in crashes from the previous five-year study (2010 to 2014), which included 120 crashes. 89 of the 198 crashes (45%) occurred during dark or low lighting periods. 41 of the crashes (21%) occurred with wet pavement or standing water noted as contributing factors.

The Project goal is to address the off-road and rear-end type crashes along this segment of Old Bainbridge Road. The existing roadway has two 11' lanes with limited or no shoulders. The existing advanced warning and advisory signage for the horizontal curves along this route do not conform to the existing standards for placement or coating with required night-time visibility. The proposed improvements include adding pavement to eliminate a kink roadway configuration, radar feedback speed limit signs, new signage, upgraded pavement markings, delineators, and roadside ditch grading in limited circumstances.

Under the proposed LAP Agreement, FDOT will provide funding of \$378,700 for the Project construction and CEI. Upon execution of the LAP Agreement, it is anticipated that the construction bid will be advertised by early June 2021, with construction following in July 2021. Old Bainbridge Road will remain open during construction with intermittent lane closures during the day. Construction is anticipated to be completed by the end of September 2021.

Options:

1. Approve the Local Agency Program Agreement with Florida Department of Transportation for construction and Construction Engineering Inspection of safety improvements on Old Bainbridge Road from I-10 to Capital Circle NW (Attachment #1) and authorize the County Administrator to execute the agreement, subject to legal review by the County Attorney.
2. Adopt the Resolution authorizing the Local Agency Program Agreement for the construction and the Construction Engineering Inspection of safety improvements on Old Bainbridge Road from I-10 to Capital Circle NW (Attachment #2).
3. Approve the Resolution and associated Budget Amendment Request realizing \$378,700 from the Florida Department of Transportation into the County budget (Attachment #3).
4. Do not approve the Local Agency Program Agreement with Florida Department of Transportation for construction and Construction Engineering Inspection of safety improvements on Old Bainbridge Road from I-10 to Capital Circle NW.
5. Board direction.

Recommendation:

Options #1, #2, and #3

Attachments:

1. Proposed Local Agency Program Agreement
2. Resolution approving Local Agency Program Agreement
3. Resolution and associated Budget Amendment Request
4. Project location map

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
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FPN: 440655-1-58-01	FPN: 440655-1-68-01	FPN: _____
Federal No (FAIN): D319 115 B	Federal No (FAIN): D319 115 B	Federal No (FAIN): _____
Federal Award Date: _____	Federal Award Date: _____	Federal Award Date: _____
Fund: ACSS	Fund: ACSS	Fund: _____
Org Code: _____	Org Code: _____	Org Code: _____
FLAIR Approp: _____	FLAIR Approp: _____	FLAIR Approp: _____
FLAIR Obj: _____	FLAIR Obj: _____	FLAIR Obj: _____
County No: 55 (Leon) Contract No: _____		
Recipient Vendor No: F596000435090 Recipient DUNS No: 80-939-7102		
Catalog of Federal Domestic Assistance (CFDA): 20.205 Highway Planning and Construction		

THIS LOCAL AGENCY PROGRAM AGREEMENT ("Agreement"), is entered into on _____, by and between the State of Florida Department of Transportation, an agency (This date to be entered by DOT only) of the State of Florida ("Department"), and Leon County, Florida, a charter county and political subdivision of the State of Florida ("Recipient").

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

1. **Authority:** The Department is authorized to enter into this Agreement pursuant to Section 339.12, Florida Statutes. The Recipient by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D"** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf.
2. **Purpose of Agreement:** The purpose of this Agreement is to provide for the Department's participation in Construction of a Safety Project for CR 361 (Old Bainbridge Rd), as further described in **Exhibit "A"**, Project Description and Responsibilities attached to and incorporated in this Agreement ("Project"), to provide Department financial assistance to the Recipient; state the terms and conditions upon which Department funds will be provided; and to set forth the manner in which the Project will be undertaken and completed.
3. **Term of Agreement:** The Recipient agrees to complete the Project on or before June 30, 2022. If the Recipient does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Recipient and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the term of this Agreement will not be reimbursed by the Department.
4. **Project Cost:**
 - a. The estimated cost of the Project is \$ 378,700.00. This amount is based upon the Schedule of Financial Assistance in **Exhibit "B"**, attached to and incorporated in this Agreement. **Exhibit "B"** may be modified by mutual execution of an amendment as provided for in paragraph 5.i.
 - b. The Department agrees to participate in the Project cost up to the maximum amount of \$378,700.00 and as more fully described in **Exhibit "B"**. This amount includes Federal-aid funds which are limited to the actual amount of Federal-aid participation. The Department's participation may be increased or reduced upon determination of the actual bid amounts of the Project by the mutual execution of an amendment. The Recipient agrees to bear all expenses in excess of the total cost of the Project and any deficits incurred in connection with the completion of the Project.
 - c. Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible Project costs is subject to:

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- i. Legislative approval of the Department's appropriation request in the work program year that the Project is scheduled to be committed;
- ii. Availability of funds as stated in paragraphs 5.l. and 5.m. of this Agreement;
- iii. Approval of all plans, specifications, contracts or other obligating documents and all other terms of this Agreement; and
- iv. Department approval of the Project scope and budget at the time appropriation authority becomes available.

5. Requisitions and Payments

- a. The Recipient shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A"**.
- b. Invoices shall be submitted by the Recipient in detail sufficient for a proper pre-audit and post-audit based on the quantifiable, measurable and verifiable units of deliverables as established in **Exhibit "A"**. Deliverables must be received and accepted in writing by the Department's Project Manager prior to payments. Requests for reimbursement by the Recipient shall include an invoice, progress report and supporting documentation for the period of services being billed that are acceptable to the Department. The Recipient shall use the format for the invoice and progress report that is approved by the Department.
- c. The Recipient shall charge to the Project account all eligible costs of the Project except costs agreed to be borne by the Recipient or its contractors and subcontractors. Costs in excess of the programmed funding or attributable to actions which have not received the required approval of the Department shall not be considered eligible costs. All costs charged to the Project, including any approved services contributed by the Recipient or others, shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of the charges.
- d. Supporting documentation must establish that the deliverables were received and accepted in writing by the Recipient and must also establish that the required minimum level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A"** was met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F"**, Contract Payment Requirements.
- e. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061, Florida Statutes and the most current version of the Disbursement Handbook for Employees and Managers.
- f. Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes or the Department's Comptroller under Section 334.044(29), Florida Statutes.
 - ☐ If this box is selected, advance payment is authorized for this Agreement and **Exhibit "H"**, Alternative Advance Payment Financial Provisions is attached and incorporated into this Agreement.

If the Department determines that the performance of the Recipient is unsatisfactory, the Department shall notify the Recipient of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Recipient shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Recipient will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the

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Department, the Recipient will not be reimbursed to the extent of the non-performance. The Recipient will not be reimbursed until the Recipient resolves the deficiency. If the deficiency is subsequently resolved, the Recipient may bill the Department for the unpaid reimbursement request(s) during the next billing period. If the Recipient is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

- g.** Agencies providing goods and services to the Department should be aware of the following time frames. Inspection and approval of goods or services shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the goods or services are received, inspected, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to **Section 55.03(1), F.S.**, will be due and payable, in addition to the invoice amount, to the Recipient. Interest penalties of less than one (1) dollar will not be enforced unless the Recipient requests payment. Invoices that have to be returned to an Recipient because of Recipient preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agencies who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

- h.** The Recipient shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred include the Recipient's general accounting records and the project records, together with supporting documents and records, of the contractor and all subcontractors performing work on the project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.
- i.** Prior to the execution of this Agreement, a Project schedule of funding shall be prepared by the Recipient and approved by the Department. The Recipient shall maintain said schedule of funding, carry out the Project, and shall incur obligations against and make disbursements of Project funds only in conformity with the latest approved schedule of funding for the Project. The schedule of funding may be revised by execution of a Local Agency Program ("LAP") Supplemental Agreement between the Department and the Recipient. The Recipient acknowledges and agrees that funding for this project may be reduced upon determination of the Recipient's contract award amount.
- j.** If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement which it has with the Recipient owing such amount if, upon demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.
- k.** The Recipient must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.
- l.** The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, funds approval from the Department's Comptroller must be received each fiscal year prior to costs being incurred. See **Exhibit "B"** for funding levels by fiscal year. Project costs utilizing these fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Recipient, in writing, when funds are available.
- m.** In the event this Agreement is in excess of \$25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

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"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000 and which have a term for a period of more than 1 year."

6. Department Payment Obligations:

Subject to other provisions of this Agreement, the Department will honor requests for reimbursement to the Recipient pursuant to this Agreement. However, notwithstanding any other provision of this Agreement, the Department may elect by notice in writing not to make a payment if:

- a. The Recipient shall have made misrepresentation of a material nature in its application, or any supplement or amendment to its application, or with respect to any document or data furnished with its application or pursuant to this Agreement;
- b. There is any pending litigation with respect to the performance by the Recipient of any of its duties or obligations which may jeopardize or adversely affect the Project, the Agreement or payments to the Project;
- c. The Recipient shall have taken any action pertaining to the Project which, under this Agreement, requires the approval of the Department or has made a related expenditure or incurred related obligations without having been advised by the Department that same are approved;
- d. There has been any violation of the conflict of interest provisions contained in paragraph 14.f.; or
- e. The Recipient has been determined by the Department to be in default under any of the provisions of the Agreement.

The Department may suspend or terminate payment for that portion of the Project which the Federal Highway Administration ("FHWA"), or the Department acting in lieu of FHWA, may designate as ineligible for Federal-aid.

In determining the amount of the payment, the Department will exclude all Project costs incurred by the Recipient prior to the Department's issuance of a Notice to Proceed ("NTP"), costs incurred after the expiration of the Agreement, costs which are not provided for in the latest approved schedule of funding in **Exhibit "B"** for the Project, costs agreed to be borne by the Recipient or its contractors and subcontractors for not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangements which have not been approved in writing by the Department.

7. General Requirements:

The Recipient shall complete the Project with all practical dispatch, in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement, and all applicable laws. The Project will be performed in accordance with all applicable Department procedures, guidelines, manuals, standards, and directives as described in the Department's **Local Agency Program Manual** (FDOT Topic No. 525-010-300), which by this reference is made a part of this Agreement. Time is of the essence as to each and every obligation under this Agreement.

- a. A full time employee of the Recipient, qualified to ensure that the work being pursued is complete, accurate, and consistent with the terms, conditions, and specifications of this Agreement shall be in responsible charge of the Project, which employee should be able to perform the following duties and functions:
 - i. Administers inherently governmental project activities, including those dealing with cost, time,

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- adherence to contract requirements, construction quality and scope of Federal-aid projects;
- ii. Maintains familiarity of day to day Project operations, including Project safety issues;
 - iii. Makes or participates in decisions about changed conditions or scope changes that require change orders or supplemental agreements;
 - iv. Visits and reviews the Project on a frequency that is commensurate with the magnitude and complexity of the Project;
 - v. Reviews financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste, and abuse;
 - vi. Directs Project staff, agency or consultant, to carry out Project administration and contract oversight, including proper documentation;
 - vii. Is aware of the qualifications, assignments and on-the-job performance of the Recipient and consultant staff at all stages of the Project.
- b. Once the Department issues the NTP for the Project, the Recipient shall be obligated to submit an invoice or other request for reimbursement to the Department no less than once every 90 days (quarterly), beginning from the day the NTP is issued. If the Recipient fails to submit quarterly invoices to the Department, and in the event the failure to timely submit invoices to the Department results in the FHWA removing any unbilled funding or the loss of state appropriation authority (which may include the loss of state and federal funds, if there are state funds programmed to the Project), then the Recipient will be solely responsible to provide all funds necessary to complete the Project and the Department will not be obligated to provide any additional funding for the Project. The Recipient waives the right to contest such removal of funds by the Department, if the removal is related to FHWA's withdrawal of funds or if the removal is related to the loss of state appropriation authority. In addition to the loss of funding for the Project, the Department will also consider the de-certification of the Recipient for future LAP Projects. No cost may be incurred under this Agreement until after the Recipient has received a written NTP from the Department. The Recipient agrees to advertise or put the Project out to bid thirty (30) days from the date the Department issues the NTP to advertise the Project. If the Recipient is not able to meet the scheduled advertisement, the Department District LAP Administrator should be notified as soon as possible.
- c. If all funds are removed from the Project, including amounts previously billed to the Department and reimbursed to the Recipient, and the Project is off the State Highway System, then the Department will have to request repayment for the previously billed amounts from the Recipient. No state funds can be used on off-system projects, unless authorized pursuant to **Exhibit "I"**, State Funds Addendum, which will be attached to and incorporated in this Agreement in the event state funds are used on the Project.
- d. In the event that any election, referendum, approval, permit, notice or other proceeding or authorization is required under applicable law to enable the Recipient to enter into this Agreement or to undertake the Project or to observe, assume or carry out any of the provisions of the Agreement, the Recipient will initiate and consummate, as provided by law, all actions necessary with respect to any such matters.
- e. The Recipient shall initiate and prosecute to completion all proceedings necessary, including Federal-aid requirements, to enable the Recipient to provide the necessary funds for completion of the Project.
- f. The Recipient shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department and FHWA may require. The Recipient shall make such submissions using Department-designated information systems.
- g. Federal-aid funds shall not participate in any cost which is not incurred in conformity with applicable federal and state laws, the regulations in 23 Code of Federal Regulations (C.F.R.) and 49 C.F.R., and policies and procedures prescribed by the Division Administrator of FHWA. Federal funds shall not be paid on account of any cost incurred prior to authorization by FHWA to the Department to proceed with the Project or part thereof involving such cost (23 C.F.R. 1.9 (a)). If FHWA or the Department determines that any amount

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claimed is not eligible, federal participation may be approved in the amount determined to be adequately supported and the Department shall notify the Recipient in writing citing the reasons why items and amounts are not eligible for federal participation. Where correctable non-compliance with provisions of law or FHWA requirements exists federal funds may be withheld until compliance is obtained. Where non-compliance is not correctable, FHWA or the Department may deny participation in parcel or Project costs in part or in total. For any amounts determined to be ineligible for federal reimbursement for which the Department has advanced payment, the Recipient shall promptly reimburse the Department for all such amounts within 90 days of written notice.

- h. For any project requiring additional right-of-way, the Recipient must submit to the Department an annual report of its real property acquisition and relocation assistance activities on the project. Activities shall be reported on a federal fiscal year basis, from October 1 through September 30. The report must be prepared using the format prescribed in 49 C.F.R. Part 24, Appendix B, and be submitted to the Department no later than October 15 of each year.

8. Audit Reports:

The administration of resources awarded through the Department to the Recipient by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of federal awards or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Recipient shall comply with all audit and audit reporting requirements as specified below.

- a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include, but not be limited to, on-site visits by Department staff and/or other procedures including, reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to federal awards provided through the Department by this Agreement. By entering into this Agreement, the Recipient agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (“CFO”), or State of Florida Auditor General.
- b. The Recipient, a non-federal entity as defined by 2 CFR Part 200, as a subrecipient of a federal award awarded by the Department through this Agreement is subject to the following requirements:
 - i. In the event the Recipient expends a total amount of federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Recipient must have a federal single or program-specific audit for such fiscal year conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit “E”** to this Agreement provides the required federal award identification information needed by the Recipient to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining federal awards expended in a fiscal year, the Recipient must consider all sources of federal awards based on when the activity related to the federal award occurs, including the federal award provided through the Department by this Agreement. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.
 - ii. In connection with the audit requirements, the Recipient shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.

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- iii. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in federal awards, the Recipient is exempt from federal audit requirements for that fiscal year. However, the Recipient must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Recipient's audit period for each applicable audit year. In the event the Recipient expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-federal resources (*i.e.*, the cost of such an audit must be paid from the Recipient's resources obtained from other than federal entities).
- iv. The Recipient must electronically submit to the Federal Audit Clearinghouse (“FAC”) at <https://harvester.census.gov/facweb/> the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements, and this Agreement. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.
- v. Within six months of acceptance of the audit report by the FAC, the Department will review the Recipient's audit reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the federal award provided through the Department by this Agreement. If the Recipient fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:
 - 1. Temporarily withhold cash payments pending correction of the deficiency by the Recipient or more severe enforcement action by the Department;
 - 2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
 - 3. Wholly or partly suspend or terminate the federal award;
 - 4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the federal awarding agency);
 - 5. Withhold further federal awards for the Project or program;
 - 6. Take other remedies that may be legally available.
- vi. As a condition of receiving this federal award, the Recipient shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Recipient's records including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.
- vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us
- c. The Recipient shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, the CFO, or State of Florida Auditor General access to such records upon request. The Recipient shall ensure that the audit working papers are made available to the Department or its designee, the CFO, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

9. Termination or Suspension of Project:

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The Department may, by written notice to the Recipient, suspend any or all of the Department's obligations under this Agreement for the Recipient's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

- a. If the Department intends to terminate the Agreement, the Department shall notify the Recipient of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.
- c. If the Agreement is terminated before performance is completed, the Recipient shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Recipient.
- d. In the event the Recipient fails to perform or honor the requirements and provisions of this Agreement, the Recipient shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.
- e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Recipient to comply with the Public Records provisions of Chapter 119, Florida Statutes.

10. Contracts of the Recipient:

- a. Except as otherwise authorized in writing by the Department, the Recipient shall not execute any contract or obligate itself in any manner requiring the disbursement of Department funds, including consultant or construction contracts or amendments thereto, with any third party with respect to the Project without the written approval of the Department. Failure to obtain such approval shall be sufficient cause for nonpayment by the Department. The Department specifically reserves the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of such consultant or contractor.
- b. It is understood and agreed by the parties to this Agreement that participation by the Department in a project with the Recipient, where said project involves a consultant contract for engineering, architecture or surveying services, is contingent on the Recipient's complying in full with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act, the federal Brooks Act, 23 C.F.R. 172, and 23 U.S.C. 112. At the discretion of the Department, the Recipient will involve the Department in the consultant selection process for all projects funded under this Agreement. In all cases, the Recipient shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act and the federal Brooks Act.
- c. The Recipient shall comply with, and require its consultants and contractors to comply with applicable federal law pertaining to the use of Federal-aid funds. The Recipient shall comply with the provisions in the FHWA-1273 form as set forth in **Exhibit "G"**, FHWA 1273 attached to and incorporated in this Agreement. The Recipient shall include FHWA-1273 in all contracts with contractors performing work on the Project.
- d. The Recipient shall require its consultants and contractors to take emergency steps to close any public road whenever there is a risk to life, health and safety of the travelling public. The safety of the travelling public is the Department's first priority for the Recipient. If lane or road closures are required by the LA to ensure the life, health, and safety of the travelling public, the LA must notify the District Construction Engineer and District Traffic Operations Engineer immediately once the travelling public are not at imminent risk. The Department expects professional engineering judgment be applied in all aspects of locally delivered projects. Defect management and supervision of LAP project structures components must be

proactively managed, monitored, and inspected by department prequalified structures engineer(s). The District Construction Engineer must be notified immediately of defect monitoring that occurs in LAP project construction, whether or not the defects are considered an imminent risk to life, health, or safety of the travelling public. When defects, including but not limited to, structural cracks, are initially detected during bridge construction, the engineer of record, construction engineering inspector, design-build firm, or local agency that owns or is responsible for the bridge construction has the authority to immediately close the bridge to construction personnel and close the road underneath. The LA shall also ensure compliance with the CPAM, Section 9.1.8 regarding actions for maintenance of traffic and safety concerns.

11. Disadvantaged Business Enterprise (DBE) Policy and Obligation:

It is the policy of the Department that DBE's, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement.

The Recipient and its contractors agree to ensure that DBE's have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBE's have the opportunity to compete for and perform contracts. The Recipient and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

12. Compliance with Conditions and Laws:

The Recipient shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project. Execution of this Agreement constitutes a certification that the Recipient is in compliance with, and will require its contractors and subcontractors to comply with, all requirements imposed by applicable federal, state, and local laws and regulations, including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions," in 49 C.F.R. Part 29, and 2 C.F.R. Part 200 when applicable.

13. Performance Evaluations:

Recipients are evaluated on a project-by-project basis. The evaluations provide information about oversight needs and provide input for the recertification process. Evaluations are submitted to the Recipient's person in responsible charge or designee as part of the Project closeout process. The Department provides the evaluation to the Recipient no more than 30 days after final acceptance.

- a. Each evaluation will result in one of three ratings. A rating of Unsatisfactory Performance means the Recipient failed to develop the Project in accordance with applicable federal and state regulations, standards and procedures, required excessive District involvement/oversight, or the Project was brought in-house by the Department. A rating of Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, with minimal District involvement/oversight. A rating of Above Satisfactory Performance means the Recipient developed the Project in accordance with applicable federal and state regulations, standards and procedures, and the Department did not have to exceed the minimum oversight and monitoring requirements identified for the project.
- b. The District will determine which functions can be further delegated to Recipients that continuously earn Satisfactory and Above Satisfactory evaluations.

14. Restrictions, Prohibitions, Controls, and Labor Provisions:

During the performance of this Agreement, the Recipient agrees as follows, and agrees to require its contractors and subcontractors to include in each subcontract the following provisions:

- a. The Recipient will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964, the regulations of the U.S. Department of Transportation issued thereunder, and the assurance by the Recipient pursuant thereto. The Recipient shall include the attached **Exhibit "C"**, Title VI Assurances in all contracts

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with consultants and contractors performing work on the Project that ensure compliance with Title VI of the Civil Rights Act of 1964, 49 C.F.R. Part 21, and related statutes and regulations.

- b. The Recipient will comply with all the requirements as imposed by the ADA, the regulations of the Federal Government issued thereunder, and assurance by the Recipient pursuant thereto.
- c. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- d. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity.
- e. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Recipient.
- f. Neither the Recipient nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the Recipient or the locality during tenure or for 2 years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the Recipient, the Recipient, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the Recipient or the locality relating to such contract, subcontract or arrangement. The Recipient shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Project, and shall require its contractors to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the Recipient or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the Recipient and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

- g. No member or delegate to the Congress of the United States shall be admitted to any share or part of this Agreement or any benefit arising therefrom.

15. Indemnification and Insurance:

- a. It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third-party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Recipient guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Recipient or any subcontractor, in connection with this Agreement.

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- b. To the extent provided by law, Recipient shall indemnify, defend, and hold harmless the Department against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of Recipient, or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by Recipient hereunder, to the extent and within the limitations of Section 768.28, Florida Statutes. The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28, nor shall the same be construed to constitute agreement by Recipient to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or for the acts of third parties. Nothing herein shall be construed as consent by Recipient to be sued by third parties in any manner arising out of this Agreement. This indemnification shall survive the termination of this Agreement.
- c. Recipient agrees to include the following indemnification in all contracts with contractors, subcontractors, consultants, or subconsultants (each referred to as "Entity" for the purposes of the below indemnification) who perform work in connection with this Agreement:

"To the extent provided by law, [ENTITY] shall indemnify, defend, and hold harmless the [RECIPIENT] and the State of Florida, Department of Transportation, including the Department's officers, agents, and employees, against any actions, claims, or damages arising out of, relating to, or resulting from negligent or wrongful act(s) of [ENTITY], or any of its officers, agents, or employees, acting within the scope of their office or employment, in connection with the rights granted to or exercised by [ENTITY] hereunder, to the extent and within the limitations of Section 768.28, Florida Statutes.

The foregoing indemnification shall not constitute a waiver of sovereign immunity beyond the limits set forth in Florida Statutes, Section 768.28. Nor shall the same be construed to constitute agreement by [ENTITY] to indemnify [RECIPIENT] for the negligent acts or omissions of [RECIPIENT], its officers, agents, or employees, or third parties. Nor shall the same be construed to constitute agreement by [ENTITY] to indemnify the Department for the negligent acts or omissions of the Department, its officers, agents, or employees, or third parties. This indemnification shall survive the termination of this Agreement."

- d. The Recipient shall, or cause its contractor or consultant to carry and keep in force, during the term of this Agreement, a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with combined bodily injury limits of at least \$200,000 per person and \$300,000 each occurrence, and property damage insurance of at least \$200,000 each occurrence, for the services to be rendered in accordance with this Agreement. The Recipient shall also, or cause its contractor or consultant to carry and keep in force Workers' Compensation Insurance as required by the State of Florida under the Workers' Compensation Law. With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Recipient shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Agreement. Policies that include Self Insured Retention will not be accepted. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

16. Maintenance Obligations: In the event the Project includes construction then the following provisions are incorporated into this Agreement:

- a. The Recipient agrees to maintain any portion of the Project not located on the State Highway System constructed under this Agreement for its useful life. If the Recipient constructs any improvement on Department right-of-way, the Recipient

☐ shall

☐ shall not

maintain the improvements located on the Department right-of-way for their useful life. If the Recipient is required to maintain Project improvements located on the Department right-of-way beyond final acceptance, then Recipient shall, prior to any disbursement of the state funding provided under this

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Agreement, also execute a Maintenance Memorandum of Agreement in a form that is acceptable to the Department. The Recipient has agreed to the foregoing by resolution, and such resolution is attached and incorporated into this Agreement as **Exhibit "D"**. This provision will survive termination of this Agreement.

17. Miscellaneous Provisions:

- a. The Recipient will be solely responsible for compliance with all applicable environmental regulations, for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith. The Recipient will be responsible for securing any applicable permits. The Recipient shall include in all contracts and subcontracts for amounts in excess of \$150,000, a provision requiring compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387).
- b. The Department shall not be obligated or liable hereunder to any individual or entity not a party to this Agreement.
- c. In no event shall the making by the Department of any payment to the Recipient constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Recipient and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.
- d. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.
- e. By execution of the Agreement, the Recipient represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.
- f. Nothing in the Agreement shall require the Recipient to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Recipient will at once notify the Department in writing in order that appropriate changes and modifications may be made by the Department and the Recipient to the end that the Recipient may proceed as soon as possible with the Project.
- g. In the event that this Agreement involves constructing and equipping of facilities, the Recipient shall submit to the Department for approval all appropriate plans and specifications covering the Project. The Department will review all plans and specifications and will issue to the Recipient a written approval with any approved portions of the Project and comments or recommendations covering any remainder of the Project deemed appropriate. After resolution of these comments and recommendations to the Department's satisfaction, the Department will issue to the Recipient a written approval with said remainder of the Project. Failure to obtain this written approval shall be sufficient cause of nonpayment by the Department.
- h. Upon completion of right-of-way activities on the Project, the Recipient must certify compliance with all applicable federal and state requirements. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, including if no right-of-way is required.
- i. The Recipient will certify in writing, prior to Project closeout that the Project was completed in accordance with applicable plans and specifications, is in place on the Recipient's facility, adequate title is in the Recipient's name, and the Project is accepted by the Recipient as suitable for the intended purpose.
- j. The Recipient agrees that no federally-appropriated funds have been paid, or will be paid by or on behalf of the Recipient, to any person for influencing or attempting to influence any officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the

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making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement. If any funds other than federally-appropriated funds have been paid by the Recipient to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this Agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The Recipient shall require that the language of this paragraph be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. No funds received pursuant to this contract may be expended for lobbying the Legislature, the judicial branch or a state agency.

- k. The Recipient may not permit the Engineer of Record to perform Construction, Engineering and Inspection services on the Project.
- l. The Recipient shall comply with all applicable federal guidelines, procedures, and regulations. If at any time a review conducted by Department and or FHWA reveals that the applicable federal guidelines, procedures, and regulations were not followed by the Recipient and FHWA requires reimbursement of the funds, the Recipient will be responsible for repayment to the Department of all funds awarded under the terms of this Agreement.
- m. The Recipient shall:
 - i. utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by Recipient during the term of the contract; and
 - ii. expressly require any contractor and subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- n. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.
- o. The Parties agree to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.
- p. If the Project is procured pursuant to Chapter 255 for construction services and at the time of the competitive solicitation for the Project 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Recipient must comply with the requirements of Section 255.0991, Florida Statutes.

18. Exhibits:

- a. **Exhibits "A", "B", "C", "D", "E" and "F"** are attached to and incorporated into this Agreement.
- b. ☒ If this Project includes Phase 58 (construction) activities, then **Exhibit "G"**, FHWA FORM 1273, is attached and incorporated into this Agreement.
- c. ☐ Alternative Advance Payment Financial Provisions are used on this Project. If an Alternative Pay Method is used on this Project, then **Exhibit "H"**, Alternative Advance Payment Financial Provisions, is attached and incorporated into this Agreement.
- d. ☐ State funds are used on this Project. If state funds are used on this Project, then **Exhibit "I"**, State Funds Addendum, is attached and incorporated into this Agreement. **Exhibit "J"**, State Financial Assistance (Florida Single Audit Act), is attached and incorporated into this Agreement.
- e. ☐ This Project utilizes Advance Project Reimbursement. If this Project utilizes Advance Project Reimbursement, then **Exhibit "K"**, Advance Project Reimbursement is attached and incorporated into this Agreement.

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- f. ☐ This Project includes funding for landscaping. If this Project includes funding for landscaping, then **Exhibit "L"**, Landscape Maintenance, is attached and incorporated into this Agreement.
- g. ☐ This Project includes funding for a roadway lighting system. If the Project includes funding for roadway lighting system, **Exhibit "M"**, Roadway Lighting Maintenance is attached and incorporated into this Agreement.
- h. ☐ This Project includes funding for traffic signals and/or traffic signal systems. If this Project includes funding for traffic signals and/or traffic signals systems, **Exhibit "N"**, Traffic Signal Maintenance is attached and incorporated into this Agreement.
- i. ☐ A portion or all of the Project will utilize Department right-of-way and, therefore, **Exhibit "O"**, Terms and Conditions of Construction in Department Right-of-Way, is attached and incorporated into this Agreement.
- j. ☐ The following Exhibit(s) are attached and incorporated into this Agreement: _____

k. Exhibit and Attachment List

Exhibit A: Project Description and Responsibilities

Exhibit B: Schedule of Financial Assistance

Exhibit C: Title VI Assurances

Exhibit D: Recipient Resolution

Exhibit E: Federal Financial Assistance (Single Audit Act)

Exhibit F: Contract Payment Requirements

* Exhibit G: FHWA Form 1273

* Exhibit H: Alternative Advance Payment Financial Provisions

* Exhibit I: State Funds Addendum

* Exhibit J: State Financial Assistance (Florida Single Audit Act)

* Exhibit K: Advance Project Reimbursement

* Exhibit L: Landscape Maintenance

* Exhibit M: Roadway Lighting Maintenance

* Exhibit N: Traffic Signal Maintenance

* Exhibit O: Terms and Conditions of Construction in Department Right-of-Way

* Additional Exhibit(s):

*** Indicates that the Exhibit is only attached and incorporated if applicable box is selected.**

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IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

RECIPIENT Leon County, Florida, a charter county
and political subdivision of the State of Florida

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____
Name:
Title:

By: _____
Name: Tim Smith, P.E.
Title: Director of Transportation Development

Legal Review:

EXHIBIT A**PROJECT DESCRIPTION AND RESPONSIBILITIES**FPN: 440655-1-58-01, 440655-1-68-01

This exhibit forms an integral part of the Local Agency Program Agreement between the State of Florida, Department of Transportation and

Leon County, Florida, a charter county and political subdivision of the State of Florida (the Recipient)

PROJECT LOCATION:

☐ The project is on the National Highway System.

☐ The project is on the State Highway System.

PROJECT LENGTH AND MILE POST LIMITS: 4.279 Miles

PROJECT DESCRIPTION: This project is for safety improvements on CR 361 Old Bainbridge Road. The project is located inside the Canopy Road Protection Zone and will begin at SR 8 (I-10) to SR 263 (Capital Circle NW) and is approximately 4.3-miles long. The project will include limited piping of steep ditches at selected sharp curves, new signage, upgraded pavement markings, delineators, and shielding of obstructions in limited circumstances, as well as adding curve ahead signs, advisory speed signs (if warranted) and chevron plaques at all curves (8 curves).

SPECIAL CONSIDERATIONS BY RECIPIENT:

The Recipient is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

The Agency shall not begin until a Notice to Proceed has been issued by the Department.

The Agency is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

The Agency shall ensure that the project will be designed and constructed within the existing right of way. If right of way is needed, the agency shall notify the Department prior to commencement of any right-of-way activities. The Agency will be required to be in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act).

The Agency shall be responsible for obtaining all permits associated with the project.

The Agency will submit to the Department the bid and award intent for review and concurrence prior to award and will submit the signed bid contract upon execution of the document.

The Agency shall be responsible for verifying that the NEPA document is adhered to for the life of the project.

Off the State Highway System (Off-System) LAP construction projects must be administered in accordance with either Local Agency Specifications that have been approved by the Department; the pre-approved FDOT LAP ("Big Four") Specifications; or Divisions II and III of the FDOT Standard Specifications for Road and Bridge Construction and implemented modifications in accordance with the LAP Manual. The Agency will be responsible for all project level

inspection and verification testing.

On the State Highway System (On-System) LAP construction projects must be administered in accordance with the FDOT Construction Project Administration Manual (Topic no. 700-000-000). Materials will be inspected in accordance with the FDOT Sampling Testing and Reporting Guide by Material Description and the FDOT Materials Manual (Topic No. 675-000-000). Divisions II and III of the FDOT Standard Specifications for Road and Bridge Construction and implemented modifications must be used in accordance with the LAP Manual. The Agency will be responsible for all project level inspection, verification testing, and assuring all data are entered into Laboratory Information Management Systems (LIMS). In addition, the following Off the State Highway System (Off-System) and Off the National Highway System projects will be administered as above: all bridge projects; box culverts; and all projects with a construction value of \$10 million or more. The Agency shall not begin until a Notice to Proceed has been issued by the Department.

The Agency is required to provide a copy of the design plans for the Department's review and approval to coordinate permitting with the Department, and notify the Department prior to commencement of any right-of-way activities.

The Agency shall ensure that the project will be designed and constructed within the existing right of way. If right of way is needed, the agency shall notify the Department prior to commencement of any right-of-way activities. The Agency will be required to be in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (Uniform Act).

The Agency shall be responsible for obtaining all permits associated with the project.

The Agency will submit to the Department the bid and award intent for review and concurrence prior to award and will submit the signed bid contract upon execution of the document.

The Agency shall be responsible for verifying that the NEPA document is adhered to for the life of the project.

Off the State Highway System (Off-System) LAP construction projects must be administered in accordance with either Local Agency Specifications that have been approved by the Department; the pre-approved FDOT LAP ("Big Four") Specifications; or Divisions II and III of the FDOT Standard Specifications for Road and Bridge Construction and implemented modifications in accordance with the LAP Manual. The Agency will be responsible for all project level inspection and verification testing.

The Recipient shall commence the project's activities subsequent to the execution of this Agreement and shall perform in accordance with the following schedule:

- a) Study to be completed by .
- b) Design to be completed by .
- c) Right-of-Way requirements identified and provided to the Department by .
- d) Right-of-Way to be certified by .
- e) Construction contract to be let by .
- f) Construction to be completed by June 30, 2022.

If this schedule cannot be met, the Recipient will notify the Department in writing with a revised schedule or the project is subject to the withdrawal of funding.

SPECIAL CONSIDERATIONS BY DEPARTMENT:

The Cultural Resource Assessment Survey (including coordination with the State Historic Preservation Officer) and all documentation necessary to support the environmental Class of Action Determination will be the responsibility of the Department.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT B
SCHEDULE OF FINANCIAL ASSISTANCE

RECIPIENT NAME & BILLING ADDRESS: Leon County, FL 301 S. Monroe Street, 5th Floor Tallahassee, FL 32301	FINANCIAL PROJECT NUMBER: 440655-1-58-01, 440655-1-68-01
--	---

PHASE OF WORK By Fiscal Year	MAXIMUM PARTICIPATION			
	(1) TOTAL PROJECT FUNDS	(2) LOCAL FUNDS	(3) STATE FUNDS	(4) FEDERAL FUNDS
Design- Phase 38				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Design Cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Right-of-Way- Phase 48				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Right-of-Way Cost	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Construction- Phase 58				
FY: 2021 (Eastern Federal Lands)	\$ 328,700.00	\$ _____	\$ _____	\$ 328,700.00
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Construction Cost	\$ 328,700.00	\$ 0.00	\$ 0.00	\$ 328,700.00
Construction Engineering and Inspection (CEI)- Phase 68				
FY: 2021 (Insert Program Name)	\$ 50,000.00	\$ _____	\$ _____	\$ 50,000.00
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total CEI Cost	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 50,000.00
(Insert Phase)				
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
FY: (Insert Program Name)	\$ _____	\$ _____	\$ _____	\$ _____
Total Phase Costs	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL COST OF THE PROJECT	\$ 378,700.00	\$ 0.00	\$ 0.00	\$ 378,700.00

COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, F.S. Documentation is on file evidencing the methodology used and the conclusions reached.

Dustin Castells

District Grant Manager Name

Signature

Date

Exhibit "C"

TITLE VI ASSURANCES

During the performance of this contract, the consultant or contractor, for itself, its assignees and successors in interest (hereinafter collectively referred to as the "contractor") agrees as follows:

- (1.) **Compliance with REGULATIONS:** The contractor shall comply with the Regulations relative to nondiscrimination in federally-assisted programs of the U.S. Department of Transportation (hereinafter, "USDOT") **Title 49, Code of Federal Regulations, Part 21**, as they may be amended from time to time, (hereinafter referred to as the **REGULATIONS**), which are herein incorporated by reference and made a part of this contract.
- (2.) **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, or sex in the selection and retention of sub-contractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by **Section 21.5** of the **REGULATIONS**, including employment practices when the contract covers a program set forth in **Appendix B** of the **REGULATIONS**.
- (3.) **Solicitations for Sub-contractors, including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under sub-contract, including procurements of materials or leases of equipment, each potential sub-contractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the **REGULATIONS** relative to nondiscrimination on the basis of race, color, national origin, or sex.
- (4.) **Information and Reports:** The contractor shall provide all information and reports required by the **REGULATIONS** or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the *Florida Department of Transportation* or the *Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, and Federal Motor Carrier Safety Administration* to be pertinent to ascertain compliance with such **REGULATIONS**, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the *Florida Department of Transportation, or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration* as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5.) **Sanctions for Noncompliance:** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Florida Department of Transportation shall impose such contract sanctions as it or the Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration, or Federal Motor Carrier Safety Administration may determine to be appropriate, including, but not limited to:

 - a. withholding of payments to the contractor under the contract until the contractor complies, and/or
 - b. cancellation, termination or suspension of the contract, in whole or in part.
- (6.) **Incorporation of Provisions:** The contractor shall include the provisions of paragraphs (1) through (7) in every sub-contract, including procurements of materials and leases of equipment, unless exempt by

the **REGULATIONS**, or directives issued pursuant thereto. The contractor shall take such action with respect to any sub-contract or procurement as the *Florida Department of Transportation* or the *Federal Highway Administration*, *Federal Transit Administration*, *Federal Aviation Administration*, or *Federal Motor Carrier Safety Administration* may direct as a means of enforcing such provisions including sanctions for noncompliance, provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a sub-contractor or supplier as a result of such direction, the contractor may request the *Florida Department of Transportation* to enter into such litigation to protect the interests of the *Florida Department of Transportation*, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

- (7.) **Compliance with Nondiscrimination Statutes and Authorities:** Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27; The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT D

RECIPIENT RESOLUTION

The Recipient's Resolution authorizing entry into this Agreement is attached and incorporated into this Agreement.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT E

FEDERAL FINANCIAL ASSISTANCE (SINGLE AUDIT ACT)

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

CFDA No.: 20.205
CFDA Title: Highway Planning and Construction
Federal-Aid Highway Program, Federal Lands Highway Program
CFDA Program https://beta.sam.gov/fal/1093726316c3409a8e50f4c75f5ef2c6/view?keywords=20.205&sort=-relevance&index=cfda&is_active=true&page=1
Site: https://beta.sam.gov/fal/1093726316c3409a8e50f4c75f5ef2c6/view?keywords=20.205&sort=-relevance&index=cfda&is_active=true&page=1
Award Amount: \$378,700.00
Awarding Agency: Florida Department of Transportation
Award is for: No
R&D:
Indirect Cost Rate: N/A

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE SUBJECT TO THE FOLLOWING:

2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards
<http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT MAY ALSO BE SUBJECT TO THE FOLLOWING:

Title 23 – Highways, United States Code
<http://uscode.house.gov/browse/prelim@title23&edition=prelim>

Title 49 – Transportation, United States Code
<http://uscode.house.gov/browse/prelim@title49&edition=prelim>

Map-21 – Moving Ahead for Progress in the 21st Century, Public Law 112-141
<http://www.gpo.gov/fdsys/pkg/PLAW-112publ141/pdf/PLAW-112publ141.pdf>

Federal Highway Administration – Florida Division
<http://www.fhwa.dot.gov/fldiv/>

Federal Funding Accountability and Transparency Act (FFATA) Sub-award Reporting System (FSRS)
<https://www.fsrs.gov/>

EXHIBIT F**CONTRACT PAYMENT REQUIREMENTS****Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts**

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

Salaries: Timesheets that support the hours worked on the project or activity must be kept. A payroll register, or similar documentation should be maintained. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

Fringe benefits: Fringe benefits should be supported by invoices showing the amount paid on behalf of the employee, e.g., insurance premiums paid. If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown. Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

Travel: Reimbursement for travel must be in accordance with s. 112.061, F.S., which includes submission of the claim on the approved state travel voucher along with supporting receipts and invoices.

Other direct costs: Reimbursement will be made based on paid invoices/receipts and proof of payment processing (cancelled/processed checks and bank statements). If nonexpendable property is purchased using state funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with DMS Rule 60A-1.017, F.A.C., regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in s. 273.02, F.S., for subsequent transfer to the State.

Indirect costs: If the contract stipulates that indirect costs will be paid based on a specified rate, then the calculation should be shown. Indirect costs must be in the approved agreement budget and the entity must be able to demonstrate that the costs are not duplicated elsewhere as direct costs. All indirect cost rates must be evaluated for reasonableness and for allowability and must be allocated consistently.

Contracts between state agencies may submit alternative documentation to substantiate the reimbursement request, which may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address <https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf>.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT G

FHWA FORM 1273

FEDERAL RESOURCES AWARDED PURSUANT TO THIS AGREEMENT ARE AS FOLLOWS:

**LEGAL REQUIREMENTS AND RESPONSIBILITY TO THE PUBLIC – COMPLIANCE
WITH FHWA 1273.**

The FHWA-1273 version dated May 1, 2012 is appended in its entirety to this Exhibit. FHWA-1273 may also be referenced on the Department's website at the following URL address:

<http://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf>

Sub-recipients of federal grants awards for Federal-Aid Highway construction shall take responsibility to obtain this information and comply with all provisions contained in FHWA-1273.

RESOLUTION: 21-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA APPROVING LOCAL AGENCY PROGRAM AGREEMENT BETWEEN THE STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION, AND LEON COUNTY, FLORIDA FOR THE CONSTRUCTION OF A SAFETY PROJECT FOR CR 361 (OLD BAINBRIDGE ROAD)

WHEREAS, The State of Florida, Department of Transportation (the “DEPARTMENT”) and Leon County, Florida, a charter county and political subdivision of the State of Florida (the “COUNTY”) are desirous of having the DEPARTMENT participate in the construction of a safety project for CR 361 (Old Bainbridge Road), the details of which are described in the Local Agency Participation Agreement between the DEPARTMENT and the COUNTY as presented to the Board of County Commissioners of Leon County, Florida at its regular meeting on May 11, 2021 (the “LAP Agreement”); and

WHEREAS, the construction of a safety project for CR 361 (Old Bainbridge Road) (the “PROJECT”), will be conducted in Leon County, and the DEPARTMENT is prepared to contribute funds in an amount up to Three Hundred Seventy-Eight Thousand Seven Hundred and 00/100 Dollars (\$378,700.00) toward the PROJECT; and

WHEREAS, completion of the PROJECT is in the interest of the DEPARTMENT and the COUNTY, as the project will substantially improve the safety, operation, and efficiency of Old Bainbridge Road (CR 361).

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, assembled in regular session this 11th day of May, 2021, that the Board hereby approves the LAP Agreement and hereby authorizes the County Administrator to execute the LAP Agreement in a form approved by the County Attorney.

Passed and adopted on this 11th day of May, 2021.

LEON COUNTY, FLORIDA

BY: _____
Rick Minor, Chairman
Board of County Commissioners

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

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

BY: _____

By: _____

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2020/2021; 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.

Adopted this 11th day of May, 2021.

LEON COUNTY, FLORIDA

By: _____
Rick Minor, Chairman
Board of County Commissioners

Date: _____

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

By: _____

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

By: _____

FISCAL YEAR 2020/2021 BUDGET AMENDMENT REQUEST

No: BAB21020
Date: 4/16/2021

Agenda Item No: _____
Agenda Item Date: 5/11/2021

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			
125	053010	331417	000	DOT Old Bainbridge Rd I-10 to CC NW Improvement	74,974	378,700	453,674

Subtotal: 378,700

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	053010	56300	541	Improvements Other Than Buildings	74,974	378,700	453,674

Subtotal: 378,700

Purpose of Request:

This budget amendment realizes \$378,700 from the Florida Department of Transportation toward the project costs for the construction and Construction Engineering Inspection (CEI) of safety improvements on Old Bainbridge Road from I-10 to Capital Circle NW to address the high number of off road and rear end crashes along this segment.

Division/Department
2502/25

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution ☒ Motion ☐ Administrator ☐

OLD BAINBRIDGE RD. from I-10 to CAPITAL CIRCLE NW (Canopy Rd. Section)



Figure 1. Project Location Map

**Leon County
Board of County Commissioners**

Notes for Agenda Item #13

Leon County Board of County Commissioners

Agenda Item #13

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Maintenance Map for the Northeast Lake Munson Septic to Sewer Project

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 Samuel O. Ijeoma, P.E., Senior Design Engineer

Statement of Issue:

This item seeks Board approval of a roadway Maintenance Map to establish prima facie evidence of the County's ownership of the maintained right-of-way in the Northeast Lake Munson area. The maintained right-of-way on Isabelle Drive, along with additional easements to be acquired, are needed to construct the sanitary sewer system associated with the Northeast Lake Munson Septic to Sewer project.

Fiscal Impact:

This item has a fiscal impact. Establishing the County's ownership of the maintained portion of this road will decrease the cost of right-of-way acquisitions for the project. The cost for the acquisition of additional rights-of-way along with the design and construction costs have been budgeted and approved for the Northeast Lake Munson Septic to Sewer project.

Recommendation:

Option #1: Approve the Maintenance Map for Isabelle Drive between Dawson Road and Capital Circle SW (Attachment #1).

Report and Discussion

Background:

In accordance with Section 95.361, Florida Statutes, this item seeks Board approval of a roadway maintenance map to establish prima facie evidence of the County's ownership of the maintained right-of-way in the Northeast Lake Munson area. The maintained right-of-way on Isabelle Drive, along with additional easements to be acquired, are needed to construct the sanitary sewer system associated with the Northeast Lake Munson Septic to Sewer project. The maintained right-of-way for approval is Isabelle Drive.

The Northeast Lake Munson Sewer System Project advances the following FY2017-FY2021 Strategic Initiatives and Bold Goal:

- *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)*
- *Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost-effective and financially feasible ways including:*
 - *Develop a septic tank replacement program. (2016-23A)*
- *Upgrade or eliminate 500 septic tanks in the PSPZ. (BG2)*

These particular Strategic Initiatives align with the Board's Environment Strategic Priorities:

- *(EN1) Protect the quality and supply of our water.*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

During the June 20, 2017 budget workshop (ratified at the July 11, 2017 meeting), the Board approved funding the design and engineering for the Northeast Lake Munson Septic to Sewer project through the acceptance of a \$2.75 million Springs Restoration Grant from Florida Department of Environmental Protection (FDEP) and the commitment of \$2.75 million in matching funds from the County. At the September 29, 2020 meeting, the Board accepted an additional \$1.85 million from FDEP (with an equal County match) towards the construction of the project. This project is located within the Lake Munson/Four Points Unsewered Target Area identified in the 2025 City of Tallahassee Sewer Master Plan. The Northeast Lake Munson Septic to Sewer project will address 263 properties.

Within the Northeast Lake Munson Septic to Sewer project boundary, there is a road that has been maintained by the County without deeded right-of-way (Attachment #1):

- Isabelle Drive between Dawson Road and Capital Circle SW in Sections 41, Township 1 South, Range 1 West.

Easement acquisitions are required in order to have construction and maintenance access along this road for the new sewer systems. The filing of the Maintenance Map, pursuant to Section 95.361, Florida Statutes, will establish the prima facie evidence of the County's ownership of the

maintained portion of these roads. In turn, it will decrease the number of rights-of-way needed to be acquired, thereby reducing the costs of the project.

Analysis:

Section 95.361, Florida Statutes, provides for the presumed dedication to the County of a road that has been regularly maintained by the County for the immediate past seven years, after which all rights and title to the road vest in the County to the extent of such maintenance. The proposed Maintenance Map (Attachment #1) contains the certifications of the County's Director of Engineering Services and the Director of Operations attesting to the fact that this right-of-way limit on Isabelle Drive has been regularly maintained for the immediate past seven years. As such, pursuant to the Statute, the rights and title to the area delineated on the map have vested in the County, and the filing of the Maintenance Map will establish the prima facie evidence of the County's ownership.

The costs of the additional right-of-way acquisitions needed for the project, along with the design and construction costs, have been budgeted and approved for this project.

Options:

1. Approve the Maintenance Map for Isabelle Drive between Dawson Drive and Capital Circle SW (Attachment #1).
2. Do not approve the Maintenance Map for Isabelle Drive between Dawson Drive and Capital Circle SW.
3. Board direction.

Recommendation:

Option #1

Attachment:

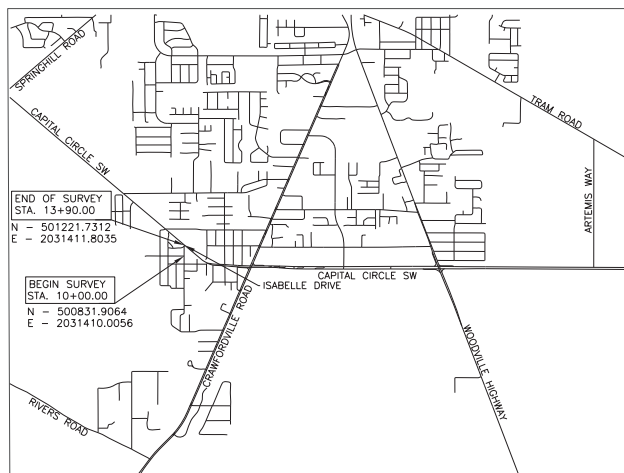
1. Maintenance Map

ATTACHMENT #1

LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)

N - NORTH
S - SOUTH
E - EAST
W - WEST
TWP - TOWNSHIP
RNG - RANGE
SEC - SECTION
(T) - FIELD MEASUREMENT
(C) - CALCULATED MEASUREMENT
FROM FIELD INFORMATION
(D) - DEED MEASUREMENT
Q - TELEPHONE PEDESTAL
O - TELEPHONE POLE
P - POWER POLE
L - LIGHT POLE
S - SUPPORT POLE
F - FIRE HYDRANT
G - GUY WIRE ANCHOR
C - CENTERLINE
B - BASELINE
Δ - CENTRAL ANGLE (DELTA)
R - RADIUS OF CURVE
D - DEGREE OF CURVE
L - ARC LENGTH OF CURVE
T - TANGENT DISTANCE
CH - LONG CHORD
E - EXTERNAL DISTANCE
P.I. - POINT OF INTERSECTION
P.C. - POINT OF CURVE
P.T. - POINT OF TANGENT
DIST. - DISTANCE
USDA - UNITED STATES DEPARTMENT OF AGRICULTURE
E.O.S. - END OF SURVEY
B.O.S. - BEGINNING OF SURVEY
F.H.V. - FIRE HYDRANT VALVE
W.V. - WATER VALVE
TEL. PED. - TELEPHONE PEDISTAL
PT# - POINT NUMBER
R.I. - RAILROAD IRON
P.L. - PROPERTY LINE
C.B. - CHORD BEARING
C.D. - CHORD DISTANCE
T to C - TANGENT TO CURVE
A.C. - ACQUISITION
APPROX. - APPROXIMATE
C.O.T. - CITY OF TALLAHASSEE
D.B. - DEED BOOK

HORIZ. - HORIZONTAL
VERT. - VERTICAL
C.M.P. - CORRUGATED METAL PIPE
R.C.P. - REINFORCED CONCRETE PIPE
R/W - RIGHT-OF-WAY
T.O.B. - TOP OF BANK
U.G. - UNDERGROUND
F.O.R. - FOUND IRON ROD
F.O.P. - FOUND IRON PIN
S.C.M. - SET CONCRETE MONUMENT
P.M. - FOUND IRON PIN
S.P. - SET IRON PIN
D.M. - DEGREES, MINUTES, SECONDS
'- - FEET
"- - INCHES
RT. - RIGHT
LT. - LEFT
F.L.D.N.R. - FLORIDA DEPARTMENT OF NATURAL RESOURCES
DOC. NO. - DOCUMENT NUMBER
+ - SECTION CORNER
+ (1) - (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISERS PARCEL I.D. #
P.O.B. - POINT OF BEGINNING
P.O.C. - POINT OF COMMENCEMENT
F.DOT - FLORIDA DEPARTMENT OF TRANSPORTATION
RD. - ROAD
(P) - PLAT MEASUREMENT
FIPAC - FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
FIPAC - FOUND IRON PIN WITH SURVEYORS REGISTRATION NUMBER ON CAP
CONC. - CONCRETE
M.R/W - MAINTAINED RIGHT OF WAY
FIPW - FOUND PINCHED IRON PIPE
CALC. - CALCULATED PROPERTY CORNER
R - RADIAL STATION FROM THE SURVEY BASELINE TO LIMITS OF MAINTAINED RIGHT-OF-WAY
C.P.S. - GLOBAL POSITIONING SYSTEM
L.B. - LAND BUSINESS LICENSE
O.R. - OFFICIAL RECORD BOOK
REF. - REFERENCE
R.L.S. - REGISTERED LAND SURVEYOR
R.B.P. - ROAD PLAT BOOK
STA. - STATION
TLC - TALLAHASSEE-LEON COUNTY

LOCATION MAP
LEON COUNTY, FLORIDATOWNSHIP-1-SOUTH
SECTION 23
RANGE-1-WEST

NOT TO SCALE

NOTES

- LAST DATE OF FIELD SURVEY: FEBRUARY 2, 2021
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG ISABELLE DRIVE BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 10+00.00 AND 13+90.00 INCLUSIVE.

CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 2 INCLUSIVE, CONSTITUTE A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR ISABELLE DRIVE LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS DAY OF A.D. 2021.

DATE RICK MINOR, CHAIR
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS DAY OF 2021 IN ROAD PLAT BOOK PAGE

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR ISABELLE DRIVE FROM APPROXIMATELY DAWSON ROAD TO CAPITAL CIRCLE SW. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 02/02/2021.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 2, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: ISABELLE DRIVE

DATE CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS

2280 MCCOSKEE ROAD, TALLAHASSEE, FLORIDA 32308
PHONE (850)606-1500 • FAX (850)606-1501

DRAWN BY	CHK	CAD FILE NO.	ISABELLECOVER.DWG	REVISIONS	REVISIONS
CHECKED BY	JC	STATUS			
DATE OF SURVEY	2/02/2021	FIELD BOOK	511-20		
SCALE	NOT TO SCALE	PLAT DATE	4/12/21		
SCALE IN U.S. FEET		VERTICAL DATUM			

PROJECT ISABELLE DRIVE
DAWSON ROAD TO CAPITAL CIRCLE SW

SHEET TITLE
MAINTENANCE MAP

SHEET NUMBER
1 OF 2

Leon County
Board of County Commissioners
Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of the Plat for Summerfield Single Family Phase IV Subdivision

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

Statement of Issue:

This item seeks Board approval of the plat for Summerfield Single Family Phase IV Subdivision for recording in the Public Record and acceptance of the Performance Agreement and Surety Device, in accordance with Leon County land development regulations.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the plat for Summerfield Single Family Phase IV Subdivision for recording in the Public Record (Attachment #1), contingent upon staff's final review and approval, and authorize the County Administrator to accept the Performance Agreement and Surety Device subject to legal review by the County Attorney (Attachment #2).

Report and Discussion

Background:

In accordance with Leon County land development regulations, this item seeks Board approval of the plat for Summerfield Single Family Phase IV Subdivision for recording in the Public Record. Summerfield Single Family Phase IV Subdivision is located in Section 5; Township 1 North; Range 1 West, on the west side of North Monroe Street at the intersection of Clara Kee Boulevard (Attachment #3). The development being platted consists of 6.56 acres containing 23 residential lots.

Summerfield Single Family Subdivision was approved by the Development Review Committee as a Type "A" site and development plan on June 20, 2019 (Attachment #4).

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

Analysis:

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

There is some public infrastructure that is yet to be completed. The County Engineer has reviewed these items and inspection reports and recommends the Performance Agreement and Surety Device in the amount of \$151,485, representing 110% of the certified construction cost approved by the Division of Engineering Services. This item seeks Board authorization for the County Administrator to accept the Performance Agreement and Surety Device in a form approved by the County Attorney.

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

Options:

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

Recommendation:

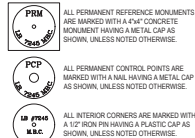
Option #1

Attachments:

1. Plat of Summerfield Single Family Phase IV Subdivision
2. Performance Agreement and Surety Device for Summerfield Single Family Phase IV Subdivision
3. Location map
4. Development Review approval letter



MONUMENT LEGEND:

DEDICATION:
STATE OF FLORIDA
COUNTY OF LEON

KNOW ALL MEN BY THESE PRESENT THAT SUMMERFIELD LAND, LLC, OWNER IN FEE SIMPLE OF THE LANDS SHOWN HEREON PLATTED AS SUMMERFIELD, SINGLE FAMILY (SF) - PHASE IV, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT A FOUND IRON ROD AND CAP (#7834) MARKING THE NORTHWEST CORNER OF LOT 11, BLOCK "I" OF SUMMERFIELD, SINGLE FAMILY (SF) - PHASE II, A MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 24, PAGE 1 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA, SAID POINT ALSO LYING ON THE SOUTHWESTERLY RIGHT-OF-WAY OF SUMMERFIELD DRIVE, THENCE N 29°02'19" E, 45.01 FEET TO A FOUND IRON ROD AND CAP (#7834) LYING ON THE NORTHEASTERLY RIGHT-OF-WAY OF SUMMERFIELD DRIVE AND THE SOUTHWESTERLY BOUNDARY OF LOT 12, BLOCK "G" OF THE AFOREMENTIONED SUBDIVISION, THENCE N 61°48'58" W, 69.24 FEET TO A FOUND IRON ROD AND CAP (#7834) MARKING THE SOUTHWEST CORNER OF SAID LOT AND A POINT OF CURVE TO THE LEFT, THENCE NORTHWESTERLY ALONG SAID CURVE HAVING A RADIUS OF 222.50 FEET, THROUGH A CENTRAL ANGLE OF 14°30'42", FOR AN ARC DISTANCE OF 56.35 FEET (CHORD BEARS N 74°21'00" W, 56.20 FEET) TO A SET CONCRETE MONUMENT (#7245), THENCE N 81°19'01" W, 64.70 FEET TO A SET CONCRETE MONUMENT (#7245) MARKING A POINT OF CURVE TO THE RIGHT, HAVING A RADIUS OF 177.50 FEET, THROUGH A CENTRAL ANGLE OF 4°52'28", FOR AN ARC DISTANCE OF 15.10 FEET (CHORD BEARS N 78°52'47" W, 15.10 FEET) TO A SET CONCRETE MONUMENT (#7245), THENCE S 13°33'21" W, 45.00 FEET TO A SET CONCRETE MONUMENT (#7245) AND A CURVE CONCAVE SOUTHWESTERLY, THENCE SOUTHEASTERLY ALONG SAID CURVE HAVING A RADIUS OF 17.50 FEET, THROUGH A CENTRAL ANGLE OF 81°08'45", FOR AN ARC DISTANCE OF 24.78 FEET (CHORD BEARS S 35°52'18" E, 22.76 FEET) TO A SET CONCRETE MONUMENT (#7245), THENCE N 61°05'59" W, 118.46 FEET TO A SET CONCRETE MONUMENT (#7245), THENCE S 29°06'42" W, 136.47 FEET TO A SET CONCRETE MONUMENT (#7245), THENCE N 61°20'23" W, 360.00 FEET TO A SET CONCRETE MONUMENT (#7245), THENCE S 28°39'31" W, 165.00 FEET TO A SET CONCRETE MONUMENT (#7245), THENCE S 61°20'23" E, 44.29 FEET TO A SET CONCRETE MONUMENT (#7245), THENCE S 28°26'48" W, 114.47 FEET TO A SET CONCRETE MONUMENT (#7245) AND A CURVE CONCAVE SOUTHWESTERLY, THENCE NORTHWESTERLY ALONG SAID CURVE HAVING A RADIUS OF 5789.41 FEET, THROUGH A CENTRAL ANGLE OF 0°08'22", FOR AN ARC DISTANCE OF 14.08 FEET (CHORD BEARS N 62°17'29" W, 14.08 FEET) TO A SET CONCRETE MONUMENT (#7245), THENCE S 27°33'42" W, 85.00 FEET TO A SET CONCRETE MONUMENT (#7245) LYING ON THE NORTHEASTERLY RIGHT-OF-WAY OF OLD BANBRIDGE ROAD AND A CURVE CONCAVE SOUTHWESTERLY, THENCE SOUTHEASTERLY ALONG SAID CURVE HAVING A RADIUS OF 3504.02 FEET, THROUGH A CENTRAL ANGLE OF 1°14'28", FOR AN ARC DISTANCE OF 123.51 FEET (CHORD BEARS S 61°44'22" E, 123.51 FEET) TO A FOUND CONCRETE MONUMENT (NO ID), THENCE S 61°06'02" E, 498.17 FEET TO A FOUND IRON PIPE (NO ID), THENCE LEAVING SAID RIGHT-OF-WAY N 28°52'40" E, 420.05 FEET TO A FOUND IRON ROD AND CAP (NO ID) LYING ON THE SOUTHWESTERLY BOUNDARY OF A 10 FOOT HOA COMMON AREA AND LANDSCAPE BUFFER OF THE AFOREMENTIONED SUBDIVISION, THENCE N 61°10'23" W, 10.00 FEET TO A FOUND IRON ROD AND CAP (#7834), THENCE LEAVING SAID SOUTHWESTERLY BOUNDARY N 28°56'00" E, 129.91 FEET TO THE POINT OF BEGINNING, CONTAINING 6.56 ACRES, MORE OR LESS.

HAVING CAUSED SAID LANDS TO BE DIVIDED AND SUBDIVIDED AS SHOWN HEREON AND DOES HEREBY DEDICATE THE FOLLOWING:

1. TO LEON COUNTY ALL PUBLIC ROADS AND RIGHTS OF WAYS AND PUBLIC ACCESS EASEMENTS, AS DEPICTED HEREON.
2. TO THE SUMMERFIELD PROPERTY OWNERS ASSOCIATION, ALL POA COMMON AREAS AND POA LANDSCAPE BUFFERS, AS DEPICTED HEREON.
3. TO TALQUIN ELECTRIC COOPERATIVE, INC. AND TALQUIN WATER AND WASTEWATER, INC., ALL TALQUIN UTILITY EASEMENTS, AS DEPICTED HEREON.

RESERVING, HOWEVER, THE REVERSION OR 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 ____ DAY OF ____, 20__

SUMMERFIELD LAND, LLC _____ WITNESS
_____, MANAGER

ACKNOWLEDGMENT
STATE OF FLORIDA
COUNTY OF LEON

BEFORE ME THIS DAY, PERSONALLY APPEARED _____, AND HAS ACKNOWLEDGED THAT HE EXECUTED THE FOREGOING DEDICATION FREELY AND VOLUNTARILY FOR THE PURPOSES THEREIN STATED, THIS ____ DAY OF ____, 20__ THEY ARE PERSONALLY KNOWN TO ME OR HAVE PRODUCED _____ AS IDENTIFICATION AND DID (DID NOT) TAKE AN OATH.

NOTARY PUBLIC, STATE OF FLORIDA

MY COMMISSION EXPIRES

SITE PLAN REVIEW APPROVAL

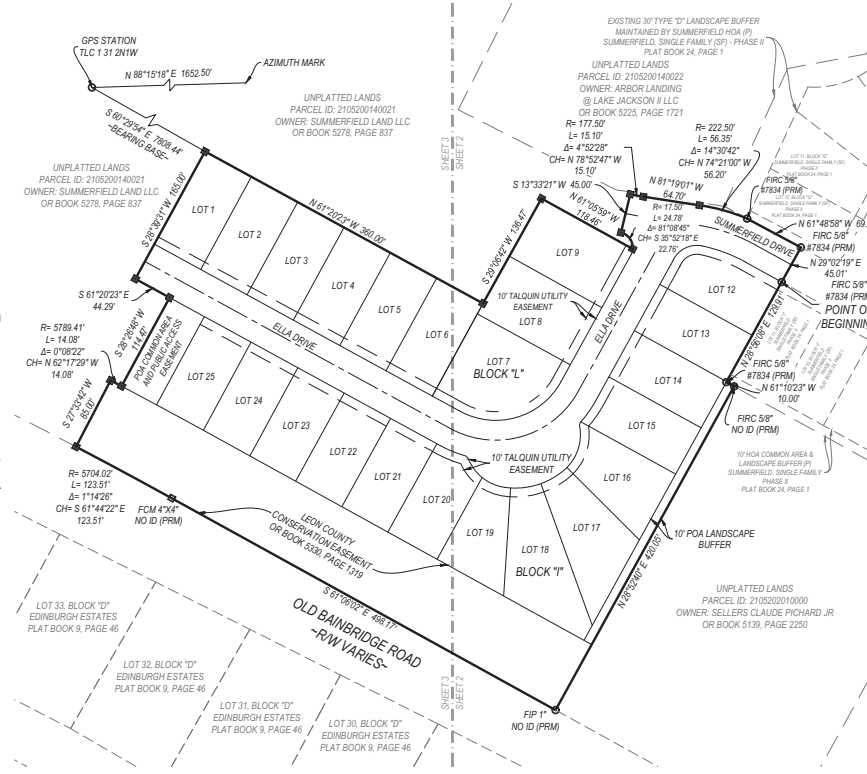
THIS PLAT CONFORMS TO THE SITE AND DEVELOPMENT PLAN APPROVAL PROVISIONS MADE BY THE DEPARTMENT OF DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT. THIS ____ DAY OF ____, 20__

COUNTY ADMINISTRATOR OR DESIGNEE

Moore Bass Consulting
12675.0007-RFP.dwg

SUMMERFIELD, SINGLE FAMILY (SF) - PHASE IV

A SUBDIVISION LYING IN SECTION 5, TOWNSHIP 1 NORTH, RANGE 1 WEST LEON COUNTY, FLORIDA



PLAT REVIEW AND APPROVAL

PLAT REVIEWED FOR COMPLIANCE WITH CHAPTER 177 OF THE FLORIDA STATUTES. THIS ____ DAY OF ____, 20__

JOSEPH D. COLEMAN
COUNTY SURVEYOR
PROFESSIONAL SURVEYOR AND MAPPER
OR FLORIDA CERTIFICATE NO. 5599

COUNTY COMMISSION:

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA THIS ____ DAY OF ____, 20__

CHAIRPERSON

COUNTY ATTORNEY

COUNTY ENGINEER

CLERK OF THE CIRCUIT COURT:

ACCEPTED FOR THE FILES AND RECORDED THIS ____ DAY OF ____, 20__ IN PLAT BOOK ____ PAGE ____ OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.

BY: _____
CLERK OF THE CIRCUIT COURT, LEON COUNTY, FLORIDA (SEAL)

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.

STANDARD ABBREVIATIONS:

#000	PROFESSIONAL LAND SURVEY CERTIFICATE
(C)	CALCULATED INFORMATION
(D)	DEED INFORMATION
(P)	PLAT INFORMATION
(S)	SURVEY INFORMATION
A=	ARC LENGTH
CL	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 PIN (AS LABELED)
FIRC	FOUND IRON PIN W/ CAP (AS LABELED)
FNC	FOUND NAIL IN CAP (AS LABELED)
FND	FOUND
FPIN	FOUND PINCHED IRON PIPE (AS LABELED)
P.O.A.	SUMMERFIELD PROPERTY OWNERS ASSOCIATION
I.D.	IDENTIFICATION
L=	ARC LENGTH
N	NORTH
O.R./P.G.	OFFICIAL RECORDS BOOK AND PAGE
P.B./P.G.	PLAT BOOK AND PAGE
P.C.P.	PERMANENT CONTROL POINT
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
P.R.M.	PERMANENT REFERENCE MONUMENT
R=	RANGE
R=	RADIUS
R/W	R/W - RIGHT-OF-WAY
S	SOUTH
SCM	SET 4"x4" CONCRETE MONUMENT LB#7245
SEC.	SECTION
SNC	SET 1/2" IRON PIN W/ CAP LB#7245
SNC	SET NAIL IN 1" CAP LB#7245
T=	TOWNSHIP
T=	TANGENT DISTANCE
W	WEST

PLAT BOOK ____ PAGE ____

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

SYMBOL LEGEND:

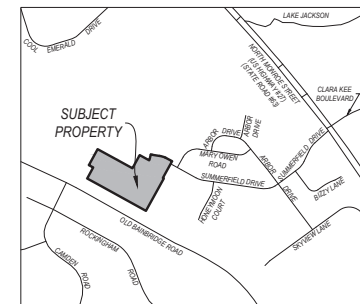
- FOUND CONCRETE MONUMENT AS LABELED
- SET PRM (PERMANENT REFERENCE MONUMENT): 4"x4" CONCRETE MONUMENT (#7245) (UNLESS LABELED OTHERWISE)
- SET PCP (PERMANENT CONTROL POINT): NAIL & CAP (#7245)
- SET 1/2" IRON PIN W/ CAP (#7245)

GENERAL NOTES:

1. DATE OF BOUNDARY SURVEY FEBRUARY 9, 2021.
2. BEARINGS ARE BASED ON STATE PLANE COORDINATES, FLORIDA NORTH ZONE, NAD 83 DATUM.
3. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.
4. TITLE OPINION LETTER FROM BRYANT MILLER OLIVE, DATED FEBRUARY 25, 2021 AND SIGNED BY CHARLES L. COOPER.
5. ALL PERMANENT CONTROL POINTS AND PERMANENT CONTROL MONUMENTS ARE MARKED AS SHOWN UNLESS OTHERWISE NOTED ON PLAT.
6. LOTS SHALL NOT BE DIVIDED OR SUBDIVIDED WITHOUT COMPLYING WITH THE PLATTING PROCESS PURSUANT TO CHAPTER 177, FLORIDA STATUTES.
7. THE COVER SHEET OF THIS PLAT IS INTENDED TO BE DISPLAYED AT A SCALE OF 1"=100'; THE SUBSEQUENT PAGE(S) ARE INTENDED TO BE DISPLAYED AT A SCALE OF 1"=40'.
8. THE CONSTRUCTION OF PERMANENT STRUCTURES, EXCLUDING DRIVEWAYS, IS PROHIBITED WITHIN UTILITY EASEMENTS.
9. FIXED IMPROVEMENTS ON THIS PROPERTY HAVE NOT BEEN LOCATED.
10. 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.

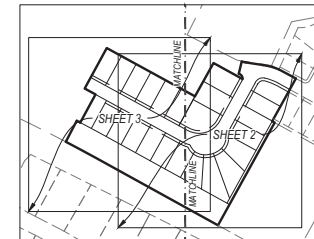
VICINITY MAP

NOT TO SCALE



SHEET LEGEND

NOT TO SCALE



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 MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING IN THE STATE OF FLORIDA (F.A.C. 5J-17).

LARRY D. DAVIS
REGISTERED FLORIDA SURVEY NO. 5254
MOORE BASS CONSULTING 805 NORTH GADSDEN STREET
TALLAHASSEE, FLORIDA 32303 LICENSED BUSINESS NO. 7245

SHEET
1/3

SUMMERFIELD, SINGLE FAMILY (SF) - PHASE IV

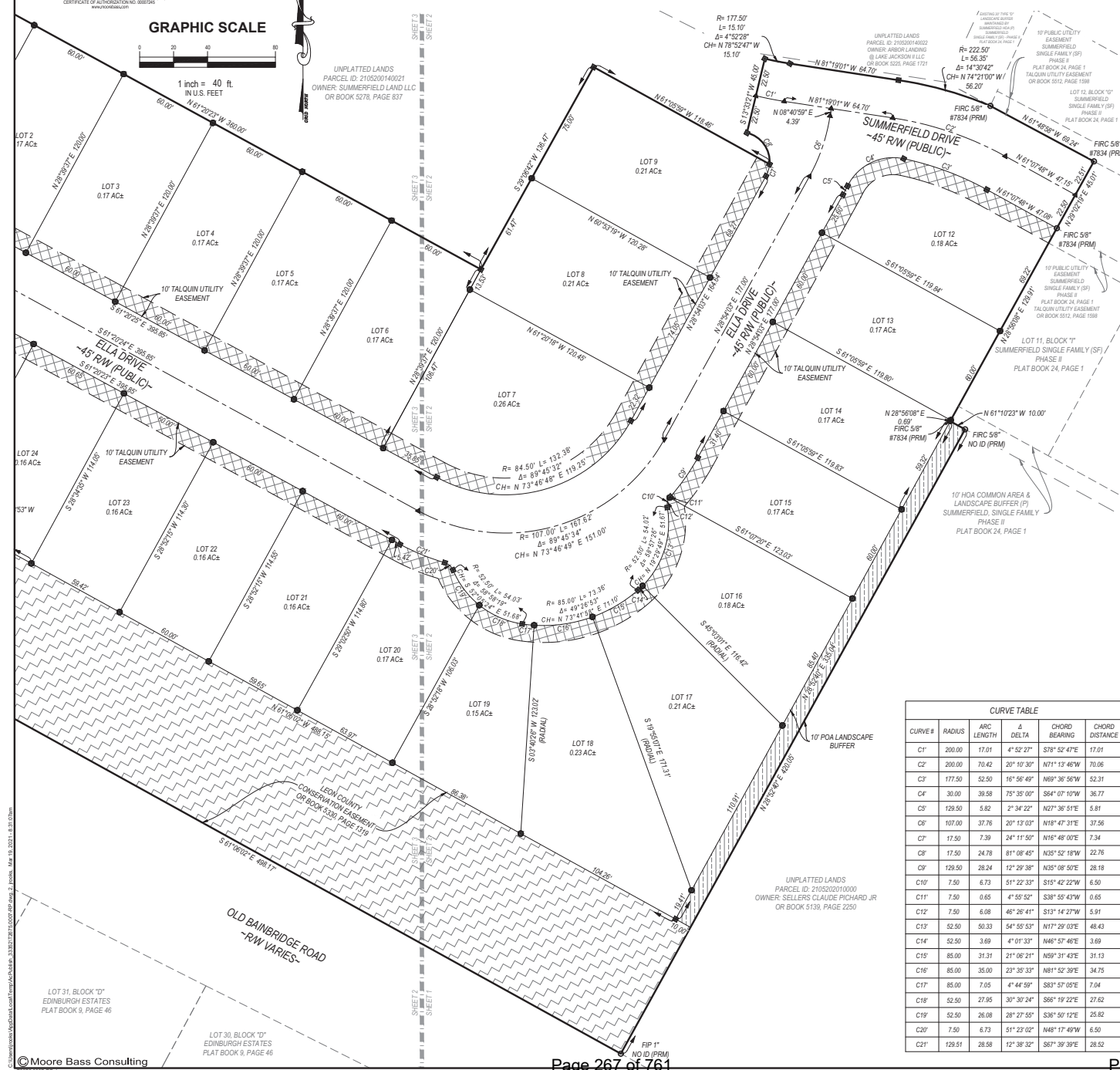
A SUBDIVISION LYING IN SECTION 5, TOWNSHIP 1 NORTH, RANGE 1 WEST LEON COUNTY, FLORIDA



GRAPHIC SCALE

20 40

UNPLATTED LANDS
PARCEL ID: 2105200140021
OWNER: SUMMERFIELD LAND LLC
OR BOOK 5278, PAGE 837



CURVE TABLE					
CURVE #	RADIUS	ARC LENGTH	Δ DELTA	CHORD BEARING	CHORD DISTANCE
C1	200.00	17.01	4° 52' 32"	S78° 52' 47"E	17.01
C2	200.00	70.42	20° 13' 50"	N11° 13' 46"W	70.61
C3	177.50	52.50	16° 56' 49"	N69° 36' 56"W	52.31
C4	300.00	39.58	75° 30' 00"	S64° 07' 10"W	36.77
C5	129.50	5.82	2° 34' 32"	N23° 36' 51"E	5.81
C6	107.00	37.76	20° 13' 50"	N18° 47' 31"E	37.56
C7	157.00	7.39	24° 11' 03"	N16° 48' 00"E	7.34
C8	177.50	24.78	81° 08' 45"	N35° 52' 18"W	22.78
C9	129.50	28.24	12° 29' 38"	N38° 08' 50"E	28.16
C10	7.50	6.73	51° 22' 33"	S15° 42' 22"W	6.50
C11	7.50	0.65	1° 55' 52"	S38° 52' 47"E	0.65
C12	7.50	6.06	48° 26' 41"	S13° 14' 27"W	5.91
C13	52.50	50.33	54° 53' 53"	N11° 29' 03"E	48.43
C14	52.50	3.69	4° 01' 53"	N46° 57' 46"E	3.69
C15	85.00	31.31	21° 06' 21"	N59° 31' 43"E	31.73
C16	85.00	35.00	23° 35' 33"	N81° 52' 49"E	34.45
C17	85.00	7.05	4° 44' 59"	S83° 57' 05"E	7.04
C18	52.50	27.95	30° 30' 24"	S66° 19' 22"E	27.62
C19	52.50	26.08	28° 07' 55"	S36° 50' 12"E	25.82
C20	7.50	6.73	51° 22' 32"	N48° 17' 49"E	6.50
C21	129.51	28.58	12° 28' 30"	S67° 39' 39"E	28.52

PERFORMANCE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2021, between **SUMMERFIELD LAND, LLC.**, a Florida corporation, whose mailing address is **4910 N. Monroe Street, Tallahassee, Leon, FL 32303** hereinafter collectively called the "DEVELOPER," and **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida, hereinafter called the "COUNTY.

WHEREAS, the Developer will present to the Board of County Commissioners of Leon County, Florida, a certain map or plat of a subdivision named and designated **Summerfield Single Family Phase IV Subdivision** which map or plat is hereby referred to and made a part hereof by reference, and,

WHEREAS, as a condition to the acceptance and recording of said map or plat, the County has required that the Developer enter into an agreement to construct and install the final overlay of asphalt, any work/repair to the initial base asphalt, temporary pavement markings and final thermoplastic pavement markings on the subdivision streets, any work/repair of concrete sidewalks, curbing, driveways, etc., installation of all ADA mats at each curb ramp, any work/repair to the stormwater conveyance system, all monumentation, installation of landscaping, and all other improvements in said subdivision in accordance with plans and specifications approved by the County within a period of one (1) year from date hereof and to post surety in the amount of \$151,485.00 conditioned for the faithful performance of said agreement.

NOW THEREFORE, THIS INDENTURE WITNESSETH: That the Developer hereby agrees to construct and install the final overlay of asphalt, any work/repair to the initial base asphalt, installation of raised intersections, temporary pavement markings and final thermoplastic pavement markings on the subdivision streets, any work/repair of concrete sidewalks, curbing, driveways, etc., installation of all ADA mats at each curb ramps, any work/repair to the stormwater conveyance system, all monumentation, installation of landscaping, and all other improvements in **Summerfield Single Family Phase IV Subdivision** in accordance with plans and specifications approved by the County, within a period of one (1) year from date hereof.

PERFORMANCE OF THIS AGREEMENT by the Developer shall be secured by an Irrevocable Letter of Credit in the amount of \$151,485.00 with surety thereon approved by the County.

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

(Witnesses)
Hilary Gaines (signature)
Hilary Gaines (typed or printed name)
Christian Griffith (signature)
Christian Griffith (typed or printed name)

DEVELOPER:
SUMMERFIELD LAND, LLC.
By: [Signature] (seal)
As its: Manager
Date: April 12, 2021

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 12 day of April, 2021, by William G. Thames, as Manager (Title of Officer or Agent), of Lower Gates Summerfield Land, LLC, who (☒) is personally known to me; (☐) produced a current driver's license as identification; or (☐) produced _____ as identification.

K. Carlson
Notary Public



Printed Name: Kristina Carlson
Commission No.: HH 035458
Expiration: 8/24/24

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long, County Administrator

Date: _____

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

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

By: _____

By: _____



Hancock Whitney Bank

Letter of Credit and Trade Services
701 Poydras, Suite 1400
New Orleans, LA 70139
Tel: (504) 586-7301
Fax:
SWIFT: WHITUS44

**Irrevocable
Standby Letter of Credit No.: SB77066F**

ISSUE DATE: APRIL 14, 2021

BENEFICIARY:
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY
LEON COUNTY COURTHOUSE
TALLAHASSEE, FL 32301

APPLICANT:
ARBOR PROPERTIES, INC. AND
SUMMERFIELD LAND, LLC
4910 NORTH MONROE
TALLAHASSEE, FL 32303

CURRENCY/AMOUNT: USD \$151,485.00

EXPIRY DATE: MAY 11, 2022
EXPIRY PLACE: NEW ORLEANS, LA

RE: PERFORMANCE AGREEMENT DATED MAY 11, 2021

DEAR SIRs:

WE HEREBY ESTABLISH OUR IRREVOCABLE LETTER OF CREDIT IN YOUR FAVOR FOR THE ACCOUNT OF ARBOR PROPERTIES, INC. AND SUMMERFIELD LAND, LLC, AND AUTHORIZE YOU TO DRAW ON US UP TO AN AGGREGATE AMOUNT OF ONE HUNDRED FIFTY ONE THOUSAND, FOUR HUNDRED AND EIGHTY FIVE U.S. DOLLARS AND NO/CENTS (USD \$151,485.00) AVAILABLE BY YOUR DRAFTS AT SIGHT ACCOMPANIED BY YOUR WRITTEN CERTIFICATION OF STATEMENT OF NON-PERFORMANCE OF THE PERFORMANCE AGREEMENT BETWEEN ARBOR PROPERTIES, INC. AND SUMMERFIELD LAND, LLC, AND BOARD OF COMMISSIONERS, LEON COUNTY REGARDING CONSTRUCTING AND INSTALLING THE FINAL OVERLAY OF ASPHALT, ANY WORK/REPAIR TO THE INITIAL BASE ASPHALT, TEMPORARY PAVEMENT MARKINGS AND FINAL THERMOPLASTIC PAVEMENT MARKINGS ON THE SUBDIVISION STREETS, ANY WORK/REPAIR OF CONCRETE SIDEWALKS, CURBING, DRIVEWAYS, ETC., INSTALLATION OF ALL ADA MATS AT EACH CURB RAMP, ANY WORK/REPAIR TO THE STORM WATER CONVEYANCE SYSTEM, ALL MONUMENTATION, INSTALLATION OF LANDSCAPING, AND ALL OTHER IMPROVEMENTS IN SAID SUBDIVISION IN ACCORDANCE WITH PLANS AND SPECIFICATIONS APPROVED BY THE COUNTY FOR PHASE IV OF THE SUMMERFIELD SUBDIVISION. DOCUMENTS PRESENTED TO HANCOCK WHITNEY BANK IN CONJUNCTION WITH THIS LETTER

Hancock Whitney Bank



OF CREDIT WILL BE CONSIDERED AS BINDING AND CORRECT WITHOUT INVESTIGATION OR RESPONSIBILITY FOR THE ACCURACY, VERACITY, CONCLUSORY CORRECTNESS OR VALIDITY FOR THE SAME OF ANY PART THEREOF.

THE LETTER OF CREDIT SHALL REMAIN IN EFFECT UNTIL MAY 11, 2022.

DRAFTS MUST STATE ON ITS FACE 'DRAWN UNDER LETTER OF CREDIT NO. SB77066F DATED APRIL 14, 2021.

WE HEREBY AGREE THAT DRAFTS DRAWN UNDER AND IN COMPLIANCE WITH THE TERMS OF THIS CREDIT WILL BE DULY HONORED BY US AS SPECIFIED UPON PRESENTATION AT THE OFFICE OF HANCOCK WHITNEY BANK, 701 POYDRAS, SUITE 1400, NEW ORLEANS, LA 70139, ATTN: LETTER OF CREDIT DEPARTMENT.

EXCEPT SO FAR AS OTHERWISE EXPRESSLY STATED, THIS CREDIT IS SUBJECT TO THE UNIFORM COMMERCIAL CODE IN FORCE IN FLORIDA ON THE DATE OF THIS LETTER OF CREDIT.

Neelof Smith

AUTHORIZED SIGNATURE
HANCOCK WHITNEY BANK

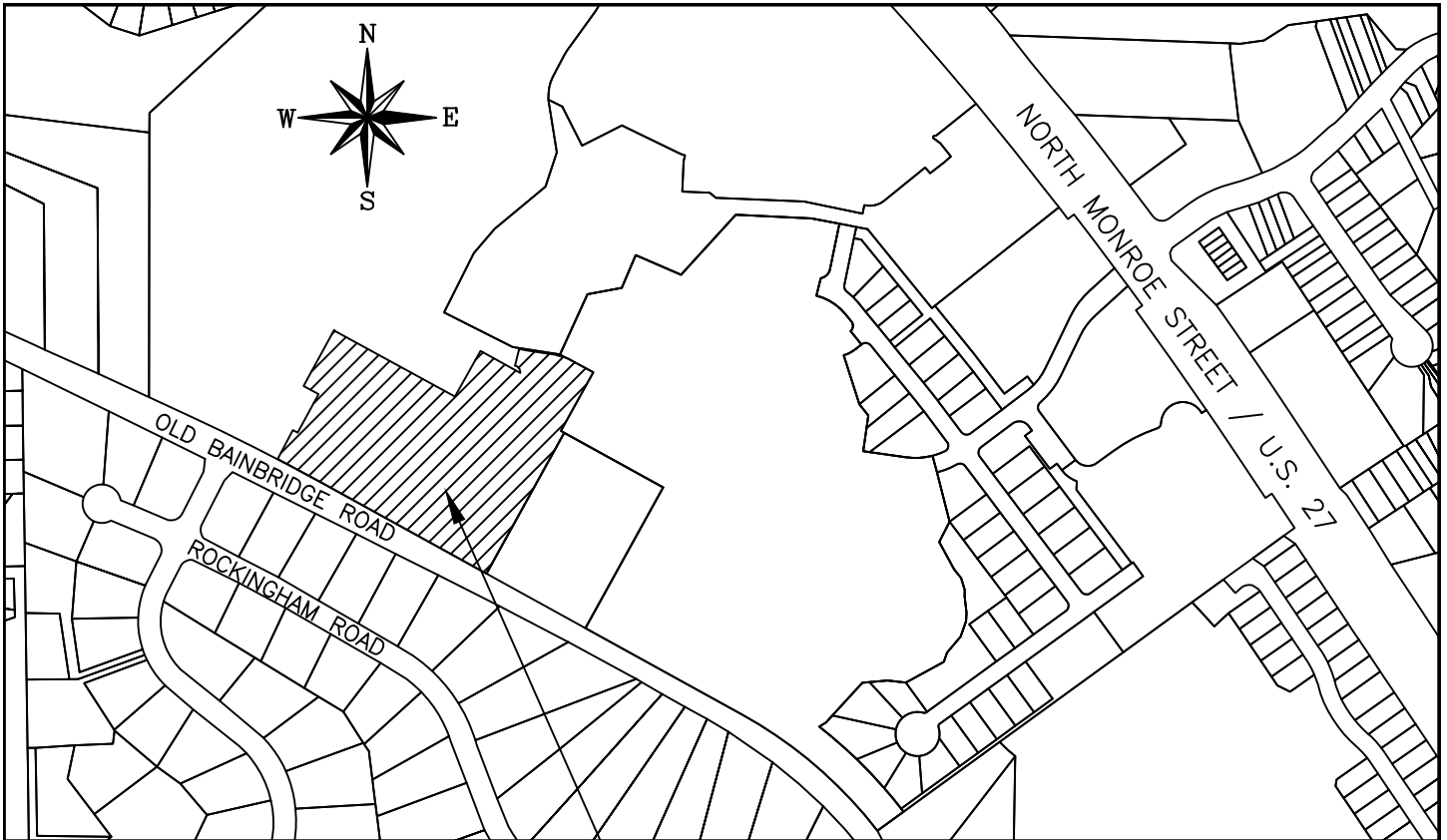
ORIGINAL

Super Suleys® ANTI-FRAUD PROTECTION

FORM NO. 8801S

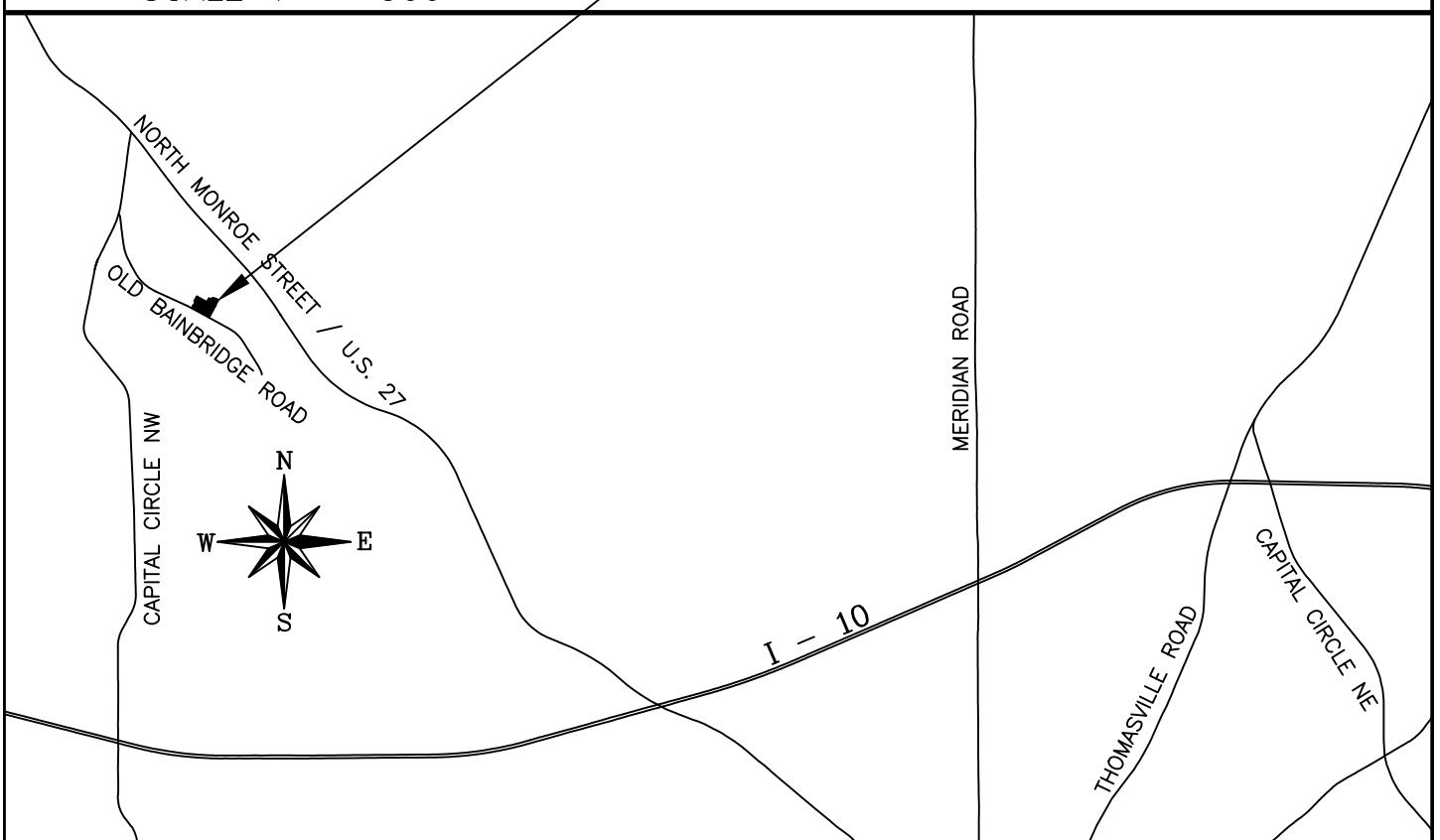
SB77066F

Page 2 of 2



SITE MAP
SCALE 1" = 500'

SUMMERFIELD (SF) PHASE IV



LOCATION MAP
SCALE 1" = 6000'



Leon County

Board of County Commissioners

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

Department of Development Support
& Environmental Management
Development Services Division
Renaissance Center, 2nd floor
435 N. Macomb St
Tallahassee, FL 32301-1019
(850) 606-1300

Commissioners

JIMBO JACKSON
District 2
Chairman

BRYAN DESLOGE
District 4
Vice Chairman

BILL PROCTOR
District 1

RICK MINOR
District 3

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

June 20, 2019

Moore Bass Consulting
Attn: Tom O'Steen, P.E.
805 North Gadsden Street
Tallahassee, FL 32303

RE: *(Revised Written Preliminary Decision)*
Summerfield Planned Unit Development
Single-Family Detached Residential Subdivision
Type "A" Site and Development Plan
Parcel Number: 21-05-20-014-002-1
Project I.D: **LSP180048**

Dear Mr. O'Steen:

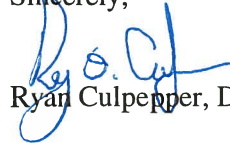
On May 13, 2019, a Written Preliminary Decision letter was issued noting a pending approval of the Summerfield Single-Family Detached Residential Subdivision Type "A" Site and Development plan application. However, it was subsequently determined that the May 13th letter was issued prematurely. The Leon County Board of County Commissioners must find the application compliant with the conditions set forth in Ordinance 04-40, which established the Summerfield PUD Zoning District. On June 18, 2019 the Leon County Board of County Commissioners reviewed the site and development plan and determined the site and development plan was compliant with the conditions set forth in Ordinance 04-40.

As stated in the previously issued Written Preliminary Decision, all the deficiencies outlined by staff at the February 6, 2019, 3rd Application Review Meeting have been addressed. During the Type "A" Site and Development plan process, the applicant requested a fee-in-lieu of sidewalk construction for sidewalks along the North Monroe Street frontage and the Old Bainbridge Road frontage. Upon review of the applicant's request for payment of the fee-in-lieu of sidewalk construction, the Development Review Committee (DRC) determined that the documentation provided by the applicant satisfied the criteria of Section 10-7.529(5) of the LDC for approval of the fee-in-lieu of sidewalk construction. Subsequent to the Board's action, a minor modification was submitted and approved for the Type "A" site and development plan. The minor modification includes the commercial lots into the Summerfield Detached Residential Subdivision site and development plan and subsequent final plat. As the County Administrator's designee and delegated authority for decisions involving Type "A" Site and Development Plans, it is hereby noticed the revised Written Preliminary Decision is to approve the application.

"People Focused. Performance Driven."

Pursuant to Section 10-7.403(h) of the Leon County Land Development Code (LDC), this decision shall become final fifteen (15) calendar days after it is rendered unless a person who qualifies as a party, as defined in Section 10-7.414 of the LDC, and who filed written comments with the Department of Development Support and Environmental Management prior to adjournment of the meeting at which the decision was rendered files a Notice of Intent to file an appeal of a decision on the site and development plan application. Subsequent to the filing of a Notice of Intent, a Petition must be filed within 30 calendar days from the date of rendition of the decision. Petitions shall be made in writing and filed at the Department of Development Support and Environmental Management, and shall include the project name, application number, a description of facts upon which the decision is challenged, all allegations of inconsistency with the Comprehensive Plan and land development regulations, and any argument in support thereof. Failure to file both a Notice of Intent and a Petition is jurisdictional and will result in a waiver of the hearing. Appeals heard by a special master will be conducted in accordance with procedures outlined in Sections 10-7.414 and 10-7.415 of the LDC.

Sincerely,



Ryan Culpepper, Director, Development Services Division

cc: Scott Brockmeier, Development Services Administrator
Russell Snyder, Land Use Planning Division, PLACE
Nawfal Ezzagaghi P.E., Environmental Services Supervisor
Doug Maples, Director, Building & Inspection
Kimberly Wood P.E., Chief of Engineering Coordination, Public Works
Megan Whitmore P.E., Senior Stormwater Analysts
Gary Donaldson, City of Tallahassee Fire Department
Mike Waters, Leon County Property Appraiser's Office
Susan Denny, Senior Planner, Department of PLACE
Lisa Scott, Addressing Team Leader
Summerfield Land, LLC, 4910 North Monroe Street, Tallahassee, FL 32303
Rick & Judy Benton, 4589 Old Bainbridge Road, Tallahassee, FL 32303
Tim Hewett, 3266 Skyview Drive, Tallahassee, FL 32303
Charles Courson, 4331 Rockingham Road, Tallahassee, FL 32303
George E. Lewis, 203 North Gadsden Street, Suite 6, Tallahassee, FL 32301
Project File No: LSP180048

**Leon County
Board of County Commissioners
Notes for Agenda Item #15**

Leon County Board of County Commissioners

Agenda Item #15

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: License Agreement with Leon Babe Ruth League for Use of the County's Full-Size Baseball Fields

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

Statement of Issue:

This item seeks authorization of a new License Agreement with Tallahassee/Leon Babe Ruth League, Inc. (Babe Ruth) as a sports provider for baseball programming for a period of one year with automatic one-year renewals. The Agreement provides for the use of County owned full-size baseball fields, commonly referred to as 60/90 fields. Modifications to the previous license agreement with Babe Ruth include the number of facilities authorized, as well as the inclusion of a COVID-19 mitigation clause.

Fiscal Impact:

This item has no fiscal impact. The County is responsible for maintenance of the fields and concession buildings, processing costs associated with background checks, utility services, and security alarm systems for parks' premises, each of which are contemplated in the Division's operating budget.

Staff Recommendation:

Option #1: Authorize the License Agreement with the Tallahassee/Leon Babe Ruth League, Inc. for use of the County's 60/90 baseball fields (Attachment #1), and authorize the County Administrator to execute.

Report and Discussion

Background:

In March 2016, the County entered into a License Agreement with the Tallahassee/Leon Babe Ruth League, Inc. (Babe Ruth) to provide a competitive teen baseball league program at Fred George Park baseball field. This item seeks to expand Babe Ruth's program access to all full-sized baseball fields in the County's inventory. The existing Agreement enumerates the responsibilities of both the County and Babe Ruth. The County is responsible for maintenance of the fields and concession buildings, processing costs associated with background checks, utility services, and security alarm systems for parks' premises. In return, Babe Ruth handles all activities associated with running the spring and fall baseball program including, but not limited to registrations, recruitment of coaches and volunteers, the recruitment or hiring of officials, governance of the program, and scheduling of all practices and games.

Leon County utilizes license agreements with sports providers to deliver programming to area youth. Currently there are three licensed sports providers which serve different youth programming needs: Babe Ruth baseball, Little League baseball, and Pop Warner football. Babe Ruth is considered a competitive baseball league for older boys, thirteen and up, and conducts try-outs for participation. Conversely, Little League Baseball is a County-wide sports provider for baseball and softball for all age levels and skill levels. Little League is considered a recreational program, and no child is turned away from participating based on skill level. Given the difference in scope between the two programs, holding license agreements with both organizations provides more varied opportunities for youth baseball players within the County.

A new license agreement with Babe Ruth is needed in order to expand the license granted to Babe Ruth to include all three full-size baseball fields, as well as addressing COVID-19 mitigation requirements.

Analysis:

The prior Agreement with Babe Ruth has proven to be successful. Consistently, the organization has been responsive to County requests, a cooperative partner, and continues to deliver valuable programming to area youth. The new Agreement primarily seeks to expand Babe Ruth's program access to all full-sized baseball fields in the County's inventory, and require the establishment a COVID-19 mitigation plan as has been required of the County's other sports providers.

The County's Parks & Recreation Division currently maintains 19 fields serving baseball and softball. The County can further accommodate 6 additional t-ball fields by using backstop fencing on the corners of multi-use fields. These 25 fields vary in size to accommodate various skill levels, placing the bases and pitcher's mound at corresponding distances. A full-size 60/90 field accommodates more advanced and difficult play for teenage groups as well as adult play.

Little League teams utilize both field sizes in the County's inventory (46/60 and 60/90), while Babe Ruth only utilizes the regulation, full-size facilities (60/90 fields). The 2016 pilot Agreement with Babe Ruth was pursued in part to determine whether the recreational baseball league provided

by Little League and the competitive teen baseball league provided by Babe Ruth could successfully coexist at County facilities.

Currently, the County has two full-size 60/90 baseball fields. One is located at Fred George Park, the other is located at J. Lewis Hall, Sr. Woodville Park. A third full size facility is currently under construction at Daniel B. Chaires Park and is expected to be complete by summer 2022. The 2016 Agreement with Babe Ruth provides access only to Fred George Park baseball field. Both Little League and Babe Ruth representatives, along with Division staff, have been able to establish a shared-use schedule for Fred George Park, proving the Babe Ruth pilot a success.

Based on current and projected participation numbers for Babe Ruth and Little League in the 13- to 16-year old age range, the three fields, combined, can easily support both programs. The County and Babe Ruth now wish to expand its agreement to include use of all full-size baseball fields in the County's inventory. The expansion of the number of facilities, coupled with the need for a COVID mitigation clause, provide reason to execute a new License Agreement. Hence, this item seeks authorization of a new License Agreement with Babe Ruth (Attachment #1).

The proposed License Agreement provides for 50% usage of each of the three fields during the baseball season. Such use shall be coordinated by Leon County Parks and Recreation Division and in agreement with the County's recreational baseball sports provider, Florida District 20 Little League, Inc. Additionally, the Agreement formalizes Babe Ruth's COVID-19 Mitigation plan as has been required of the County's other sports providers (Little League and Pop Warner).

Authorization of this Agreement will maximize the use of the full-size baseball fields and provide a competitive alternative for play.

Options:

1. Authorize the License Agreement with the Tallahassee/Leon Babe Ruth League, Inc. for use of 60/90 baseball fields (Attachment #1), and authorize the County Administrator to execute.
2. Do not authorize the License Agreement with the Tallahassee/Leon Babe Ruth League Inc.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. License Agreement

LICENSE AGREEMENT FOR USE OF 60/90 BASEBALL FIELDS

THIS LICENSE AGREEMENT FOR USE OF 60/90 BASEBALL FIELDS (the or this “License Agreement”) is made and entered into the date upon which the last of the parties signs the License Agreement (“Effective Date”), by and between **LEON COUNTY, FLORIDA**, a charter county and political subdivision of the State of Florida, whose post office address is 301 South Monroe Street, Tallahassee, FL 32301, hereinafter referred to as “the County” or “Licensor,” and the **TALLAHASSEE/LEON BABE RUTH LEAGUE, INC.**, a Florida not-for-profit corporation, whose mailing address is P.O. Box 16574, Tallahassee, FL 32317, hereinafter referred to as “Licensee,” (hereinafter the Licensor and Licensee may be referred to individually as “Party” or collectively as the “Parties”).

WITNESSETH:

WHEREAS, the Licensee is chartered by Babe Ruth International, a competitive teen baseball league program in Leon County desiring to use certain County-owned baseball fields on a regular basis during its season; and

WHEREAS, the Parties entered into that certain License Agreement for Fred George Greenway and Park Baseball Field, effective March 28, 2016 (“County Contract No. B-16-067”) whereby the Licensee utilizes the baseball field located at the Fred George Greenway and Park for the purposes set forth in the License Agreement; and

WHEREAS, the Parties wish to expand the grant of license set forth in County Contract No. B-16-067 to include additional County-owned full-sized baseball fields, measuring a 60-foot pitching distance and 90-foot base paths, commonly referred to as 60/90 baseball fields; and

WHEREAS, the Parties wish to establish this License Agreement to supersede County Contract No. B-16-067; and

WHEREAS, in order to mitigate the public health threat posed by COVID-19, the County has limited use of active park recreation facilities, such as baseball fields, and requires sports leagues to submit mitigation plans as a condition of utilizing County-owned property; and

WHEREAS, the Licensee has prepared a risk mitigation plan to implement a strategy to operate its youth baseball league while curbing the spread of COVID-19; and

WHEREAS, Licensor and Licensee wish to establish with this License Agreement a license to allow Licensee to utilize the County-owned 60/90 baseball fields described herein for the purposes as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Licensor and Licensee agree as follows:

1. **Recitals.** The Recitals set forth above are true and correct and are incorporated into the terms of this License Agreement.

2. Licensed Areas. The areas governed by the terms and conditions set forth in this License Agreement shall comprise those certain areas described as 60/90 baseball fields and associated patron amenities and supporting infrastructure within the following parks:

- a. Fred George Greenway and Park
3043 Capital Circle NW
One 60/90 baseball field
Restroom and concession facility
- b. J. Lewis Hall Sr., Woodville Park and Recreation Complex
1492 J. Lewis Hall Sr. Ln.
One 60/90 baseball field
Restroom and concession facility
- c. Daniel B. Chaires Community Park
4768 Chaires Cross Road
One 60/90 baseball field

(individually, a “Licensed Area,” and collectively the “Licensed Areas”).

3. Condition Precedent. The Licensee shall not use the 60/90 baseball field located at Daniel B. Chaires Community Park until construction thereof is complete and the baseball field is ready for use, as determined by the County in its sole discretion.

4. Permitted Use.

a. Use of Licensed Areas. The Licensed Areas shall be used by the affiliated local teams of the Licensee, ages 13-15, to conduct practices or play games during the baseball season. Scheduling of said practices or games to be held at a Licensed Area shall be coordinated by Leon County Parks and Recreation Division and in agreement with the County’s recreational baseball sports provider, Florida District 20 Little League, Inc. (“Little League”). At a minimum, the Licensee shall have 50% usage of each respective 60/90 baseball field between Monday and Saturday. Additional usage time may be made available if the County’s licensed sports provider, Little League, is not using the respective field. Unless otherwise negotiated or requested for special events, lights for the field shall be illuminated, at no cost to the Licensee, no more than three nights per week either for practice or games or some combination thereof.

b. COVID-19 Mitigation. As a condition of being authorized to use the Licensed Areas as contemplated in this Agreement, the Licensee commits and agrees to abide by and enforce the Mitigation Plan attached hereto as Exhibit “A” and incorporated herein. The Licensee acknowledges and agrees that its failure to abide by and enforce the Mitigation Plan may result in action by the County, including, but not limited to, termination of this Agreement, in the sole discretion of the County in accordance with Section 26 herein. This Section 4(b) shall automatically terminate and be of no force and effect upon the Leon County Board of County Commissioners (the “Board”) allowing active recreation without restriction at the Licensed Areas pursuant to the phased re-

opening plan set forth in that certain Leon County COVID-19 Response & Re-opening Plan, dated August 7, 2020, or other official Board action.

5. Term of License Agreement. This License Agreement shall commence on the date the last Party signs, and shall continue thereafter for one (1) year (the “Initial Term”) or until otherwise terminated in accordance with the terms provided herein. If either Party does not desire to renew this License Agreement at the expiration of its Initial Term, notice in writing must be given at least fifteen (15) calendar days before expiration by such Party to the other Party informing it that the License Agreement is not to be renewed; otherwise, the License Agreement shall be automatically renewed for another year. This requirement of 15-day notice will also apply to any subsequent annual renewals; otherwise, it shall be construed that the License Agreement shall be automatically renewed for another year.

6. License. This nonexclusive License Agreement is a license for the use of the Licensed Areas and does not grant any permanent possessory interest in real property, nor shall this License Agreement be construed as conveying any real property interest in the Licensed Areas. The loss of any privileges granted by this License Agreement resulting from termination shall not be compensable to Licensee.

7. License Fee. In consideration of the Licensee managing and operating the Licensed Areas, in accordance with the terms of this License Agreement, in a manner that provides Leon County residents the opportunity to participate in competitive youth sports as a worthwhile activity, the Licensee shall be entitled to the use of the Licensed Areas for a nominal annual rental rate in the amount of TEN and 00/100 DOLLARS (\$10.00) per year to be paid annually no later than March 1.

8. Maintenance of the 60/90 Baseball Fields. The County shall be responsible for all ground maintenance to the 60/90 baseball fields. The County shall be the sole judge as to whether the conditions of the fields are playable. The County shall provide, for joint use of the Licensee and Little League, the following: a chalking machine and chalk, up to four collapsible L-screens, two tamps, and a template for the batter’s box. The County retains the right to make modifications and repairs to grounds and any facilities located therein and to close the Licensed Area(s) and adjacent facilities such as the County deems necessary during terms of this License Agreement.

9. Background Checks. It is the responsibility of the Licensee to ensure a County background check is conducted on each of its coaches, board members, volunteers, or hired workers in order to make an eligibility determination. County background checks shall be submitted by each individual through a secured electronic portal provided by a third party contractor and are to be completed as a condition of and prior to any engagement with participating youth. If necessary and for good cause, paper forms may be provided to the prospective adult for submittal, upon request to the County. The County is responsible for processing background checks on all volunteers in the manner that the County deems appropriate. The Licensee agrees that no individual shall be permitted to volunteer or work until the background check has been processed by the County and the individual has been deemed by the County eligible to participate.

10. Operating Times. The Licensed Areas hours during Sunday through Thursday are 6:00 a.m. to 10:00 p.m. On Friday and Saturday, the operating hours are 6:00 a.m. to 11:00 p.m.

The Licensee is responsible to make sure that all activities are over, and everyone has left the area on time unless otherwise coordinated with Leon County Parks & Recreation staff.

11. Concession Stand.

a. Use of Concession Stands. Concession stands are available at Fred George Greenway and Park and J. Lewis Hall Sr., Woodville Park and Recreation Complex, and any use of the concession stand by Licensee shall be coordinated with Leon County Parks & Recreation and the County's licensed sports provider, Little League. If a concession stand is utilized by the Licensee, it is the responsibility of the Licensee to clean the concession stand after each and every use and deposit all trash in the dumpster provided at the park. All outside equipment is to be stored in the concession building at the end of each day. At the end of the season, the Licensee is responsible to clean the concession, remove all of its products from the building, and turn over all keys to the County within fifteen (15) days after the season. In addition, the Licensee may negotiate profit-sharing agreements with a vendor to set up outside of the concession building. If the Licensee does not elect to operate concessions, the County has the authority to negotiate a contract with another vendor or service organization to operate the concessions during Licensee's use of the respective Licensed Area. The County reserves the right to restrict items for sale within the Licensed Areas and adjacent premises.

b. Florida Communities Trust. Any use of the concession stand located at Fred George Greenway and Park must also comply with the rules of Florida Communities Trust ("FCT"). Specifically, revenues collected by the Licensee at this facility shall be reported separately in the annual report provided to FCT by the County. All revenues generated from FCT acquired land must be deposited into a separate, segregated account exclusively used for funds generated from FCT acquired land only. Any profit-sharing agreements with a vendor to set up outside the concession building must comply with FCT rules.

12. Personal Property. The Licensee shall be responsible for all personal property that is brought or stored on the Licensed Areas. The County shall not be responsible for the loss, theft, or destruction of any personal property of the Licensee or third party.

13. Rules and Regulations. The Licensee shall observe any and all ordinances, policies, rules, and regulations, including Leon County Code Chapter 13, regarding the use of the Licensed Areas and adjacent parks which are currently in place or which may be hereinafter created or amended, from time to time, by the County.

14. Conduct. The Licensee shall operate under the provisions of this Agreement in such a manner that conforms with all statutes of the State of Florida and the rules and regulations and ordinances of Leon County (See Section 13 herein). Further, the Licensee agrees to adopt and adhere to programs and behaviors designed to teach and enforce sportsmanship, to the satisfaction of the County.

15. Advertising Displays. Advertising displays and space may be permissible, in coordination with Leon County Parks & Recreation and the County's sports provider, Little League. All advertising must be made out of cloth or vinyl materials and have openings to allow

wind to go through the sign. All advertising shall be removed within fifteen (15) days after the end of the season if required by the County. Only sponsorship advertising shall be considered by the County.

16. Amendment. This License Agreement may be amended in whole or in part by Licensor when such action is deemed necessary or desirable to incorporate new terms and conditions as may be required by law, regulation, land management plans, or other management decisions.

17. Improvements. Should Licensee or its affiliated local teams desire to make improvements to any structure within the Licensed Areas, or construct new improvements within the Licensed Areas, to include scoreboards, flagpoles, batting cage, etc., said improvements and/or additions shall require approval, in advance, by the Leon County Parks and Recreation Division.

18. Existing Rights. This License Agreement is subject to all valid rights and claims of third parties. Licensor shall not be liable to Licensee for the exercise of any such right or claim.

19. License Not Assignable. Neither this License Agreement, nor the license established hereunder, may be assigned by Licensee without the prior written consent of Licensor, which consent may be given or withheld in Licensor's sole discretion.

20. Compliance with Laws, Regulations, and Other Legal Requirements. Licensee shall comply with all applicable federal, state, and local laws, regulations, and standards including, but not limited to, any applicable laws related to environmental protection or public health and safety, as well as those relating to the operation and maintenance of any equipment or personal property on, or in, the Licensed Areas.

21. Maintenance of Licensed Areas. Licensee, at Licensee's expense, shall be responsible for keeping the Licensed Areas free and clear of any trash and other such debris. Licensor shall continue to perform general maintenance to include landscaping, and other maintenance activities of the Licensed Areas.

22. Risk of Loss. Licensee, its employees, and other authorized individuals using the Licensed Areas shall assume all risk of loss to any vehicles, equipment or personal property operated, used, or placed on, or in, the Licensed Areas. Furthermore, this License Agreement is one of licensing in property and is not a bailment. As such, Licensee, its employees, and other authorized individuals using the Licensed Areas shall assume full responsibility for equipment, vehicles, and personal property. Licensee, as a material part of the consideration to be rendered to Licensor under this License, to the extent permitted by law, hereby waives all claims against Licensor, its agents, servants or employees for loss, theft or damage to property and for injuries to persons in, on or about the County-owned property, including the Licensed Areas.

23. Licensee's Indemnity. Licensee agrees to indemnify, defend and hold Licensor, its officers, directors, employees, agents, and servants exempt and harmless from and against any and all claims, including, but not limited to, reasonable attorneys' fees, which claims are threatened or assessed against, levied upon, or collected from, Licensor for damage or injury to any person, or to the property, goods, wares and merchandise of any person, arising from, or in connection with, the performance by Licensee, its agents, representatives, employees, and/or contractors and subcontractors of the rights, duties, and responsibilities pursuant to this License Agreement.

However, Licensee shall not be required to indemnify Licensor with respect to any liability, loss, damages, cost or expense suffered as a result of the negligence or misconduct of Licensor or any of the agents or employees of Licensor.

24. Insurance Requirement. Licensee and its affiliated local teams shall, at its sole expense, procure and maintain for the duration of this License Agreement insurance against claims for injuries to persons or damages to property which may arise from, or in connection with, the performance by Licensee, its agents, representatives, employees, and/or contractors and subcontractors of the rights, duties, and responsibilities pursuant to this License Agreement, in the minimum coverage and amounts as follows:

a. Liability Insurance. Licensee shall provide commercial general liability insurance coverage with combined single limits for bodily injury, personal injury, and property damage of no less than \$1,000,000 per occurrence and a \$2,000,000 annual aggregate. Licensee's insurance shall include Licensor as an additional insured.

b. Workers' Compensation Employers Liability Insurance. To the extent that such employees exist, Licensee shall provide workers' compensation insurance covering all employees meeting statutory limits in compliance with all applicable state and federal laws, and shall provide employer's liability insurance with limits of \$500,000 per accident, \$500,000 disease policy limit, and \$500,000 disease limit for each employee. In lieu of naming Licensor as an additional insured, Licensee shall provide to Licensor a waiver of all rights of subrogation against Licensor with respect to losses payable under such workers' compensation policy(ies).

c. Certificates of Insurance. Licensee shall furnish Licensor with certificates of insurance and with any original endorsements evidencing the coverages described above. All certificates and endorsements are to be received and approved by Licensor prior to the commencement of Licensee's use of the Licensed Areas under this License Agreement.

25. Termination by Licensee. Licensee may terminate this License Agreement for any reason by delivering written notice to Licensor of Licensee's intent to terminate; provided, however, such termination shall not be effective until three (3) business days after Licensor's receipt of written notice of Licensee's intent to terminate.

26. Termination by Licensor. Licensor may terminate this License Agreement for (i) Licensee's noncompliance with any federal, state, or local laws or regulations; (ii) noncompliance with any of the terms and conditions of this License Agreement; or (iii) Licensee's abandonment of the Licensed Area(s) or failure to otherwise exercise the privileges granted by this License Agreement; a final determination of Licensee's abandonment of the Licensed Area(s) is reserved to Licensor at Licensor's sole discretion; or (iv) any reason deemed by Licensor to be in the public interest.

27. Opportunity to Take Corrective Action. Prior to the Licensor's termination of this License Agreement, Licensor shall provide to Licensee written notice setting forth the reason for such termination and a reasonable period of time, not to exceed five (5) calendar days, within

which Licensee may complete any corrective action deemed necessary by Licensor to prevent such termination.

28. Default; Licensor's Remedies. In the event of any default by Licensee under this License Agreement, which default continues for five (5) calendar days after Licensee's receipt of Licensor's written notice of such default, any continued use by Licensee of the Licensed Areas shall be considered a trespass by Licensee and Licensor shall have the right under this License Agreement to remove from the License Areas any vehicles, equipment, or other personal property of Licensee, or those of its employees and other authorized individuals using the Licensed Areas, at Licensee's expense. In the event of such removal, Licensee shall hold Licensor harmless from any and all claims of damage as a result of such removal. In addition to Licensor's right of such removal, Licensor shall have any and all other remedies provided by law.

29. Attorney's Fees. In the event Licensee defaults in the performance of any of the covenants, terms, or conditions contained in this License Agreement, and Licensor thereafter places the enforcement of this License Agreement, or any part thereof, or the collection of any fees due or to become due hereunder or recovery of the possession of the Licensed Areas, in the hands of an attorney who files suit upon the same and should Licensor prevail in such suit, Licensee agrees to pay Licensor's reasonable attorneys' fees and costs incurred from the time of Licensee's default.

30. Delivery of Notices. Any written notice required or permitted to be delivered by the terms and conditions of this License Agreement shall be delivered by (i) hand delivery; (ii) certified mail, return receipt requested; or (iii) guaranteed overnight delivery service.

d. Notices to Licensee shall be delivered to the address specified in the introductory paragraph of this License Agreement or as specified in any change of address provided by Licensee in accordance with the terms herein.

e. Notices to Licensor shall be delivered to:

Leon County Parks and Recreation Division
Attention: Director
1907 S. Monroe St.
Tallahassee, FL 32301

With a copy delivered to:

Chasity H. O'Steen, County Attorney
Leon County Attorney's Office
301 S. Monroe Street, Suite 217
Leon County Courthouse
Tallahassee, FL 32301

f. All notices shall be effective upon delivery or attempted delivery during regular business hours. Either party may change its notice address upon written notice to the other party, given in accordance herewith by an authorized officer, partner, or principal.

31. Waivers. All waivers must be in writing and signed by the waiving party. Licensors failure to enforce any provision of this License Agreement shall not be a waiver and shall not prevent Licensors from enforcing that provision or any other provision of this License Agreement in the future.

32. No Recordation. Licensee shall not record this License Agreement, nor any memorandum thereof, without prior written consent from Licensors.

33. Florida Law. This License Agreement shall be governed by the laws of the State of Florida. Venue for any legal proceeding arising from this License Agreement shall be the Second Judicial Circuit in and for Leon County, Florida unless otherwise agreed upon by the parties.

34. Time is of the Essence. Time is of the essence of this License Agreement and all provisions contained herein.

35. Riders and Exhibits. All Riders, Addenda and Exhibits attached hereto shall be deemed to be a part of this License Agreement and are hereby incorporated herein.

36. Supersede; Incorporation of Prior Agreements; Modifications. This License Agreement supersedes County Contract No. B-16-067, and this License Agreement is the only effective agreement between the parties pertaining to the Licensed Areas and no other agreements either oral or otherwise are effective unless embodied herein. All amendments to this License Agreement shall be in writing and signed by all parties. Any other attempted amendment shall be void.

IN WITNESS WHEREOF, Licensee and Licensors have caused this License Agreement to be duly executed as of the date first above written.

**TALLAHASSEE/LEON BABE
RUTH LEAGUE, INC.**

LEON COUNTY, FLORIDA

Lecia Behenna, President

Vincent S. Long, County Administrator

Date: _____

Date: _____

ATTEST:
Gwendolyn Marshall, Clerk of Court
and Comptroller, Leon County, Florida

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

By: _____

By: _____

**Leon County
Board of County Commissioners**

Notes for Agenda Item #16

Leon County Board of County Commissioners

Agenda Item #16

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Facility Agreement for Tallahassee Memorial HealthCare, Inc. Animal Therapy Program

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director, Resource Stewardship
Lead Staff/ Project Team:	John Leeds, Operations Director, Resource Stewardship

Statement of Issue:

This item seeks Board consideration of an agreement between Leon County and Tallahassee Memorial HealthCare, Inc., (TMH) authorizing the TMH Animal Therapy Program to be utilized by occupants of Leon County buildings, including the Leon County Office of State Attorney, Second Judicial Circuit of Florida, the Consolidated Dispatch Agency (CDA), and Leon County Emergency Medical Services (EMS). The agreement establishes uniform roles and responsibilities across all County facilities in addition to ensuring adequate liability protection is provided to the County.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the TMH Animal Therapy Program Facility Agreement, with the Tallahassee Memorial HealthCare, Inc., (Attachment #1), and authorize the County Administrator to execute the agreement.

Report and Discussion

Background:

This item seeks Board approval to execute the agreement between Leon County and Tallahassee Memorial HealthCare, Inc., (TMH) authorizing the TMH Animal Therapy Program to be utilized by occupants of Leon County buildings, including the Leon County Office of State Attorney, Second Judicial Circuit of Florida, the Consolidated Dispatch Agency (CDA), and Leon County Emergency Medical Services (EMS). The agreement establishes uniform roles and responsibilities across all County facilities in addition to ensuring adequate liability protection is provided to the County.

Animal therapy services and programs provide a guided interaction between an individual and a certified therapy animal, with scientifically proven benefits of lower stress and anxiety in a variety of scenarios. Multiple tenants within County facilities currently utilize the TMH Animal Therapy Program, which is the only animal therapy program in the Big Bend region.

Leon County stakeholders and building occupants provide a wide range of services to the community. Some of these services deal with very stressful or traumatic events. An operator for the Consolidated Dispatch Agency may assist a caller in a life or death situation or the State Attorney may have a child that is required to testify before their attacker. These events are extremely difficult and animal therapy plays an important role in calming and relieving the stress these individuals experience. Studies have shown that animal therapy helps to lower blood pressure, heart rate, and stress hormones while increasing positive hormones (endorphins), sociability, and motivation.

Other entities in our community also use animal therapy. Leon County Schools has entered into an agreement with TMH to provide animal therapy to certain students. Therapy dogs are used in the Reading Education Assistance Dogs (READ) program to improve literacy in over twenty area schools. These types of programs are also provided in a "meet and greet" format at many of the areas assisted living facilities to improve the quality of life of its residents.

This Agreement establishes uniform roles and responsibilities across all County facilities in addition to ensuring adequate liability. It will provide an opportunity for County tenants to utilize the TMH Animal Therapy Program with County approval.

Analysis:

The following analysis provides an overview of the TMH Animal Therapy Program, the benefits of the program, and the program's involvement with the County and its' tenants.

Overview of the TMH Animal Therapy Program

The TMH Animal Therapy Program has been serving the Big Bend since 1985 and became a clinical department in 2018. It is a volunteer based program that connects therapy animals with seniors, victims of traumatic events, individuals in medical rehabilitation, and those utilizing

other services. The services provided by the program assist with mental health, motivation, recreation, education, rehabilitation, pain management, and other therapies. There are two main functions of the program:

1. Animal Assisted Activities – short meet and greets
2. Animal Assisted Therapy – goal directed interventions

The program has 200 handlers and a range of animals that includes dogs, cats, rabbits, and birds. Volunteers go through a screening process that includes multiple weeks of training and biennial evaluations. Supplemental training is provided for specialized program areas.

Program Participants

In 2011, Florida became the first State to pass legislation authorizing the use of service or therapy animals in courts. Leon County Office of State Attorney and Second Judicial Circuit of Florida utilize the TMH Animal Therapy Program to support victims of violent offenses as well as children and families appearing in Dependency Court.

The CDA also utilizes the TMH Animal Therapy Program for short meet and greets with its operators. Its employees often handle extremely stressful emergency calls and meeting with the animals helps to alleviate stress which leads to increased employee retention.

EMS plans to use the program upon Board approval. EMS provides community services that are inherently high stress and involve traumatic events. The TMH Animal Therapy Program is another tool for EMS to increase employee morale and retention.

This is a valuable program offered by many of Leon County's stakeholders. Board approval of the Agreement would provide the framework for usage across all of Leon County's facilities. It sets minimum requirements for TMH such as ensuring program standards are met, background screenings are conducted on volunteers, and providing general liability that covers the volunteer teams. It establishes obligations for the County that include tracking the usage of the program, documentation requirements, and requirements related to notifications. Additionally, the Agreement would allow the County to have discretion regarding buildings in which the program may operate. As the County Administrator's designee, the Office of Resource Stewardship, Division of Facilities would evaluate requests to utilize the TMH Animal Therapy Program within County facilities and provide a recommendation to the County Administrator.

Options:

1. Approve the TMH Animal Therapy Program, Facility Agreement, with the Tallahassee Memorial HealthCare, Inc., (Attachment #1), and authorize the County Administrator to execute the agreement.
2. Do not approve the TMH Animal Therapy Program, Facility Agreement with the Tallahassee Memorial HealthCare, Inc.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Facility Agreement, TMH Animal Therapy Program

FACILITY AGREEMENT TMH ANIMAL THERAPY PROGRAM

This Agreement is made and entered into by and between Leon County, Florida, a charter county and political subdivision of the State of Florida (“COUNTY”) and Tallahassee Memorial HealthCare, Inc. (“TMH”).

WHEREAS, The TMH Animal Therapy Department operates an Animal Therapy Program (the “Program”) which provides animal therapy, visitation, and activities through TMH volunteers and their animals (“Volunteer Teams”) in facilities whose patients and/or clients wish to avail themselves of such services; and

WHEREAS, COUNTY desires for TMH Volunteer Teams to provide Program Services at COUNTY owned and operated facilities for the benefit of COUNTY’s clients and/or patients.

NOW THEREFORE, in consideration of the mutual terms, conditions and obligations contained herein, the parties agree as follows:

1. **TMH Obligations.**
 - A. Through the Animal Therapy Program, TMH shall make available to COUNTY animal therapy services in the form of individual and group visits by Volunteer Teams subject to all applicable COUNTY and TMH policies and procedures with which TMH Program volunteers agree to comply (“Program Services”). Visits by Program volunteers will be based on the needs of the population of the COUNTY, the availability of appropriate Program volunteers, and the mutual decisions of both parties.
 - B. TMH will ensure that all Volunteer Teams providing Program Services at the COUNTY meet established Program standards for volunteers and animals participating in animal-assisted activities. Additionally, TMH shall ensure that all animals involved in such services have passed skills and aptitude tests relating to the services to be provided under this Agreement and have been examined and found to be in good health by a licensed veterinarian in accordance with the TMH Program standards and requirements.
 - C. TMH will maintain general liability insurance that covers each Volunteer Team providing Program Services at the COUNTY under this Agreement. Such insurance coverage shall be for no less than \$1 million per occurrence and \$3 million in aggregate. Upon request, TMH will provide a certificate of such insurance.
2. **Background Screening.** All Program Services provided hereunder and all Volunteers providing Program Services shall be subject to and must comply with

all applicable TMH Program policies and procedures, including but not limited to meeting any and all background screening requirements required by TMH. All Volunteers providing Program Services shall also be subject to and must comply with all applicable COUNTY policies and procedures, including but not limited to meeting any and all background screening requirements in addition to those required by TMH; COUNTY shall be responsible for all costs associated with any such additional background screening which may be required by COUNTY, if any.

3. **COUNTY Obligations.**

- A. The COUNTY will make its best efforts to track the number of Volunteer Team visits and their outcomes and will share such data with the Tallahassee Memorial Animal Therapy Director (the "Director").
- B. COUNTY staff will advise the Director as to what documentation the COUNTY requires from Volunteer Teams prior to and during animal visitation, so that future volunteers may be advised ahead of time of required information they must provide.
- C. COUNTY reserves the right, in COUNTY's sole discretion, to refuse access to any COUNTY owned and/or operated facility by the Volunteer Teams if COUNTY determines that it is not in the interest of patient care or is otherwise disruptive of the COUNTY's operations. If the COUNTY staff feels that the conduct of any Program volunteer or the conduct of any pet of a volunteer is unsafe, undesirable, inappropriate, or offensive, the COUNTY staff may require that volunteer and/or that pet to immediately leave the COUNTY owned facility.
- D. The COUNTY staff will immediately notify the Director by telephone and by written notice as provided herein in the event of any problems or concerns with a Volunteer Team member or animal.

4. **Term and Termination.**

The Effective date of this Agreement shall commence on the date which this Agreement is signed by the last Party, and shall be for the term of one (1) year and shall automatically renew annually, unless terminated in writing by either Party. This Agreement may be terminated by either Party without cause upon no less than 30 calendar days' notice in writing to the other Party, unless a sooner time is mutually agreed upon in writing by the Parties. Said notice shall be delivered in accordance with Section 5. herein.

5. **Notice.**

Any notice provided hereunder must be in writing and must be hand-delivered or sent by first class mail to the following:

COUNTY: _____

ATTN: _____

TMH: Tallahassee Memorial HealthCare, Inc.
ATTN: Stephanie Perkins
1300 Miccosukee Road
Tallahassee, FL 32308
ATTN: Tallahassee Memorial Animal Therapy Director

6. **Indemnity.**

- A. COUNTY to the extent permitted by Florida law, agrees to release, defend, indemnify, and hold harmless TMH affiliates, trustees, directors, officers, employees, program volunteers, contractors, and agents, from and against any and all liability, loss, damage, claims, demands, suits, actions, causes of action, settlements, judgments, costs and expenses including, but not limited to, costs of defense and attorney's fees, arising out of or related to negligence, willful misconduct or violation of law by the COUNTY or any of its employees, directors, officers, or agents in connection with the provision of Program Services under this Agreement. This paragraph shall survive the expiration or earlier termination of this Agreement.
- B. TMH agrees to indemnify, defend and hold harmless 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 negligence, willful misconduct, violations of the law, or any other acts or omissions of TMH, its delegates, employees, volunteers, agents and animals, arising out of or under this Agreement, including a reasonable attorney's fees. The COUNTY may, at its sole option, defend itself or require TMH to provide the defense. TMH acknowledges that the mutual promise and benefits herein is sufficient consideration of TMH's indemnification of the COUNTY. This paragraph shall survive the expiration or earlier termination of this Agreement.

7. **Miscellaneous.**

- A. Insurance. It is understood by all parties that all Program teams are insured when performing Program-sanctioned activities at the COUNTY, such as those already mentioned. TMH shall be responsible for performance of its obligations under this Agreement.

- B. Entire Agreement. This Agreement constitutes the entire agreement between the parties with regard to the Program Services.
- C. Assignment. Neither party may assign this Agreement without the prior written consent of the other party.
- D. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The venue for any litigation arising out of this Agreement shall be Leon County, Florida.
- E. Public Bodies. It is expressly understood between the Parties that the COUNTY is a charter county and a political subdivision of the State of Florida. Nothing contained herein shall be construed as a waiver or relinquishment by the COUNTY to claim such exemptions, privileges or immunities as may be provided to that Party by law.
- F. Counterparts. This Agreement may be executed in one or more counterparts, faxed, electronically mailed, copies, each of which will be deemed an original but all of which taken together will constitute one and the same instrument.
- G. Agency. Nothing herein contained is intended or should be construed as creating or establishing the relationship of agency, partners, or employment between the Parties hereto, or as constituting either Party as the agent or representative of the other for any purpose.
- H. Sovereign Immunity. Nothing herein shall be construed as a waiver of any rights and privileges afforded the COUNTY under section 768.28, Florida Statutes.

(Signatures to follow on next page)

IN WITNESS WHEREOF, the parties through their duly authorized representative, have set their hands and seals effective the date whereon the last Party executes this Grant Agreement

Tallahassee Memorial HealthCare, Inc.

By: _____
G. Mark O'Bryant, President/CEO

Date: _____

(CORPORATE SEAL)

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long, County Administrator

Date: _____

APPROVED AS TO LEGAL SUFFICIENCY:

Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

ATTEST:

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

By: _____

**Leon County
Board of County Commissioners**

Notes for Agenda Item #17

Leon County Board of County Commissioners

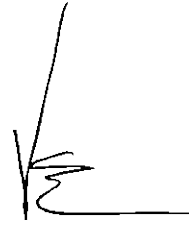
Agenda Item #17

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Update on Cultural and Historic Tourism



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:	Kerri L. Post, Director, Division of Tourism Katie Kole, Senior Marketing Manager, Division of Tourism

Statement of Issue:

This item provides an update on cultural and historic tourism by the Division of Tourism as previously requested by the Board.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Update on Cultural and Historic Tourism.

Report and Discussion

Background:

This item provides an update on cultural and historic tourism by the Division of Tourism as previously requested by the Board during the January 27, 2020 Annual Retreat.

Cultural and Historical Tourism advances the following FY2017-FY2021 Strategic Plan Bold Goal:

- *Grow the five-year tourism economy to \$5 billion. (BG1)*

This particular Bold Goal aligns with the Board's Economy Strategic Priority:

- *(EC4) Grow our tourism economy, its diversity, competitiveness, and economic impact.*

At the 2020 Board Retreat, the Board directed staff to bring back several agenda items related to tourism including Tourist Development Tax (TDT) revenues and expenditures, the promotion of fishing tournaments at Lake Talquin, and an update on cultural and historic tourism in our community. Soon after, the Board considered substantive items on potential alternative structures to provide cultural arts programming, approved a five-year program funding agreement with the Council on Culture and Arts (COCA) through FY 2025, and oversaw nearly \$2.1 million in mid-year funding reductions to the Division of Tourism (\$1.65m) and COCA (\$435k) due to the sudden revenue loss associated with the COVID-19 global pandemic. While these agenda items addressed the full spectrum of cultural arts programming and TDT finances, staff reviewed the recent agenda materials and determined this update on cultural and historic was still needed to satisfy the Board's specific request related to the promotion of cultural and historic tourism.

Analysis:

Leon County, through the Division of Tourism, supports the promotion and growth of cultural and historic tourism in our community through a combination of programs and investments including the provision of financial resources to support performance and cultural arts organizations and programming, direct marketing and advertising efforts, investment in market research, and large-scale event management associated with the Leon County Concert Series at the Capital City Amphitheater.

The Division of Tourism contracts professional advertising agency services with the Zimmerman Agency to actively promote and market arts, cultural and heritage sites, experiences and events to potential visitors as part of the overall destination marketing plan. As a result of these destination marketing efforts, Leon County has been recognized on several occasions for its cultural advantages such as being named:

- #10 Best City in the South in 2020 by *Southern Living Magazine*
- #9 Best City in the South in 2019 by *Southern Living Magazine*
- #42 Best Place to Retire in the US by *WalletHub*
- #54 Best Place to Live in the US according to *Livability*

According to research provided by Downs & St. Germain Research, the County's tourism research firm of record, the FY 2019 year-end annual visitation study reported that 3% of visitors cited experiencing historic sites as the reason or motivation for their travel. For visitors who were already in-market, 8% reported visiting a historic site as a trip enhancement, but not the primary motivator for travel. Historic sites include local monuments, parks and museums including the Museum of Florida History, Mission San Luis and John G. Riley House, to name a few. Additionally, 3% of visitors reported that performing arts and galleries/museums were the reason for travel while another 7% of visitors spontaneously enjoyed these activities while in-market. These "trip enhancement" experiences for visitors, meaning activities that might not be the primary motivator for travel, serve as an added benefit to the overall destination appeal and visitor experience.

Division of Tourism Grants

Each year, Leon County reinvests TDT generated from transient lodging sales, to promote Leon County as a year-round visitor destination. Leon County utilizes TDT revenues directly (administered by the Tourism Division) and indirectly (administered by COCA) to offer grant opportunities to local organizations that put on arts, cultural and heritage events to attract visitors to the destination and provide cultural programming and activities which enhance the community for both residents and visitors.

The Leon County Division of Tourism's budget, as approved by the Board each year, is comprised entirely of TDT revenues and includes funding for grant programs to support events designed to draw visitors to Leon County. In FY 2019, the County funded 20 culture, history and heritage community events through the Division of Tourism's Special and Signature Events Grants Program, providing \$320,506 in funding. In FY 2020, the County supported 22 events related to cultural heritage, providing \$343,079 in funding. In FY 2021, Tourism grant funding will support 15 arts, cultural and heritage events.

The Division of Tourism, utilizing Downs & St. Germain Research services, has tracked the economic impact and visitor profile of the attendees of the large community events with significant visitor draws, also referred to as Legacy and Signature events. Since October 2018, detailed research reports for 17 cultural heritage events estimates a total of over \$35 million in economic impact for the County.

COCA Support

Since the adoption of the initial 2003 Cultural Plan, Leon County has contracted with COCA to support the implementation of the Cultural Plan through the administration of cultural grant programs and marketing initiatives. The Division of Tourism and COCA work together in support of the Cultural Plan to grow our community as a cultural destination. Each year, the County dedicates funding to support cultural art programs and activities through COCA with a combination of TDT revenue and general revenue. In FY 2021, COCA received \$150,000 from general revenue and budgeted more than \$877,300 in TDT revenue, reflecting the continued significant impact of the COVID-19 pandemic on the travel and tourism industry. Leon County has provided \$8 million in TDT to COCA over the past five years - \$6.6 million to support the local arts, cultural and heritage programs and another \$1.6 million in matching grants for capital improvements.

Paid Media and Content

Annually, the Division of Tourism allocates funding for advertising (also known as paid media support) towards out of market promotion of local culture, arts, history and heritage. Paid support includes targeted digital media, paid search and print advertising. In FY 2019, 11.2% of the media buy budget, or \$94,802, was allocated to promoting cultural heritage in Leon County, including the promotion of the County's historic sites (such as Mission San Luis), museums/galleries (such as Tallahassee Museum, Anderson-Brickler Gallery), events (such as LeMoyne Chain of Parks Arts Festival), performing arts (such as Opening Nights, Tallahassee Symphony), artists (such as Mary Proctor and others at Railroad Square), colorful murals and public art. In FY 2020, \$65,000 was allocated towards marketing Leon County's cultural heritage due to COVID-19 and canceling media placements.

To support local arts agencies with small marketing budgets, in FY 2020 The Division of Tourism created a new advertising cooperative program exclusively for arts, cultural and heritage organizations and COCA grantees. The cooperative advertising program offered deeply discounted advertising opportunities for cultural heritage organizations in targeted publications and key markets. Additionally, the Division also participates each year in COCA's Marketing Workshop for its grantees promoting these out-of-market advertising opportunities at very reduced costs.

With more people opting to consume their content through video, the Division of Tourism developed video content to promote the arts community across several campaigns, in media placements, on the website and in social media for potential travelers to watch and experience inspiration for future travel. The Untold Story Video Series included:

- Bradfordville Blues Club Untold Story: <https://youtu.be/ykNX73hxClS>
- Tallahassee Museum Untold Story: <https://youtu.be/zLZbbByUGSE>
- Mission San Luis and Backwoods Crossing Untold Story: <https://youtu.be/GuWY0HmY70w>

In 2019, the Division of Tourism lead a task force of community leaders and history and heritage enthusiasts to develop a Tallahassee Heritage Trail project to include themed history/heritage trails of Leon County (i.e. Civil Rights, Military, Territorial Florida, etc.) that could be promoted to both visitors and residents alike. As the first in a series of trails, the Task Force developed a Greatest Hits of Downtown Trail in December of 2019 that was highlighted in a front-page article in the *Tallahassee Democrat* over the Christmas break. In early 2020, the Task Force began coordinating with a graphic designer to develop a logo and rack card for the project. Due to COVID-19, the project was postponed and in March 2021 the Task Force reconvened and resumed the project with a modified scope considering nearly all of the museums in the community remain closed due to COVID-19.

Market Activations

In 2018 and 2019, the Division of Tourism saturated the Atlanta market, a top feeder market for Leon County, utilizing advertising, PR, and direct marketing efforts to amplifying Tallahassee/Leon County's presence during the spring, and reach families and the arts community at the Atlanta

Dogwood Festival. Through these efforts, Leon County reached approximately 175,000 festival attendees through kid's village takeover and cultural sponsorship promotions. The sponsorship media exposure is estimated at a value of \$361,400.

Digital Media

In partnership with COCA, arts and cultural events are automatically digitally synced into the VisitTallahassee.com website and mobile app, and are highlighted throughout the year. Across both the previous website and current website, arts, culture and history are prominent categories and numerous arts, cultural and heritage blogs continue to be developed each year to showcase unique experiences in Tallahassee, especially focusing on arts, cultural and heritage virtual events throughout the pandemic.

Social Media

Since October 2018, 14 different paid social media campaigns were launched on the Division of Tourism's social media platforms to support the arts, culture, and heritage in Tallahassee. Across all these efforts, over \$11,000 was spent, resulting in over 2 million impressions.

Earned Media

In addition to paid, digital and social media, earned media through the Division of Tourism's public relations efforts is another marketing tactic to showcase Leon County's rich cultural heritage tourism assets. The Division of Tourism regularly pitches press releases promoting the destination's arts, cultural and heritage sites, experiences and events and has hosted 36 media for individual media stays since October 2018. Prior to the pandemic, Tourism staff traveled to key markets including Tampa, Orlando, Birmingham, Atlanta and New York City to conduct media missions, where they met one-on-one with top travel writers and media outlets and pitched cultural heritage story ideas for Leon County. Staff also attended travel media trade shows where they met with over 70 travel writers from around the country to discuss opportunities for editorial coverage. These efforts resulted in 561 media stories, valued at \$3.4 million and over 643 million media impressions. Secured national coverage includes the February 2020 issue of *Essence Magazine*, June 2019 issue of *Upscale Magazine* and multiple features in the *Chicago Tribune*. The destination continues to see positive results and coverage from these earned media efforts.

In support of community cultural events and concerts, staff secured radio promotions in targeted markets including Jacksonville, Pensacola, Mobile, Birmingham and Tampa. These "Get Away" sweepstakes promotions included travel packages featuring donated hotel stays, restaurant gift cards, and museum/performance tickets, event passes, etc. and were secured at no cost to the County, providing a media value of \$254,000.

County Concert Series and DIA Concert Support

The Leon County Concert Series was designed to enhance tourism-related economic development by attracting regional visitors and increasing subsequent overnight accommodations. The County activates the Capital City Amphitheater by offering entertainment that generates an economic impact to the community. From October 2018 through the start of the global pandemic in February 2020, the County hosted 13 concerts at the Capital City Amphitheater. In addition to the paid/ticketed concerts, the County also sponsored the Downtown Improvement Authority (DIA)

Sundown Concert Series, providing \$30,000 in support for the DIA to host 7 free community concerts. Despite their occurrence during the off-peak times for visitors to the market and the climate conditions associated with an outdoor venue, these free concerts attract families of all ages from the region to the downtown area during the hot summer and fall months in support of local businesses.

Summary

Promoting cultural and historical sites, experiences and events is integral to the tourism marketing efforts in positioning and marketing Leon County as a vibrant destination. In addition to the Division of Tourism's marketing efforts, Leon County provides funding to support programs and activities through COCA, the Downtown Improvement Authority Concert Series and grants program administered by the Division of Tourism. Further, the Division of Tourism annually allocates funding in its annual marketing plan to provide public relations support, paid media and social media to market local culture, arts, and heritage to potential out-of-market visitors. These investments continue to support the County's many diverse cultural and historical sites while raising awareness of our community as a cultural destination.

Options:

1. Accept the update on Cultural and Historic Tourism.
2. Do not accept the update on Cultural and Historic Tourism.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners
Notes for Agenda Item #18**

Leon County Board of County Commissioners

Agenda Item #18

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Gwendolyn Marshall, Clerk of the Circuit Court and Comptroller

Title: Annual Investment Report for Fiscal Year 2019-2020

Review and Approval:	Gwendolyn Marshall, Clerk of the Circuit Court and Comptroller Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship Edward Burke, Finance Director, Clerk of the Circuit Court and Comptroller
Lead Staff/ Project Team:	Wade England, Treasury Manager

Statement of Issue:

As required by the County's Investment Policy No. 17-4, this item seeks Board acceptance of the Fiscal Year 2019-2020 Annual Investment Report as provided by the Leon County Clerk of Circuit Court and Comptroller.

Fiscal Impact:

This item has no fiscal impact; however, the report details investment income earned approximately \$3.0 million for Fiscal Year 2019-2020.

Staff Recommendation:

Option #1: Accept the Annual Investment Report for Fiscal Year 2019-2020 (Attachment #1).

Report and Discussion

Background:

The Surplus Funds Investment Ordinance No. 02-18, established the Investment Oversight Committee (IOC) to monitor investments and established specific authority for the investment of surplus funds as required by state statutes. Additionally, County Investment Policy No. 17-4 states that the IOC will provide the Board of County Commissioners with an annual report on the performance and conditions of the County's investments.

The IOC was established to formulate investment strategies, provide short-range direction, and monitor the performance and structure of the County's portfolio. The IOC's membership consists of the Clerk of the Circuit Court and Comptroller or designee, the County Administrator or designee, and three qualified individuals with financial or investment expertise who are independent of employment and business relationships with Leon County. Surplus funds are invested through a variety of investment instruments. Maintaining a core level of assets with government pools, such as the State of Florida Special Purpose Investment Account (SPIA) or other short-term entities, is viewed as the best way of maintaining secure asset values with sound investment practices. Insight Investments was chosen through a competitive selection process to invest the intermediate term investments. Overnight investments and liquidity are maintained through the County's banking contract.

Analysis:

Clerk staff, in conjunction with the external manager, developed an Annual Investment Report that outlines the investment activities of the County (Attachment #1). This report was presented to the IOC at its quarterly meeting on March 30, 2021. The IOC reviewed and approved the report and authorized it to be presented to the Board. The Clerk and IOC report that the investment of all funds this year was consistent with County Investment Policy No. 17-4, implemented pursuant to Ordinance No. 02-18.

The total income of \$3,057,890 provided an effective rate of return of 2.03% on an average daily balance of \$150,540,641 in Fiscal Year 2020. For comparison, the portfolio earned a total income of \$3,328,475 during the fiscal year ending September 30, 2019. This total income provided an effective rate of return of 2.24% on an average daily balance of \$148,637,422.

Investment income decreased 8% year-over-year with a \$1.9 million increase in overall average investment balances. The rate environment was one of the factors for the decrease in investment income, as the interest rates suffered due to COVID-19. The portfolio was positioned to maximize returns in this environment. Average daily balances are higher due to circumstantial effects of COVID, CARES grants and reimbursement, and the prior year having a lower balance from Hurricane Michael effects.

The Florida Department of Financial Services, Division of Treasury (Treasury) manages the fixed income investment operation for both general revenue and trust funds in the State Treasury, and funds of organizations such as Leon County Board of County Commissioners opting to participate in the Treasury's Special Purpose Investment account (SPIA). However, in March 2015, the State

of Florida closed the Florida Treasury Investment Pool to any new members that are non-component units of the State of Florida. Since participation in this state managed pool meets the Leon County policy objectives of return maximization with acceptable levels of risk, the IOC will continue to manage a strategy to allocate funds to this unique local government higher-earning investment opportunity.

Options:

1. Accept the Annual Investment Report for Fiscal Year 2019-2020 (Attachment #1).
2. Do not accept the Annual Investment Report for Year 2019-2020.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Annual Investment Report for Fiscal Year 2019-2020

ANNUAL INVESTMENT REPORT

FOR THE YEAR ENDED
SEPTEMBER 30, 2020

GWEN MARSHALL
CLERK OF CIRCUIT COURT
AND COMPTROLLER

LEON COUNTY, FLORIDA

ANNUAL INVESTMENT REPORT

Fiscal Year Ended September 30, 2020
Leon County, Florida

EXECUTIVE SUMMARY

The Commission approved Investment Policy provides for a conservatively managed portfolio that performed as expected during fiscal year 2020. Policy controls related to portfolio duration, credit quality, liquidity and instrument selection have been established to reduce volatility with respect to investment returns. **The portfolio earned \$2,727,407 in interest and had realized gain of \$330,483 for total income of \$3,057,890 for fiscal year ending September 30, 2020. This total income provided an effective rate of return of 2.03% on an average daily balance of \$150,540,641.** For comparison, the portfolio earned \$3,418,264 in interest and had realized losses of \$89,789 for total income of \$3,328,475 for fiscal year ending September 30, 2019. This total income provided an effective rate of return of 2.24% on an average daily balance of \$148,637,422.

Investment income decreased 8% year over year with a \$1.9 million increase in overall average investment balances. This decrease in income is mostly due to rates dropping due to COVID-19. Our increased year-end cash on hand is due to circumstantial effects of COVID, CARES grants and reimbursement, and the prior year having a lower balance from hurricane Michael effects. Rates of return at September 30, 2020 were down sharply from prior years. The strategy of the county going forward is to keep our funds in investment pools whose longer duration shield us from the current economic downturn. When economic conditions change this may be reassessed. The relatively high Insight and SPIA rates of return are expected to drift down as overall market interest rates go down. The more favorable rates of these funds are somewhat attributable to the purchase of investments during more sustaining economic times. Funds with shorter duration and greater liquidity will be used to shore up the county's liquidity needs.

Section 218.415 (15), Florida Statutes, requires the Leon County Clerk of Circuit Court and Comptroller to provide an annual report to the Board of County Commissioners of the securities in the portfolio by investment type, book value, market value and income earned. This information is included in Table I and Table II below and the chart on page 6 as of September 30, 2020.

Table I Ending Balances Fiscal Year Ended September 30, 2020

Portfolio	Book Value	Market Value
<i>Insight Investment</i>	54,199,046	55,655,914
<i>FL Local Govt Inv Trust</i>	23,192,043	23,192,043
<i>FL State Treasury SPIA</i>	15,907,160	16,334,315
<i>Florida Prime (SBA)</i>	12,587,650	12,587,650
<i>Wells Fargo Restricted</i>	9,526,174	9,526,174
<i>Wells Fargo Cash</i>	15,073,998	15,073,998
<i>Wells Fargo Sweep</i>	11,110,996	11,110,996
<i>Total Cash and Investments</i>	141,597,067	143,481,089

Table II Average Daily Balance and Income

Investment Type	FY 2019 Avg Daily Balance	FY 2020 Avg Daily Balance	Total Income FY 2020
<i>Insight Investment</i>	57,358,092	52,077,079	1,454,824
<i>FL Local Govt Inv Trust Funds</i>	1,404,951	17,762,385	159,204
<i>FL State Treasury SPIA</i>	44,972,160	31,250,500	927,218
<i>Florida Prime (SBA)</i>	19,309,695	18,295,252	199,111
<i>Wells Fargo Restricted MM</i>	6,000,734	9,204,191	25,475
<i>Wells Fargo Cash</i>	4,361,261	8,368,079	136,579
<i>Wells Fargo Sweep</i>	15,230,509	12,983,155	155,478
<i>Total Daily Average</i>	148,637,422	150,540,641	
<i>Total Income</i>			3,057,890
<i>Income / Avg. Daily Bal</i>			2.03%

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Fiscal Year Ended September 30, 2020
Leon County, Florida

Investment Oversight Committee

The Investment Policy of the Board of County Commissioners provides for an Investment Oversight Committee (IOC) to work with the Clerk of the Circuit Court and Comptroller in the investment management of the portfolio. The Committee meets quarterly unless interim issues require more frequent meetings. Meetings are noticed, open to the public and the minutes of each meeting recorded. The IOC consists of the Clerk Designee, Director of Civil Courts, Kenneth Kent; the County Administrator Designee, Director of Financial Stewardship, Scott Ross; and three qualified individuals with financial or investment expertise who are independent of employment and business relationships with Leon County. The three outside members as of September 30, 2020 J. Ben Watkins III, State of Florida Director of the Division of Bond Finance, and Renee McNeill, The First Bank, and Dr. Apryl C. Lynn, MBA of Apryl C. Lynn & Associates.

During the fiscal year ending September 30, 2020, the portfolio was managed within the guidelines and limitations of the Investment Oversight Committee recommendations and the Commission approved policy without exception.

Investment Managers

The investment portfolio quarter ending balances ranged from \$143,481,089 to \$196,385,418 during the fiscal year, with higher balances during the winter as tax collection notices are distributed by the Leon County Tax Collector. The internal portfolio was generally allocated to the Florida Treasury Special Purpose Investment Account (SPIA) and Florida Prime (SBA) during the year for diversification and liquidity.

Insight Investment, the external manager invested an average of 35% of the Leon County portfolio during the fiscal year. As of September 30, 2020, Insight Investment managed approximately \$55 million in fixed income assets that resulted in a portfolio duration during the fiscal year ranging between 1.85 and 1.93 years. The established performance benchmark for Insight is the Bank of America/Merrill Lynch 1-3 Year Government Index. Insight Investment, formerly known as Cutwater Asset Management, has managed the County's external portfolio since June 1, 2010.

In October 2018, an additional money market account was opened with Wells Fargo for restricted funds for the Leon County Landfill. This Landfill money market account has a rate of Federal Funds less 10 basis points. In June 2019 the County added the Florida Local Government Investment Trust (FLGIT) Day to Day Fund to provide more flexibility for liquidity. Additional information for the FLGIT Day to Day Fund is provided on page 4 section B of this Annual Investment Report.

The County was notified during fiscal year 2019 from Wells Fargo regarding an agreement they had entered in to sell their Institutional Retirement and Trust business (which includes the County's custodial account) to Principal Financial Group. The transition of services has been delayed from the original date in February 2021 to September 6, 2021. County Finance and the IOC will monitor this situation for any effects on services or fees.

The Clerk completed bidding out its banking relationships pursuant to a competitive selection process and entered into a contract on April 1, 2012, with Wells Fargo Bank. The contract (with the current extensions) is set to expire March 31, 2022. During the last six months of this extension, the county can give a 60-day notice to terminate the contract.

ANNUAL INVESTMENT REPORT
Fiscal Year Ended September 30, 2020
Leon County, Florida

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ANNUAL INVESTMENT REPORT

Fiscal Year Ended September 30, 2020

Leon County, Florida

I. INVESTMENT POLICY

Section 218.415, Florida Statutes provides units of local government the ability to adopt a written investment plan to govern the investment of their investment portfolio. The Leon County Board of County Commissioners on July 9, 2019 adopted revisions to the new investment policy that was adopted on July 11, 2017. These revisions to the Policy, which were recommended by the Investment Oversight Committee, were designed to provide more flexibility for liquidity needs, while ensuring the safety of the principal and earning a reasonable rate of return by modifying the portfolio sector maximums for specific security types.

The Florida Constitution provides that the Clerk of Court and Comptroller (Clerk) will be responsible for the investment of County funds and this report is being submitted by the Clerk as provided by the Board's Investment Policy. All investment activity was conducted in accordance with written procedures and internal controls.

II. INVESTMENT OVERSIGHT COMMITTEE

The Clerk established the Investment Oversight Committee (IOC) to formulate investment strategies, to provide short-range direction, and to monitor the performance and structure of the County's portfolio. The IOC consists of the Clerk Designee, Director of Civil Courts, Kenneth Kent; the County Administrator Designee, Director of Financial Stewardship, Scott Ross and three qualified individuals with financial or investment expertise who are independent of employment and business relationships with Leon County. The three outside members as of September 30, 2020 are J. Ben Watkins III, State of Florida Director of the Division of Bond Finance, Renee McNeill, The First Bank and Dr. Apryl C. Lynn, MBA of Apryl C. Lynn & Associates.

III. ACTIVITIES OF THE INVESTMENT OVERSIGHT COMMITTEE

The Investment Oversight Committee (IOC) scheduled periodic meetings to discuss issues relating to the investments of the County. During the current year, the IOC continued to maintain the average annual effective duration for the managed external portfolio of approximately 1.85 and 1.93 years. Given the current market environment, the IOC will continue to carefully monitor the portfolio duration and allocation of assets.

IV. INVESTMENT OBJECTIVES

The Policy states that the primary objectives of all investment activities for the County should be safety of principal, maintenance of adequate liquidity and finally, return maximization.

Safety of principal is the foremost investment objective. Investment transactions should seek to keep capital losses to a minimum, whether the result of security defaults, or erosion of market value. This is best insured by establishing minimum acceptable credit ratings, limiting the portfolio's overall duration, setting maximum exposures by sector, defining appropriate levels of diversification and authorized transactions and limiting exceptions.

The second objective is the provision of sufficient liquidity. A portion of the County's overall portfolio should be maintained very liquid in order to meet operating, payroll, and ongoing capital requirements. Maintaining a core level of assets with the government pools, such as the Treasury Special Purpose Investment Account (SPIA) or other short-term entities, is viewed as the best way of maintaining secure asset values with sound investment practices. The remainder of the overall

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portfolio should be managed in such a manner that funds can be liquidated in a reasonable amount of time, recognizing that there are other sources for day-to-day liquidity and that this portfolio is primarily available for income generation within the constraints of this policy.

Maximizing yield on the portfolio is of least importance compared to the safety and liquidity objectives above. Return maximization is guided by the predefined and acceptable levels of risk as defined in this policy.

V. PORTFOLIO PERFORMANCE

Acceptable portfolio performance is the result of balancing the rewards of investing, or the income earned, with the risks associated with those investments. Factors influencing the portfolio's performance are the types of permitted investments and allowable maturities, liquidity requirements, overall interest rate environment, cash flows, and the investment manager's performance.

The portfolio earned \$2,727,407 in interest and had realized gain of \$330,483 for total income of \$3,057,890 for fiscal year ending September 30, 2020. This total income provided an effective rate of return of 2.03% on an average daily balance of \$150,540,641. For comparison, the portfolio earned \$3,418,264 in interest and had realized losses of \$89,789 for total income of \$3,328,475 for fiscal year ending September 30, 2019. This total income provided an effective rate of return of 2.24% on an average daily balance of \$148,637,422.

The active managed external portfolio did have realized gains for the 12-months ending September 30, 2020 of \$330,483, as referenced above, after having realized losses in prior years. The yield on the external portfolio on September 30, 2020 was 0.37% versus 1.89% on September 30, 2019. Rates have dropped significantly since 2019, which was already lower than prior years.

The following is an overall market and portfolio specific commentary provided by the County's investment advisor, Insight Investment.

Insight Investment Calendar Year Fourth Quarter 2020 Review & Outlook

Markets became significantly more optimistic in Q4: Hope returned to markets in Q4, with announcements from several major pharmaceutical companies that effective vaccines for the coronavirus were available for widespread distribution. Against this backdrop the S&P 500 Index rose to all-time highs, and this supported risk assets generally. While we do not expect any changes to the current policies of the Federal Reserve we do expect the bond market to react in the future to the improving economic conditions.

New president means new policies: We expect an additional stimulus package in the \$500bn to \$1 trillion range, a normalization of relations with the EU, and a focus on climate change. Pressure on China should remain, though the approach is likely to be more multilateral.

The yield curve steepened as sentiment improved: The Treasury yield curve steepened over the quarter as shorter maturities remained anchored by Fed policy, but longer-maturity yields rose as risk sentiment improved. The 2-year maturity Treasury was unchanged at 12bp, the 10-year maturity Treasury yield rose by 23bp to 0.92% and the 30-year maturity Treasury yield rose by 19bp to 1.65%. Insight's expectation is that interest rates will continue their current trend and we should see higher 10 year rates in the near future.

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Credit spreads rallied towards pre-crisis levels: Credit spreads tightened in Q4, with aggregate US corporate spreads ending the quarter 40bp tighter. The long area of the credit curve outperformed, tightening by 48bp. BBB-rated issues and high yield generally outperformed given the more positive outlook. Cumulative investment grade credit gross issuance reached \$2.1 trillion over 2020, breaking above the previous annual high of \$1.47 trillion set in 2017.

The S&P 500 Index broke to record highs: US equity markets experienced a strong quarter, driven by a rotation from tech to value as vaccines boosted hopes for a “return to normal.”

Risks include:

- Pressure to increase corporate leverage in a world of ultra low yields could lead to credit downgrades
- Virus mutations that impair vaccine efficacy
- Valuations may have already priced in much of the good news

VI. PERMITTED INVESTMENTS AND ALLOWABLE MATURITIES

Table 1 summarizes the permitted investments, composition limits, and maximum allowable maturities. The County's available funds are invested according to Leon County's Investment Policy Section XV, which authorizes the County to invest in specific permitted investment types. The permitted investments are restricted by the Policy in their composition limits and maximum allowable maturities. The Policy permits maturities of the operating portfolio establishing a range of 60 days to 10 years. Table 1 gives a brief description of each investment type according to Section XVI of the Policy. It is generally regarded that the following investment types are safe investments and meet the Policy's first objective: safety.

Table 1 – Permitted Investments

<u>Investment Type</u>	<u>Composition Limit</u>	<u>Max Maturity/ WAL Limit</u>
<i>Repurchase Agreements</i>	15%, 5% any one issuer	60 Days
<i>Bankers' Acceptances</i>	15%, 5% any one issuer	270 Days
<i>Commercial Paper</i>	20%, 5% any one issuer	270 Days
<i>Financial Deposit Instruments</i>	30%	2-Year, 1-Year Avg
<i>Federal Instrumentalities</i>	45%, 15% any one issuer	5-Year
<i>Corporate Debt</i>	25%, 3% any one issuer	5-Year
<i>Municipal Bonds</i>	35%, 3% any one issuer	5-Year
<i>Mortgage Backed Securities (MBS), including CMOs</i>	35%, 15% any one issuer, 3% per CUSIP	5-Year WAL
<i>Asset Backed Securities</i>	10%, 3% any one issuer	5-Year WAL
<i>Commercial Mortgage Backed Securities (CMBS)</i>	8%, 3% any one issuer	5-Year WAL
<i>US Government Securities</i>	100%	10-Year
<i>US Federal Agencies (full faith and credit)</i>	100%, 20% any one issuer	5-Year
<i>Florida Prime (SBA), FLGIT</i>	20% each pool	NA
<i>FL Municipal Investment Trust (FMIVT)</i>	15%	NA
<i>SPIA, Money Markets</i>	100%	NA

The internal portfolio was invested in the following government pools during fiscal year ending September 30, 2020:

A. Florida Local Government Surplus Funds Trust Fund, also known as Florida PRIME

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Fiscal Year Ended September 30, 2020

Leon County, Florida

Florida PRIME is administered by the Florida State Board of Administration (SBA) for the purpose of pooling investment funds of local governments in an investment portfolio of money market instruments that provide liquidity while preserving capital. On February 13, 2008, the Trustees of the SBA hired Federated Investors to manage Florida PRIME, effective on March 1, 2008. As of October 1, 1997, the SBA had converted Florida PRIME to a "2a-7 like" investment pool (SEC Rule 2a-7 of the Investment Company Act of 1940). On September 30, 2020, Florida PRIME was invested in fixed rate and floating rate bank instruments, repurchase agreements, fixed rate and floating rate corporate commercial paper, floating rate corporate notes, money market mutual funds, and fixed rate and floating rate asset backed commercial paper. The rating for Florida Prime as of September 30, 2020 was AAAm by Standard and Poor's. A maximum of 20% of the portfolio may be invested with Florida PRIME.

B. The Florida Local Government Investment Trust Government Fund (FLGIT)

The Florida Local Government Investment Trust (FLGIT) is a local government investment pool developed through the joint efforts of the Florida Court Clerks and Comptrollers (FCCC) and the Florida Association of Counties (FAC) for providing opportunities for the investment of excess public funds. FLGIT offers two investment funds to its participants, the Short Term Bond Fund and the Day to Day Fund. The Short Term Bond Fund is a longer term higher yielding fund. At September 30, 2020, the County did not have any balances in the Short Term Bond Fund. The Day to Day Fund is a highly liquid fund with underlying investments having a weighted average maturity of less than 90 days. The FLGIT Day to Day Fund does meet the criteria and has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. On September 30, 2020, the majority of the Day to Day Fund was invested in US Treasuries, Agencies and Repurchase Agreements with the remainder in short term Corporate Bonds, Commercial Paper and Certificates of Deposit. The Day to Day Fund maintained a credit rating of AAAm by Fitch as of September 30, 2020. A maximum of 20% of the portfolio may be invested with FLGIT.

C. Special Purpose Investment Trust (SPIA)

Effective July 1, 2004, Section 17.61(1), Florida Statutes was amended to permit organizations created by the Florida Constitution to participate in the existing State Treasury Investment Pool "Special Purpose Investment Account (SPIA)." Historically, SPIA participants have received higher earnings reflecting the higher risk associated with the longer maturities and lower credit quality. The rating for the Treasury Investment Pool as of September 30, 2020 was AA-f by Standard and Poor's with a duration of 2.45 years. The County Investment Policy allows up to 100% of the County portfolio to be invested in SPIA.

In March 2015, the Florida Treasury implemented procedures to provide better cash forecasting and an increase in funds available for longer term investments which should increase the interest earnings of the pool as a whole. These enhancements included (1) closing the pool to new noncomponent unit entities, (2) requiring new withdrawal notices and minimum balance requirements and (3) setting a cap on investment amounts. Instead of 100% liquidity with 3 days' notice, the Florida Treasury now requires 5 days' notice for liquidations between \$20 and \$75 million and 20 days' notice for liquidations over \$75 million. In addition, 6 months' notice is required for liquidations planned below a floor calculated as 60% of the previous 3 months average balance. The changes by the Florida Treasury reduce the possibility of large unplanned liquidations from the pool. The IOC evaluated these changes and determined that the associated risks would be monitored and dollars reallocated between asset classes (including SPIA) based on periodic analysis of the market risk.

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The financial details and disclosures for the Treasury Investment Pool are made in Note 4 to the State of Florida Comprehensive Annual Financial Report (CAFR).

At September 30, 2020, the majority of the Florida Treasury Investment Pool holdings were in US Treasuries, US Government Agencies/Bonds, Corporate Bonds, and Agency Mortgage Backed Securities. The Pool's fair value factor was 1.0269 for September 2020. A factor of more than 1.0000 indicates that the market value of the Pool's investments is more than the funds invested in the Pool. For more information relating to the Treasury Investment Pool, please visit the website at <http://www.myfloridacfo.com/Division/Treasury/>.

VII. LIQUIDITY REQUIREMENTS

The second objective in managing the County's investments is the provision of sufficient liquidity. On a regular basis, the County's receipts and disbursements are analyzed to determine trends in cash inflow and outflow. Cash inflows are invested immediately upon receipt and become part of the portfolio. The portfolio provides cash for weekly payment of operating and capital expenditures, biweekly payment of payroll expenditures and semiannual debt service payments.

VIII. INVESTMENT OPERATIONS

Investing activities are conducted by the investment advisor and qualified professionals in the Clerk's Office in accordance with Florida Statutes, County Ordinances, and written policies and procedures. Periodic reports of investment activity and positions are prepared and distributed to management of the Clerk's Office, management of the BCC and the Investment Oversight Committee. Regular meetings of the IOC are held to monitor the portfolio, evaluate investment performance and discuss investment strategies.

The investment advisor and Clerk staff use sophisticated techniques in carrying out investment activities including the use of electronic bank and trust account systems, electronic funds transfer, on-line real-time monitoring of U.S. securities markets and electronic trading. Bank account balances, cash requirements, investment positions and trust account activity are monitored daily. Current conditions and evaluations of national economic activity are considered in making asset allocation decisions.

A. Portfolio Balances

The portfolio's ending balance for fiscal year 2020 was \$143,481,089 while the ending balance for 2019 was \$116,235,828, an increase of \$27,245,261. This increase in the balance is due to several causes. The 2019 balance was lower than normal due to expenses related to Hurricane Michael storm recovery efforts, some of which was reimbursed in the 2020 fiscal year. In addition, in 2020, the Federal government advanced CARES funds to the county that were not yet spent at year end. The county's cash balances decreased the next day, October 1, 2020 in the amount of \$7.3 million when debt came due, including the final of one of our long term notes payable.

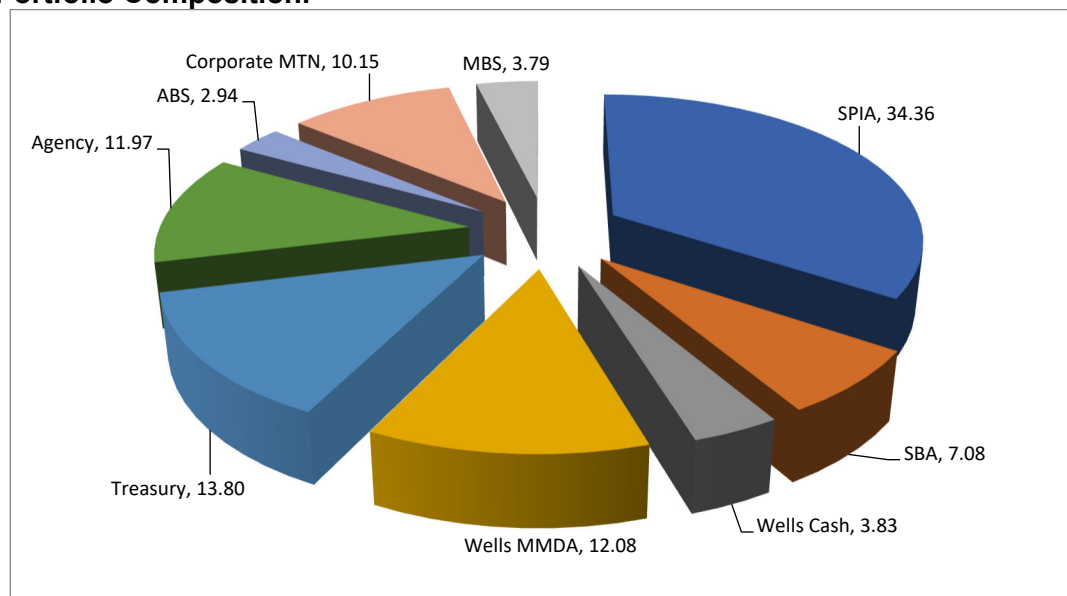
B. Portfolio Composition

The Clerk or the Clerk's designee (Finance Director) shall have the option to further restrict or increase investment percentages from time to time based on market conditions. Any changes to the portfolio composition guidelines or limits must be in writing from the Finance Director directed to the appropriate parties and discussed at each quarterly Investment Oversight Committee meeting. The portfolio was

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managed in compliance with diversification requirements for investment types as shown in the following **Table 2 Portfolio Composition.**



C. Portfolio Maturities

Portfolio management was also accomplished in compliance with the Policy that requires ensuring sufficient liquidity as well as diversity in maturities. Shown in Table 3 are the average terms of each investment type held as of fiscal year end 2019 and 2020. Average term is the weighted average number of days remaining to maturity of the investment. Average terms greater than one year represent investments of non-current funds, including the non-current operating portfolio, and investments of bond proceeds and debt service reserve funds. The externally managed portfolio was invested for a weighted average term of approximately 704 days in fiscal year 2020, as compared with a weighted average term of 734 days in fiscal year 2019.

Table 3- External Manager Average Term by Investment Type (Days)

	FY 2020	FY 2019
US Treasury Notes	913	756
US Agency Notes	730	704
Commercial Mortgage Backed Securities	894	1066
Asset Backed Securities	387	584
Mortgage Backed Securities	631	847
Municipal Notes	-	-
Corporate Notes	993	701

D. Earnings and Yields

The portfolio earned \$2,727,407 in interest and had realized gain of \$330,483 for total income of \$3,057,890 for fiscal year ending September 30, 2020. This total income provided an effective rate of return of 2.03% on an average daily balance of \$150,540,641. For comparison, the portfolio earned \$3,418,264 in interest and had realized losses of \$89,789 for total income of \$3,328,475 for fiscal year ending September 30, 2019. This total income provided an effective rate of return of 2.24% on an average daily balance of \$148,637,422. The range of duration of the

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County's overall portfolio is defined as 0.5 years to 2.5 years. Unusual market or economic conditions may mandate moving the portfolio outside of this range. The Investment Oversight Committee will be convened and will approve any portfolio duration outside of the range specified above. The duration of the portfolio was an annual average of 2.21 years.

Table 4- Quarter Wt. Average Yields

	09.30.19	12.31.19	03.31.20	06.30.20	09.30.20
Insight Investment	1.89%	1.81%	1.20%	0.51%	0.37%
FL Local Govt Investment Trust	2.20%	1.72%	1.27%	0.45%	0.18%
FL State Treasury SPIA	3.26%	2.52%	4.72%	2.22%	2.12%
Florida Prime (SBA)	2.27%	1.82%	1.34%	0.57%	0.32%
Wells Fargo Restricted MM	2.05%	1.65%	0.68%	0.15%	0.15%
Wells Fargo Cash	2.15%	1.75%	0.78%	0.25%	0.25%
Wells Fargo Sweep	1.96%	1.46%	0.66%	0.05%	0.01%
Quarter Wt. Average Yields	2.15%	1.90%	2.04%	0.75%	0.48%

The dollar amount of interest earnings is used in historical and budgetary comparisons and in cash flow analysis. Actual interest earnings totaled \$2,727,406 in fiscal year 2020 and \$3,418,264 in fiscal year 2019. Actual interest earnings were \$259,673 more than the budget in fiscal year 2020 and \$950,530 more than the budget in fiscal year 2019.

Table 5- Budget and Actual Income

	FY 2020	FY 2019
<i>Actual</i>	2,727,406	3,418,264
<i>Budget</i>	2,467,734	2,467,734
<i>Variance</i>	259,673	950,530

IX. CONCLUSION

In conclusion, the results outlined in the Annual Investment Report are as follows:

- Investment income decreased 8% year over year with a \$1.9 million increase in overall average investment balances. This decrease in income is mostly due to a decrease in market interest rates due to the impact of COVID-19 and federal monetary policy. The increase in year-end cash is due to circumstantial effects of COVID, CARES grants and reimbursement, and the prior year having a lower balance due to spending for Hurricane Michael. Rates of return at September 30, 2020 were down sharply from prior years. The strategy of the County going forward is to keep our funds in investment pools whose longer duration help mitigate the impact of lower short term interest rates. When market conditions change this may be reassessed. Funds with shorter duration and greater liquidity will be used to shore up the county's liquidity needs.

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- The Investment Portfolio activity was in compliance with the Investment Policy.
- The economic environment continues to be volatile. The external manager continues to tactically manage the duration as changes in the market occur.

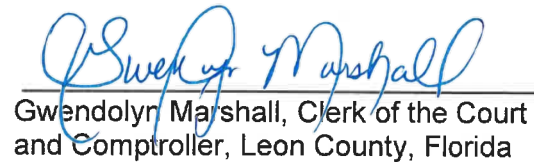
Investment Oversight Committee

The IOC met regularly to oversee the performance of the external manager. The investment policy requires staff to notify the IOC any time that any holdings drop below the minimum credit ratings required under the policy. The IOC will then consider the current market environment and make recommendations to either hold and monitor the investments or to liquidate the investments. On October 3, 2018, the external manager notified the IOC regarding a downgrade by Standard and Poor's of one security within the externally managed portfolio. The security was issued by General Electric Company and was downgraded to BBB+. The IOC has continued to closely review this downgrade and given the external manager's recommendation to maintain this security has agreed to continue hold this security, subject to ongoing monitoring, within the portfolio. This security matured in September 2020.

On March 30, 2021 the IOC met to review and approve this annual report summarizing the performance of the internal portfolio and the external manager.

Presented by:


Ben Watkins, Chairman
Investment Oversight Committee


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



**Leon County
Board of County Commissioners**

Notes for Agenda Item #19

Leon County Board of County Commissioners

Agenda Item #19

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Midyear FY 2021 Commissioner Discussion Items Status Report



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

Statement of Issue:

This item seeks Board acceptance of the FY 2021 midyear status report on the Commissioner discussion items that the Commissioners have requested staff follow-up on, during the Comments/Discussion Items portion of the Boards' regular meetings.

Fiscal Impact:

This item has no fiscal impact

Staff Recommendation:

Option #1: Accept the Midyear FY 2021 Commissioner Discussion Items Status Report (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of the FY 2021 midyear Commissioner discussion items status report. At each regularly scheduled Board meeting, Commissioners have the opportunity, under Commissioners' Discussion Time, to make requests and/or inquiries of staff. If staff action is requested, Board approval is required. The County Administrator, as well as the County Attorney, then makes staff assignments, respectively. The status of such items is then tracked by Administration and reported to the Board semiannually. The County Administrator utilizes the status report year-round, as a management tool to ensure the appropriate actions are taken in response to Board direction.

Analysis:

For the first half of Fiscal Year 2021 (October 2020 through March 2021), other than Proclamations, a total of 53 items were generated as a result of Commissioner discussion (Attachment #1). Four of the items were derived from discussion at the January 2021 Board Retreat and the remaining items were the result of Board action during regular Board meetings.

Of the 53 items, 38 items are completed, and 15 items are "In Progress". In addition, of the 28 items remaining from fiscal years 2019-2020, 15 were completed, 2 are "Ongoing" and 11 are "In Progress", including 3 items pending on the May 11th agenda.

Options:

1. Accept the Midyear FY 2021 Commissioner Discussion Items Status Report (Attachment #1).
2. Do not accept the Midyear FY 2021 Commissioner Discussion Items Status Report.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Midyear FY 2021 Commissioner Discussion Items Status Report

**FY 2020/2021
Commissioner Discussion Items Status Report
October 1, 2020 – March 31, 2021**

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Feb 13, 2018	Dozier	Requested the County work with FSU & Innovation Park to co-brand signage for the MagLab.	Administration / Planning / Tourism Cherie Bryant / Kerri Post	<u><i>In Progress</i></u> <i>Tourism funding for this project was delayed as a result of COVID-19 budgetary impacts; however, branding/ wayfinding will be included within Airport Gateway design, which will begin design in 2022. Any signs constructed prior to that project were likely to be disturbed, so this timing is ideal and allows for a cohesive signage plan along the Gateway. Wayfinding to Innovation Park is also included in the FAMU Way signage.</i>
Oct. 15, 2019	Desloge	Requested an agenda item on the approved CRTPA bike-ped master plan including recommendations for regional coordination and cost analysis.	Admin / PLACE (Planning) – Ken Morris / Ben Pingree / Cherie Bryant	<i>Done</i> <i>The CRTPA Board approved the Bike-Ped Master Plan on June 15, 2020 and an update on the adopted BPMP was included in Agenda Item #4 on the February 18, 2021 IA Board meeting agenda.</i>
Nov. 12, 2019	Dozier	Requested an analysis of possible alternative uses of Tallahassee Housing Authority's Payment in Lieu of Taxes (PILOT) funds to support affordable housing as part of FY 19 PILOT payment.	HSCP / OMB Shington Lamy / Scott Ross	<i>Done</i> <i>The analysis was included in the March 23, 2021 Affordable Housing Workshop</i>
	Dozier	Requested additional information about HIV rates and strategies in the community to address transmission.	HSCP / Admin Shington Lamy / Heather Peeples	<u><i>In Progress</i></u> <i>Staff anticipates providing an agenda item at the Board's June 8, 2021 meeting providing a status report on the efforts to establish a syringe exchange program. The report will also include the requested information about HIV rates and strategies in the community to address transmission as well as additional information on available drug treatment services.</i>
Dec. 10, 2019	Maddox	Requested a status report within one year evaluating crime in area of adult entertainment stores.	County Attorney Chasity O'Steen	<i>Done</i> <i>Agenda Item #8 on December 8, 2020</i>
	Dozier	Requested additional analysis on available drug treatment services.	Admin Heather Peeples	<u><i>In Progress</i></u> <i>Staff anticipates providing an agenda item at the Board's June 8, 2021 meeting providing a status report on the efforts to establish a syringe exchange program. The report will also include the requested information about HIV rates and strategies in the community to address transmission as well as additional information on available drug treatment services.</i>

FY 2020/2021
Commissioner Discussion Items Status Report
October 1, 2020 – March 31, 2021

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Dec. 10, 2019 (cont.)	Lindley	Requested staff provide an agenda item in 3 years if a program administrator is not identified for the Syringe Exchange program	Admin Heather Peeples	<u><i>In Progress</i></u> <i>An update to be provided to the Board in December 2022.</i>
Jan. 28, 2020	Minor	Requested an agenda item with options for preserving the Lake Hall Schoolhouse.	Admin Andrew Johnson	<i>Done</i> <i>Agenda Item #31 on December 8, 2020</i>
Feb. 11, 2020	Jan. 27 Retreat	Prepare an agenda item with an update on cultural/historical tourism.	Tourism Kerri Post	<u><i>In Progress</i></u> <i>Agenda Item #17 on May 11, 2021</i>
	Jan. 27 Retreat	Prepare an agenda item to evaluate the Division of Tourism promotion and support for fishing tournaments at Lake Talquin.	Tourism / DSEM Kerri Post / Barry Wilcox	<i>Done</i> <i>Agenda Item #16 on December 8, 2020</i>
	Jan. 27 Retreat	Evaluate creating an oral history kiosk as part of the Leon County/Tallahassee bicentennial celebration in 2024.	Library / Tourism/ CMR Debra Sears / Kerri Post / Mathieu Cavell / Heather Peeples	<u><i>In Progress</i></u> <i>Library / Tourism staff are investigating options for physical and virtual kiosks, use of augmented reality and media formats. County staff will meet quarterly to begin planning activities to support the upcoming bicentennial. A Tourism staff member, serving on the City's Bicentennial planning committee, will keep the Library and County team updated on the City's planning activities to ensure community-wide coordination.</i>
	Jan. 27 Retreat	Prepare an agenda item to evaluate the County's progress on trail development and long-term goals.	PLACE Ben Pingree / Autumn Calder	<i>Done</i> <i>Staff provided an update on the current status of all 32 Greenways Master Plan (GWMP) Projects at the May 26, 2020 IA Board Meeting. The IA Board approved a proposed set of evaluation criteria and metrics for prioritizing the implementation of the GWMP projects. This agenda item also shared a brief update that the "one-stop shop" was under development by the TLH-LC Planning Dept. Staff brought back a prioritized list of GWMP Projects at the IA Board meeting of December 10, 2020 Board Meeting (Agenda Item #13).</i>
March 10, 2020	Desloge	Requested an agenda item exploring the software used to identify uncollected vacation rental bed tax revenue and possible loss of property tax and building fee revenues associated with unpermitted improvements.	OMB Scott Ross	<u><i>In Progress</i></u> <i>Staff anticipates bringing the update to the Board at the FY 2022 Budget Workshop.</i>

FY 2020/2021
Commissioner Discussion Items Status Report
October 1, 2020 – March 31, 2021

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
May 12, 2020	Minor	Amended motion to include current electronic submission of citizen comments for all BOCC meetings (virtual and in-person) until such time as the Executive Order 20-69 expires.	MIS / Admin Michelle Taylor / Mary Smach	<u>Ongoing</u> <i>As of the April 14, 2020 Board meeting, staff has made available an online citizen comment form and will continue until such time as the Executive Order 20-69 expires. The Board conducted virtual meetings from April 14, 2020 until November 17, 2020 when in-person meetings resumed.</i>
June 9, 2020	Proctor	Requested a status report on the leaking roof at the Supervisor of Elections building	Public Works / Real Estate/ County Attorney Brent Pell / Scott Ross / Chasity O'Steen	Done <i>Email sent to the Board on June 13, 2020. Demand letter went out on June 29, 2020. Agenda Item #23 on December 8, 2020 and Agenda Item #24 January 26, 2021 – Board approved the purchase and repairs of the SOE Voting Operations Center building.</i>
June 16, 2020	Dozier	Requested the County Attorney provide a Roberts Rules of Order primer as a guide for the Commissioners.	County Attorney Chasity O'Steen	Done <i>The County Attorney distributed the Parliamentary Procedures Pointers document to the Commissioners & Aides on November 16, 2020.</i>
July 14, 2020	Maddox	Requested tracking of the percentage of CARES dollars spent in the Bond/Southside, Frenchtown and Griffin Heights neighborhoods	HSCP Shington Lamy	Done <i>January 25, 2021 Board Retreat item #1 on the Community Impact of Leon CARES.</i>
	Dozier	Requested an analysis on how the County's CHSP programs align with the recommendations in the final report of the Sheriff's Policy Review Committee	HSCP / IDA Shington Lamy / Teresa Broxton	<u>In Progress</u> <i>The LCSO Policy Review Committee has convened & identified 3 subcommittees: 1) Community Relations & LSCSO staff issues 2) Alternative Methods of Policing & social services coordination, and review of LCSO general orders & standard operation procedures 3) Review of Use of Force cases after internal investigations are completed. Staff will assess how the County's HSCP programs may align with the LCSO's recommendations and bring an agenda item to the Board on June 8, 2021.</i>
	Dozier	Requested a report on the delay in hiring a consultant to review the Land Use element of the Comprehensive Plan be brought back in the next Comprehensive Plan Amendment Cycle	PLACE / Planning Ben Pingree / Cherie Bryant	Done <i>The report was included in the Joint Comprehensive Plan Workshop on March 23, 2021</i>

FY 2020/2021
Commissioner Discussion Items Status Report
October 1, 2020 – March 31, 2021

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
July 14, 2020 (cont.)	Dozier	Requested a report on the FY 2022 fire services fee to be included in the upcoming update to the fires services study & be brought back before the FY 2022 budget discussions.	OMB Scott Ross	<u><i>In Progress</i></u> <i>Staff anticipates including information on the fire services fee in the FY 2022 Budget Workshop</i>
	Dozier	Motion requesting a summary or annual report on the Community Redevelopment Authority	OMB / Admin Scott Ross / Ken Morris	<u><i>In Progress</i></u> <i>Agenda Item #20 on May 11, 2021</i>
Sept. 15, 2020	Maddox	Motion included that while Board meetings are held under the Emergency Declaration, to continue virtual option for public comments once in-person meetings resume.	Admin / MIS Alan Rosenzweig / Matt Cavell / Michelle Taylor	<u><i>Ongoing</i></u> <i>Virtual option for real-time citizen participation on all agenda items began September 29, 2020 and will continue until such time as the Executive Order 20-69 expires.</i>
	Desloge	Requested an agenda item providing guidelines for policy debates on social media in regard to the Sunshine law and public records law.	County Attorney Chasity O'Steen	<i>Done</i> <i>Agenda Item #9 on December 8, 2020</i>
	Dozier	Requested an agenda item exploring the stormwater analysis report as presented at the Sept. 17 th Blueprint IA meeting, including alternate and new technology and current maintenance program.	Public Works / Blueprint Brent Pell / Theresa Heiker / Ben Pingree	<i>Done</i> <i>Agenda Item #13 on December 8, 2020</i>
Sept. 29, 2020	Minor	Requested staff bring back an agenda item exploring the option to allow for public comment at future workshops.	Admin Heather Peeples	<i>Done</i> <i>Agenda Item #28 on December 8, 2020</i>
	Dozier	Requested staff look into options to commemorate May 20 th Emancipation Day, in 2021.	CMR Mathieu Cavell	<i>Done</i> <i>Agenda Item #7 on December 8, 2020</i>
	Dozier	Requested staff bring back an agenda item on the updates to the County's Fertilizer Ordinance including information from Indian River & Alachua County Ordinances and comments from the County's Water Resources Committee and Science Advisory Committee	DSEM Barry Wilcox	<u><i>In Progress</i></u> <i>Agenda Item #17 on February 16, 2021 requested a public hearing to be held to consider the proposed ordinance.</i> <i>Public Hearing Agenda Item #27 on May 11, 2021</i>
	Dozier	Requested a review of the City/County Affordable Housing policies at the upcoming Affordable Housing Workshop	HSCP Shington Lamy	<i>Done</i> <i>The analysis was included in the March 23, 2021 Affordable Housing Workshop</i>

FY 2020/2021
Commissioner Discussion Items Status Report
October 1, 2020 – March 31, 2021

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Oct. 13, 2020	Dozier	Authorized the County Administrator to send a letter to the State requesting permission for the county to take ownership and remove the Confederate monument from the Capitol.	Admin Andrew Johnson	Done <i>Letter sent on October 23, 2020 from the County Administrator to the Governor, President of Florida Senate, Secretary of Dept. of Management Services and the Secretary of the Senate.</i>
	Dozier	Directed staff to work with the Florida DOT to explore options regarding the use of native plants and reducing the use of fertilizers and pesticides on medians along N. Monroe St. from Gadsden County line to Interstate 10.	Public Works Brent Pell	Done <i>The FDOT's landscape care guide specifies only native plants be used. It also provides recommended frequencies for fertilizers and weed control; however it does not specify the methods. The FDOT agrees the County can utilize "greener" approaches.</i>
	Dozier	Requested an email evaluating how current County policies align with the CSWG recommendations regarding trainings and whether any gaps exist in the County's mental health training.	Admin / Human Resources Heather Peeples / Candice Wilson	Done <i>Email sent on November 25, 2020 from the County Administrator to the Board</i>
	Dozier	Requested an evaluation of the CSWG recommendation regarding implementing a Risk Mitigation Fund in the upcoming Affordable Housing Workshop	HSCP Shington Lamy	Done <i>The analysis was included in the March 23, 2021 Affordable Housing Workshop</i>
	Dozier	Requested staff reschedule the Innovative and Alternative Stormwater Management Facilities agenda item for the Board's Dec. 8 th meeting.	Public Works Brent Pell / Theresa Heiker	Done <i>Agenda Item #13 on December 8, 2020</i>
	Dozier	Requested an update on congregate homeless shelters for the upcoming winter months	HSCP Shington Lamy	Done <i>Email sent on November 29, December 1, 2, 7 & 16, 2020, from the County Administrator to the Board.</i>
	Dozier	Requested an agenda item providing an update on broadband options for the rural areas of the County including exploring a collective approach with neighboring counties.	Admin Andrew Johnson / Heather Peeples	Done <i>Agenda Item #13 on March 9, 2021</i>
	Maddox	Requested an agenda item if needed including a budget amendment, for the County to host the 4-8A Football Championships	Tourism Kerri Post	Done <i>Email sent on November 24, 2020, from the County Administrator to the Board advising that the County had been selected to host the 2020 1A-8A Florida High School Athletic Association (FHSAA) Football Championships. The contract was signed, and neither a budget amendment nor an agenda item was necessary.</i>

FY 2020/2021
Commissioner Discussion Items Status Report
October 1, 2020 – March 31, 2021

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Nov. 17, 2020	Proctor	Requested a Resolution urging Governor to reinstate the original executive order to allow for virtual meetings of local government bodies.	Admin Andrew Johnson	Done <i>Letter & Resolution sent on December 1, 2020 from the Chair to the Governor.</i>
	Maddox	Requested a status report in six months evaluating the GARE toolkit in the CHSP process & exploring the possibility to expand the use of the GARE toolkit to other depts.	Admin / HSCP Wanda Hunter / Shington Lamy	In Progress <i>Staff anticipates providing an agenda item at the Board's June 8, 2021 meeting.</i>
	Dozier	Requested that the upcoming recycling agenda item include: the City's plan to move forward, how commercial recycling is offered within the City in particular at apartment complexes, and how to continue supporting regional coordination to further utilize Marpan's services.	ORS / Admin Maggie Theriot / Andrew Johnson	Done <i>Agenda Item #19 on March 9, 2021</i>
	Maddox	Motion authorized the Chair to send a letter to the U.S. EPA supporting the water quality based effluent limitation (WQBEL) process.	County Attorney Chasity O'Steen	Done <i>Letter sent on November 20, 2020 to the EPA from the Chair regarding the Lake Talquin WQBEL.</i>
	Dozier	Requested a workshop on Board meeting procedures	County Attorney Chasity O'Steen	Done <i>Agenda Item #28 on December 8, 2020</i>
	Maddox	Requested an agenda item to consider limiting commissioner discussion on items to 3 minutes while in chambers during the pandemic, which could be extended with permission from Chair.	Admin Heather Peebles	Done <i>Agenda Item #28 on December 8, 2020</i>
Dec. 8, 2020	Dozier	If bills are filed for the 2021 legislative session modifying the M-CORES program, additional analysis will be brought back in January 2021	Admin Andrew Johnson	In Progress <i>Email sent to the Board from the County Administrator on January 29, & February 4, 2021. Weekly updates provided in the Capital Update. Session ends April 30, 2021 and staff anticipates that the end of session report agenda item will be provided at the June 8, 2021 meeting.</i>
	Dozier	Requested an agenda item to include a review of other counties' maintenance schedules, testing, metrics for commercial & residential stormwater ponds, including inter-governmental coordination; and seek input from the Water Resource Committee to identify innovative strategies for stormwater management.	Public Works/ Planning Brent Pell / Cherie Bryant	In Progress <i>Staff anticipates providing an agenda item at the Board's June 8, 2021 meeting.</i>

FY 2020/2021
Commissioner Discussion Items Status Report
October 1, 2020 – March 31, 2021

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Dec. 8, 2020 (cont.)	Dozier	Requested an agenda item that explores options for a comprehensive water shed management plan that addressed both quality and quantity, in collaboration with the City and other counties in the region; including an analysis of the 5 ponds in the historically minority neighborhoods.	Public Works/ Planning Brent Pell / Cherie Bryant	<u><i>In Progress</i></u> <i>Staff anticipates providing an agenda item at the Board's June 8, 2021 meeting.</i>
	Maddox	Include a 30 min. review and discussion on Policy No. 01-05 Rules of Procedure for meetings of the Board at the Board's January 25 th Retreat.	County Attorney Chasity O'Steen	<i>Done</i> <i>Included on the Board's agenda for the January 25, 2021 Retreat. At the start of the Retreat, the Board voted to accept the report regarding Policy No. 01-05 Rules of Procedure for Meetings, and remove the facilitated discussion of the Policy from the Retreat agenda.</i>
	Dozier	Requested staff explore ways to recognize volunteers who help support our community.	CMR Mathieu Cavell	<i>Done</i> <i>First presentation recognizing a Leon County Volunteer Champion occurred at the January 26, 2021 meeting.</i>
	Jackson	Requested an email and agenda item on a status report regarding homeless camps.	HSCP Shington Lamy	<i>Done</i> <i>County Administrator sent an email to the Board on December 15, 2020. Agenda Item #12 on Jan. 26, 2021.</i>
Jan. 26, 2021	Dozier	Requested staff add a link to the State's COVID vaccination dashboard on the County's website.	CMR Mathieu Cavell	<i>Done</i> <i>Added prominently on LeonCountyFL.gov/ei.</i>
	Dozier	Requested OEV staff work to share the updated OSHA COVID policies with local businesses.	PLACE / OEV Ben Pingree / Cristina Paredes	<i>Done</i> <i>OEV shared the information via a March 18, 2021 newsletter and March 17, 2021 webinar in coordination with the Dept. of Health.</i>
	Dozier	Requested that future Emergency Rental Assistance Program updates include an overview of any City community assistance programs.	HSCP Shington Lamy	<u><i>In Progress</i></u> <i>Staff anticipates a budget discussion item for the FY 2022 Budget Workshop.</i>
	Dozier	Requested an agenda item on the proposed operation and management of the relocated Northeast Park	Admin / ORS Ken Morris / Maggie Theriot	<u><i>In Progress</i></u> <i>Staff anticipates an agenda item on the proposed operation & management subsequent to the agenda item in Fall 2021 for the purchase of the parcel for the Northeast Park.</i>
	Dozier	Motion to accept the Petrandis settlement agreement and directed the County Administrator to sign the agreement.	County Attorney Chasity O'Steen	<i>Done</i> <i>Settlement Agreement was accepted as of February 16, 2021.</i>

FY 2020/2021
Commissioner Discussion Items Status Report
October 1, 2020 – March 31, 2021

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Jan. 26, 2021 (cont.)	Dozier	Motion to approve adding 3 bills (HB 387, HS 107/SM 256 and SB 62) to the County's legislative priorities	Admin Andrew Johnson	Done <i>Agenda Item #4 on February 16, 2021</i>
	Dozier	Requested staff invite Anna-Kay Hutchison, Community Partnership School Director for Sabal Palm Elementary, to provide a presentation at the Board's Feb. meeting.	Admin Stephanie Holloway	Done <i>Presentation provided by Cecka Rose Green, Children's Home Society of Florida Big Bend Region, on behalf of Sabal Palm Elementary, a Community Partnership School, at the Board's February 16, 2021 meeting.</i>
	Dozier	Motion to add the issue of the City Walk shelter and future process to site new homeless shelters to the next Mayor-Chair meeting	Admin Stephanie Holloway	Done <i>Added to the February 17th Agenda for the Mayor-Chair meeting. County Administrator Long sent an email to the Board on 2/8/21 including a 2/10/21 City agenda item on homelessness and the City Walk Mahan Shelter update, and informing the Board that Amanda Wander, Executive Director of the Big Bend Continuum of Care will be presenting at the Board's February 16th meeting.</i>
	Maddox	Directed staff work with other local governments to extend the Florida rail system and directed staff to work with regional partners to urge the Governor to join the Southern Rail Commission; and authorized the County representative on the Apalachee Regional Planning Council (ARPC) to discuss this legislative priority at the next ARPC meeting.	Admin Andrew Johnson	Done <i>Staff continues working to advocate for the County's state and federal legislative priorities, which include support for the restoration of passenger rail service throughout North Florida and for encouraging the State of Florida to join the Southern Rail Commission. On March 31, 2021, President Biden introduced the American Jobs Plan, a \$2 trillion proposal to modernize the nation's infrastructure. The President's proposal includes \$80 billion to improve and expand Amtrak's passenger rail network over the next 15 years. The ARPC met on March 25, 2021.</i>
	Proctor	Requested that FAMU be considered as a COVID vaccination site.	CMR / EM Mathieu Cavell / Kevin Peters	Done <i>County Administrator sent an email to the Board on February 11, 2021 announcing that FAMU will served as a regional vaccination site.</i>
	Proctor	Requested the County Attorney provide Senate Bill 484 to the other Commissioners for review	County Attorney Chasity O'Steen	Done <i>County Attorney sent an email to the Board on January 27, 2021.</i>

FY 2020/2021
Commissioner Discussion Items Status Report
October 1, 2020 – March 31, 2021

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Jan. 26, 2021 (cont.)	Welch	Motion to direct staff to include in the October Retreat agenda item options to rotate the retreat location throughout the Commission Districts, and that the location have the ability to live stream the retreat, and ensure the site is historically sensitive.	Admin/CMR Heather Peeples/ Mathieu Cavell/ Stephanie Holloway	<u><i>In Progress</i></u> <i>Possible meeting venues are being explored and solutions for livestreaming the Retreat have been identified. Staff anticipates providing an agenda item at the Board's Oct. 12, 2021 meeting.</i>
Feb 16, 2021	Jan. 25 Retreat	Directed the County Administrator to have an agenda item prepared for the Blueprint/ OEV Feb. 18 th strategic planning workshop regarding pathways to job creation, government's public policy role in job creation, & how these issues are considered in the future.	PLACE / OEV Ben Pingree / Cristina Paredes / Heather Peeples	<i>Done</i> <i>Agenda Item #1 on February 18, 2021 Blueprint Workshop</i>
	Jan. 25 Retreat	Requested that LCSO evaluate creating a mental health officer position	Admin Wanda Hunter / Heather Peeples	<u><i>In Progress</i></u> <i>Analysis of current resources will be included in the Sheriff's budget in the June 22, 2021 Budget Workshop</i>
	Jan. 25 Retreat	Directed staff to prepare a status report on bike-ped safety and educational initiatives.	PLACE/ Planning / Public Works Ben Pingree / Cherie Bryant / Brent Pell/ Heather Peeples	<u><i>In Progress.</i></u> <i>Staff anticipates an agenda item for the July 13, 2021 Board meeting.</i>
	Jan. 25 Retreat	Directed staff to explore options for supporting property owners in addressing inheritance and title issues for the purpose of subdividing property.	County Attorney Chasity O'Steen / Heather Peeples	<i>Done</i> <i>Agenda Item #5 on March 9, 2021</i>
	Dozier	Requested an agenda item exploring the opportunity to provide funding to the Community Partnership School for two full-time AmeriCorps team members for March 9th	HSCP / OMB Shington Lamy / Scott Ross	<i>Done</i> <i>Agenda Item #20 on March 9, 2021</i>
	Dozier	Directed staff coordinate funding with the Big Bend Continuum of Care to leverage additional funding, under the new Strategic Initiative.	HSCP Shington Lamy	<u><i>In Progress</i></u> <i>Staff anticipates providing an update in the joint homelessness workshop to be scheduled.</i>
	Dozier	Requested an agenda item exploring aligning the metrics of County/City CHSP and Bend Continuum of Care metrics (<i>additional request on March 9th</i>)	HSCP Shington Lamy	<u><i>In Progress</i></u> <i>Staff anticipates providing an update in the joint homelessness workshop to be scheduled.</i>

FY 2020/2021
Commissioner Discussion Items Status Report
October 1, 2020 – March 31, 2021

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Feb 16, 2021 (cont.)	Dozier	Requested an agenda item exploring codifying the process coordinated by Leon County Emergency Management with support from community partners in siting cold night weather shelters.	EM Mathieu Cavell / Kevin Peters	Done <i>Agenda Item #8 on March 9, 2021</i>
	Dozier	Requested an email with the breakdown of the Waste Pro request and complaints	Resource Stewardship Maggie Theriot	Done <i>County Administrator sent an email to the Board on February 19, 2021.</i>
	Dozier	Requested the County Administrator explore strategies the County could implement to align policies not related to land use, with the Southern Strategy Area strategies in the Comp Plan.	PLACE / Planning / Administration Ben Pingree / Cherie Bryant / Ken Morris	Done <i>Agenda items will reflect if the item advances a strategy for the Southern Strategy Area, similar to the way Strategic Initiatives are currently reflected in the Background sections of agenda items.</i>
	Jackson	Requested an email update on the contamination from nitrogen and phosphorus discharge from the BASF Plant in Attapulus, Georgia into the Attapulus River, flowing into the Little River which flows into Lake Talquin	County Attorney Chasity O'Steen	Done <i>County Attorney sent a memo to the Board on March 4, 2021.</i>
	Dozier	Requested an agenda item to consider adopting a resolution in support of planning councils, for March 9th	Administration Nicki Paden	Done <i>Agenda Item #4 on March 9, 2021</i>
	Jackson	Requested an agenda item exploring the opportunity to purchase a 24-acre parcel adjacent to the Fort Braden Community School.	OFS / ORS Scott Ross / Maggie Theriot	Done <i>Agenda Item #17 on April 13, 2021</i>
	Minor	Requested an agenda item exploring an online training program proposal for hotel/ restaurant /retail employees on Human Trafficking, working with Robin Hassler Thompson, Executive Director of the Survive & Thrive Advocacy Center and coordinating with the Tallahassee Police Department and the Leon County Sheriff's office; and exploring incorporating the federal government contract language regarding human trafficking into County procurement.	Part 1 - Admin Nicki Paden Part 2 - OFS/ Purchasing / County Attorney Scott Ross / Shelly Kelley / Chasity O'Steen	In Progress <i>Staff anticipates providing an agenda item at the Board's June 8, 2021 meeting.</i>
	Welch	Requested an agenda item to designate the Friday after Thanksgiving as "Family Day".	CMR Mathieu Cavell	Done <i>Agenda Item #24 on April 13, 2021</i>

FY 2020/2021
Commissioner Discussion Items Status Report
October 1, 2020 – March 31, 2021

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
March 9, 2021	Cummings	Amended motion to authorize the County Administrator, in working with community partners, to immediately utilize \$500,000 to address vaccine hesitancy and vaccine access for communities of color and provide the Board updates on these efforts; and include a discussion on providing the additional \$500,000 to the Kearney Center as part of a future agenda or budget discussion item on the new federal relief funding.	CMR / HSCP Mathieu Cavell / Shington Lamy	<u><i>In Progress</i></u> <i>Immediately following the March 9 meeting, the County engaged the local coronavirus outreach taskforce (staffed by Dr. Elaine Bryant) as well as Bond Community Health, Neighborhood Medical Services, and ESP Media to develop a targeted strategy to build trust confidence in and increase access to the COVID-19 vaccine. With significant financial, staffing, and resource support from Leon County, the local taskforce has coordinated door-to-door canvassing across the County, held virtual town halls to address the needs of specific populations and also conducted or supported pop-up vaccination clinics resulting in thousands of vaccinations. An update presentation was provided to the Board on April 13th.</i> <i>Staff anticipates a budget discussion item on the Kearney funding for the May 25th FY 2022 Budget Workshop.</i>
	Dozier	Requested staff reach out to the City to collaborate on the aligning of CHSP metrics with the Big Bend Continuum of Care metrics for homelessness and transitional housing moving forward into 2022. (Also see Feb. 16.)	HSCP Shington Lamy	<u><i>In Progress</i></u> <i>Staff anticipates providing an update in the joint homelessness workshop to be scheduled.</i>
	Dozier	Amended motion to include at the March 23rd Affordable Housing Workshop a review of the Florida Housing Coalition Escambia County Housing Program Study; and explore options for the Local Government Area of Opportunity Tax Credits.	HSCP / Admin Shington Lamy / Wanda Hunter	<i>Done</i> <i>The analysis was included in the March 23, 2021 Affordable Housing Workshop</i>
	Cummings	Requested an agenda item assessing options to expand access to the Leon County Public Library for nonresidents from surrounding counties.	Library/Admin Debra Sears / Heather Peoples / Wanda Hunter	<i>Done</i> <i>Agenda Item #13 on April 13, 2021</i>
	Jackson	Request information on the first Fort Braden Community Farmers Market at Lake Talquin Baptist Church on March 13 th be included on the County website.	CMR Mathieu Cavell	<i>Done</i> <i>Featured on social media.</i>
	Minor	Requested an agenda item to review the burn ordinance and explore options to mitigate nuisance smoke issues.	County Attorney Chasity O'Steen	<u><i>In Progress</i></u> <i>Staff anticipates providing an agenda item at the Board's June 8, 2021 meeting.</i>

**Leon County
Board of County Commissioners**

Notes for Agenda Item #20

Leon County Board of County Commissioners

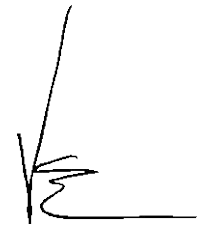
Agenda Item #20

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on the Community Redevelopment Agency's FY 2020 Annual Report



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:	Nicki Paden, Management Analyst

Statement of Issue:

As requested by the Board, this item provides a status report on the Community Redevelopment Agency's (CRA) activities and the County's financial contributions to the CRA Districts.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the Community Redevelopment Agency's FY 2020 Annual Report.

Report and Discussion

Background:

On July 14, 2020, the Board requested a status report to be presented annually on CRA activities and the County's financial contributions to the CRA Districts. On April 21, 2021, the City approved the CRA's FY 2020 Annual Report detailing the agency's major activities, financial status and commitments, and performance of the previous fiscal year (Attachment #1). This status report provides an overview of the CRA's FY 2020 Annual Report, the CRA's Community Redevelopment and Five-Year Strategic Investment Plans (Attachment #2 and #3), and recent actions taken related to Tourist Development Tax funds dedicated to cultural and performing arts projects in the CRA districts.

On May 8, 2018, the Board approved restructuring the County's participation in the CRA which included sunseting the County's financial contribution in the Downtown CRA in FY 2023 (with limited exceptions for specific project payments) to provide the County with significant short- and long-term financial savings in exchange for yielding its participation in the governance of both CRA Districts. While the Downtown CRA will continue to operate through FY 2034 and collect incremental revenue from the City of Tallahassee, the restructuring reduced the County's Downtown CRA annual increment revenue payments by 11 years. In addition to the estimated \$23 million in overall savings to the County projected at that time, the restructuring also extended the life of the Greater Frenchtown/Southside CRA District through 2038 to provide an additional \$29 million investment in revitalization efforts within the district.

The Interlocal Agreement between the County, City, and CRA Board governing the Downtown CRA Districts specifies that the County's final annual payment will be made in FY 2023 with exception to the County's share of increment revenue payments for three projects (the Cascades-Firestone/Bloxham redevelopment, 4Forty North Apartments, and the Washington Square project). Accordingly, beginning in FY 2024, the County's share of increment payments for each of the three projects would be a portion of revenue generated by these developments and payments would continue through the life of the Downtown CRA District which will expire in 2034. However, only two projects remain at this time as the Washington Square project has not materialized and the owners have sought to sell the property.

Prior to the Board yielding its participation in the governance of both CRA Districts, four County Commissioners served on the CRA Board alongside the Mayor and four City Commissioners. Since July 2018, the CRA Board has been governed by the Mayor and four City Commissioners. The County continues to budget tax increment payments for both CRA districts through the annual budget process and staff emails the CRA meeting agendas to the Board throughout the year to keep Commissioners apprised of CRA business.

Analysis:

The CRA Annual Report is presented to the City Commission for approval in March or April each year. It provides an overview of the CRA's major activities of the previous fiscal year, including the status of redevelopment programs and projects within each of the Greater Frenchtown/Southside (GFS) and the Downtown (DT) CRA Districts. On April 21, 2021, the

CRA's FY 2020 Annual Report was presented to and approved by the City Commission. The FY 2020 Annual Report highlights major accomplishments, updates/adjustments, financial statements, and project commitments and expenditures related to redevelopment initiatives such as the Cascades Project (Firestone/Bloxham redevelopment) and the Greater Frenchtown/Southside Community Redevelopment and Investment Plans. The following provides a summary of major redevelopment updates highlighted in the report; the full report is available as Attachment #1 to this agenda item.

- *Cascades Project (Firestone/Bloxham Redevelopment):*

In January 2018, the CRA finalized and executed a series of development agreements with Cascades Joint Venture (CJV) for the redevelopment of the former Firestone and Bloxham Annex properties adjacent to Cascades Park as the Cascade Project. The planned redevelopment of the site will provide nearly 270 residential units, 21,260 square feet (SF) of retail space, 14,000 SF of public space, 16,700 SF of restaurant space, 48,000 SF of office space, and the 154-room AC Hotel by Marriott. The first phase of site construction commenced in January 2019 for the redevelopment of the Firestone property, with the second phase for the redevelopment of the Bloxham property commencing in 2020.

As provided under the Cascade Project development agreement, the planned development will provide 14,000 SF of public space, referred to as the Amphitheater Support Space, to be owned by the City of Tallahassee which will support events at Cascades Park and the Capital City Amphitheater. The Amphitheater Support Space will include meeting/event space for public use, green rooms, and designated space to support daily park operations. In addition, the CRA has committed to purchasing 252 structured public parking spaces for \$7.1 million as part of the site redevelopment.

As of June 2020, the CRA has made a 50% completion payment totaling \$3.25 million toward the purchase of the garage. As indicated in the CRA's Annual Report, the remaining balance of the parking garage as well as the CRA's financial contribution to the Amphitheater Support Space will be paid at the closing of the project site in FY 2021. Once the project is added to the tax roll, the entire redevelopment project is projected to add \$150 million in new taxable value and CJV is set to receive 90% of the tax increment generated by the development through FY 2034. Starting in FY 2024, the County will provide tax increment payments to the CRA based on the added value of this redevelopment project.

- *Washington Square Project:*

In March 2018, the CRA finalized and executed the development agreement with Fairmont Developers for the Washington Square development, which was an estimated \$150 million project located on 1.33 acres at the northeast corner of South Calhoun Street and East Jefferson Street, directly behind the Leon County Courthouse. The project called for the construction of a 19-story, 575,840 square foot mixed-use building to include a 260-room hotel, 33 residential condominiums, 57,561 square feet of office and four restaurants. While demolition and construction of the Washington Square project site began in August 2018, the project was halted in mid-2019 due to issues with access to an adjacent garage owned by the City and payments owed to contractors were cited in local news reports.

As outlined in the Washington Square development agreement, the CRA committed to providing financial assistance to support the cost of structured public parking and streetscape improvements surrounding the proposed Washington Square development. Annual payments to Fairmont Developers for the Tax Increment Revenue (TIF) attributable to the new development were set to commence once the post-construction improvements were added to the tax rolls. No upfront funding was provided by the CRA in support of the project.

In March 2020, Fairmont Developers terminated its contract with Yates Construction, the primary contractor for the Washington Square project, resulting in the demobilization of the project site including the removal of materials, cranes and other heavy equipment. Subsequently in the summer of 2020, the owners of the project site released a package to potential developers indicating terms for sale of the property.

- *Greater Frenchtown/Southside Community Redevelopment and Investment Plans:*
Since 2018, the CRA has continued its focus on addressing the long-term needs to the CRA GFS district and leveraging opportunities to provide greater investment within the district. The CRA maintains the GFS Community Redevelopment Plan (GFS Redevelopment Plan) which is a guiding document providing a long-term vision for the revitalization of the GFS community in the areas of economic development, affordable housing, public and neighborhood safety, public infrastructure and public trust. In addition, the CRA maintains the GFS Five-Year Strategic Investment Plan (GFS Investment Plan) as a supporting document outlining objectives, measurements, and initiatives for achieving the goals provided under the GFS Redevelopment Plan.

The GFS Redevelopment Plan and GFS Investment Plan are intended to be implemented together to support the creation of a thriving economic environment in the GFS District through the prioritization of redevelopment projects that improve community appearance and function, enhance property values, support business development, and address infrastructure deficiencies. On January 28, 2021, the CRA adopted the revised GFS Redevelopment Plan to better align with the community-led goals provided under the GFS Investment Plan. Going forward, the GFS Investment Plan will be updated every five years, or sooner, based upon changes in the economy, relevant public concerns, and private development opportunities; however, the plan will be evaluated each year during the CRA's annual budget adopted process. The full GFS Redevelopment and Investment Plans are available as Attachments #2 and #3.

- *Neighborhood First Plans:*
To further the CRA's commitment and focus to neighborhoods within its GFS district, the CRA committed \$3 million to support the planning and implementation of the Greater Bond Neighborhood (GBN) and Greater Frenchtown Neighborhood (GFN) First Plans in FY 2020. As part of the four-year, \$6.4 million commitment to the GBN First Plan, the CRA provided \$2 million for project implementation during the fiscal year including residential facade improvements, construction of a linear park and enhancements at Speed

Spencer Stephens Park. In addition, the CRA committed \$1.0 million towards planning and implementing the first year of the GFN plan. Similar to the GBN plan, the CRA seeks to commit a total of \$6.4 million in support of the GFN plan over the next three years. The GFN plan is anticipated to be formally adopted in FY 2021, with the implementation of plan elements starting soon after.

- *Holton Street Purchase:*

On November 14, 2019 the CRA Board approved the purchase of the Titi Convenience Store (former Robinson's Convenience Store) at 2021 Holton Street for \$222,500. The CRA closed on the purchase of the property on December 2, 2019. Following the purchase of the property, the CRA contracted with Environmental and Geotechnical Specialists, Inc. (EGS) to assess the building (roofing, supporting beams, construction of block walls, etc.) and soil/foundation conditions. The EGS report determined the structural elements that provide support and stability for the roof have failed, are insufficient to support the load and need to be replaced. The report also noted the exterior block walls were hollow (no concrete filling) with no steel reinforcement and would need to be reinforced to support a new roof. City Neighborhood Affairs staff, with participation by CRA and City Community Housing and Human Services staff, conducted a digital Bond Community Action Team (CAT) meeting on April 21, 2020. Following an extensive conversation on the community's desired use of the property (neighborhood, commercial, or a community-based use) and the extensive cost to renovate the building vs. constructing a new building, the CAT voted to demolish the building and to have City Neighborhood Affairs work with the community to identify a future use of the site. At the end of the fiscal year, CRA and City Neighborhood Affairs staff were still evaluating future uses of the site and working with the community to recognize the contributions of the Robinson's Convenience Store.

4Forty North

On September 25, 2017, the CRA Board authorized staff to negotiate and execute a development agreement with the developer of the 4Forty North project for a mixed-use apartment complex on Monroe Street at the former Envision Credit Union site. The project calls for 224 units of studios, apartments, and townhouses with ground floor retail businesses. The negotiated agreement included the reimbursement of all tax increment generated by the new development after the improvements were added to the tax rolls through the end of the Downtown CRA District in FY 2034. The CRA's development agreement included a construction schedule which required the developer to obtain all necessary permits and begin construction of the project by June 30, 2020. The developer was required to complete construction and receive a Certificate of Occupancy (CO) or Certificate of Completion (CC) for the project by July 1, 2022.

On April 17, 2020, the CRA Board amended the development agreement by extending the timelines for the developer to obtain all necessary permits and begin construction of the project to December 31, 2020. There was no change to the date to complete construction (July 1, 2022). On October 28, 2020, the CRA Board amended the development agreement a second time at the developer's request due to delays associated with the COVID-19 pandemic and the HUD loan approval process. The CRA Board approved a six-month extension for the developer to obtain all

necessary permits and begin construction (June 30, 2021) and modified the date to complete construction to December 31, 2023.

Allocation of Tourist Development Taxes by the CRA

On May 25, 2017, the CRA established the Arts, Culture, and Heritage Grant (ACHG) Program and review committee to award the remaining approximate \$3 million of Tourist Development Tax (TDT) funds once dedicated to the performing arts center for cultural projects, programs and expenses in either of the CRA Districts. While the County's participation has since been restructured, the CRA's utilization of the funds remains subject to final approval by both the County and City Commissions. Accordingly, at their respective meetings in July 2018, the County, CRA Board, and City each approved the allocation of the remaining TDT funds through the ACHG program.

Since that time, only the John G. Riley House Museum "Soul Voices" project has been completed in the amount of \$189,000. More recently, LeMoyne Arts and TLH, Arts, Inc. have each expressed interest in revising their project scopes as originally approved in 2018. On April 13, 2021, the Board approved LeMoyne Arts revised project scope for \$1 million in TDT as recommended by the CRA (Attachment #3). The City Commission concurred on April 21, 2021. The CRA Board is expected to consider TLH Arts, Inc.'s revised project proposal for the remaining \$1.8 million of TDT at its next meeting on May 13, 2021. Based on the outcome of that meeting, staff will bring an agenda item to the Board regarding any recommendations for funding or project modifications.

Staff will continue to keep the Board apprised of CRA activities and finances as they relate to County business. Consistent with Board direction, a status report on CRA activities will be presented to the Board for consideration following the publication of the CRA's Annual Report each year. In addition, staff will continue to email the Board the agendas for each CRA meeting throughout the year and ensure that the County's financial commitments are satisfied through the annual budget process.

Options:

1. Accept the status report on the Community Redevelopment Agency's FY 2020 Annual Report.
2. Do not accept the status report on the Community Redevelopment Agency's FY 2020 Annual Report.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Community Redevelopment Agency's FY 2020 Annual Report
2. CRA's GFS Community Redevelopment Plan
3. CRA's GFS Five-Year Strategic Investment Plan
4. April 13, 2021 Agenda Item on the CRA's Recommendation to Award Arts, Cultural and Heritage Grant Program Funds to the LeMoyne Arts, Inc. "Arts for Always" Project



CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY

FY 2020 ANNUAL REPORT

(October 1, 2019 to September 30, 2020)

**Prepared by the
City of Tallahassee Community Redevelopment Agency
March 24, 2021**

**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2020 ANNUAL REPORT**

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY

CRA BOARD MEMBERS

Dianne Williams-Cox
Agency Chair

Jeremy Matlow
Mayor Pro Tem, City of Tallahassee
Agency Vice Chair

John Dailey
Mayor, City of Tallahassee

Curtis Richardson
Commissioner, City of Tallahassee

Jacqueline “Jack” Porter
Commissioner, City of Tallahassee

AGENCY STAFF

Wayne Tedder, AICP
Interim Director

Rick McCraw, AICP
Program Director

Sherri Curtis, AICP
Principal Redevelopment Planner

Sheila Thompson Williams, CPM
Principal Redevelopment Planner

M’Lisa Ingram
Administrative Specialist II

**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2020 ANNUAL REPORT**

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CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2020 ANNUAL REPORT

PREFACE AND APPROVALS

The City of Tallahassee Community Redevelopment Agency FY 2020 Annual Report covers the period from October 1, 2019 through September 30, 2020. The report contains a description of the Agency, a review of the FY 2020 adopted budget, a listing of major FY 2019 accomplishments, a map of the redevelopment area, and the FY 2020 Financial Statements. This annual report has been prepared in accordance with Chapter 163.356(3)(c), Florida Statutes, and may not be in conformance with generally accepted accounting principles.

The financial statements for the City of Tallahassee Community Redevelopment Agency (CRA) were prepared by the City of Tallahassee's Financial Reporting Division and the independent audit is being conducted by MSL CPAs and Advisors. The statements were prepared in conformance with generally accepted accounting principles and are expected to receive an unmodified opinion.

The City of Tallahassee Community Redevelopment Agency FY 2020 Annual Report has been approved this 24th day of March 2021.

CITY OF TALLAHASSEE

CITY OF TALLAHASSEE COMMUNITY
REDEVELOPMENT AGENCY

Rita J. Stevens, CPA
Manager, Financial Reporting
Department of Financial Services

Wayne Tedder, AICP
Interim Executive Director

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2020 ANNUAL REPORT

**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
OVERVIEW AND FY 2020 MAJOR ACTIVITIES**

The City of Tallahassee Community Redevelopment Agency (CRA) was created in August 1998. The CRA Board was established in September 1998, and the Board membership was amended in September 2002, October 2007 and May 2018. The CRA is governed by an interlocal agreement between the City of Tallahassee, Leon County and the CRA that addresses, among other things, Board membership. Until May 24, 2018 the CRA Board membership included four Leon County Commissioners. However, on that date County participation as members to the CRA Board ended with the execution of the fourth amendment to the interlocal agreement. The CRA Board now consists of the City of Tallahassee Mayor and the four City Commissioners. In FY 2020, the CRA consisted of five full-time employees and one part-time intern. The City of Tallahassee provides the CRA with professional and technical services such as, but not limited to, accounting, procurement, human resources, in-house legal, treasurer-clerk support and information systems.

Greater Frenchtown/Southside Community Redevelopment Area

The Greater Frenchtown/Southside Community Redevelopment Area (GFS District) consists of three distinct geographic sections and is comprised of 1,858 acres of residential, office, commercial/retail, industrial, and green/open space land uses, all conveniently located near downtown Tallahassee. Included within the boundaries of the redevelopment area are fourteen neighborhood communities; seven major commercial/retail areas including sections of Tennessee Street, Tharpe Street, North and South Monroe Streets, Gaines Street, Lake Bradford Road and South Adams Street; and numerous mixed-use areas. In addition, the redevelopment area borders parts of the Florida A&M University (FAMU) and the Florida State University (FSU).

The City Commission adopted the Greater Frenchtown/Southside Community Redevelopment Plan (formerly known as the Tallahassee Community Redevelopment Plan) and established the Greater Frenchtown/Southside Community Redevelopment Trust Fund in June 2000. At that time the district contained approximately 1,450 acres. In November 2016, the City of Tallahassee, Leon County and the CRA Board approved the *“Interlocal Agreement Regarding Expansion of Greater Frenchtown/Southside Community Redevelopment Area (GFS Interlocal Agreement)”* which covered the expansion of the GFS District to include 26 parcels and approximately 23 acres on the east side of South Monroe Street between Van Buren and Perkins Streets. In May 2018, following approval the first amendment to the *GFS District Interlocal Agreement* by the City of Tallahassee, Leon County and the CRA Board, the City Commission approved the expansion of the GFS

**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
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District boundaries by 552 parcels in the southside area of the district which included the South City neighborhood, the lower Bond neighborhood and areas along the west side of Lake Bradford and Springhill Roads to Orange Avenue. This expansion added 380 acres to the District, increasing the total area to 1,858 acres.

Downtown District Community Redevelopment Area

The Downtown District Community Redevelopment Area (DT District) consists of approximately 440 acres located in downtown Tallahassee, between the northern and southern portions of the GFS District. The DT District is comprised of five sub areas with distinct land uses, physical characteristics and functions. These sub areas are: (1) North Monroe Street, (2) the Downtown Core, (3) Franklin Boulevard, (4) Gaines Street, and (5) Capital Cascades. Land uses in the Downtown District include residential, office, commercial/retail, light industrial, and green/open space. The entire area is serviced by city infrastructure, including water, sewer, electricity, and gas.

The City Commission adopted the Downtown Community Redevelopment Plan and established the DT District Trust Fund in June 2004. Funding of the DT District, as well as any expansion of either existing redevelopment district or establishment of new redevelopment districts is governed by the *“Interlocal Agreement Among the City of Tallahassee, Leon County, and the Community Redevelopment Agency of the City of Tallahassee Regarding the Creation and Operations of the Downtown District Community Redevelopment Area and the Expansion of the Community Redevelopment Area”*, (the DT Interlocal Agreement) dated June 23, 2004, and amended on October 4, 2007, February 9, 2009, December 11, 2014, and May 24, 2018.

A map outlining the boundaries of the two redevelopment areas at the end of FY 2020 is located on page 56 of this report.

Summary of FY 2020 Major CRA Activities and Challenges

The overriding CRA goal is to provide the Board with the structure necessary to evaluate projects and establish an informed direction for redevelopment activity. To this end, the Board established priorities in January 2014 and adopted project review criteria in October 2014; performance measures were adopted in April 2015; and, following GFS District Citizens’ Advisory Committee (CAC) review, the Frenchtown/Southside Investment Plan was adopted by the CRA Board in September 2015. The Community Benefit Analysis review was also initiated in September 2015. An update to the GFS District Community Redevelopment Plan, the development of the GFS Strategic Investment Plan, new performance measures for the GFS District and revised community benefit requirements were well underway and expected to be adopted by the City of Tallahassee City Commission or the CRA Board in early FY 2021.

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2020 ANNUAL REPORT

Consistent with the goals of both the Greater Frenchtown/Southside and Downtown Community Redevelopment Plans, the CRA's investment in redevelopment projects and programs is designed to reduce blight by encouraging redevelopment projects that, among other things, improve community appearance and function, enhance property values, support business development, and address infrastructure deficiencies.

The CRA enjoyed a variety of redevelopment successes in FY 2020, as well as a significant reorganization of the agency's structure and funding. A summary of CRA structure changes, major project approvals and a highlight of several redevelopment successes in both redevelopment districts is provided below and discussed in more detail in the body of this report.

- Starting in FY 2019 the Leon County's millage contributions to the CRA are based on City's millage rate (tax increment parity). For FY 2020 the millage rate for both the City and County was 4.1 mils.
- The Board continued its focus and commitment to neighborhoods, and working with the City's Department of Parks, Recreation and Neighborhood Affairs.
 - Greater Bond Neighborhood First Plan - As part of the CRA's four-year \$6.4 million commitment to the Greater Bond Neighborhood First Plan the agency budgeted \$2.0 million for project implementation in FY 2020, this was in addition to the \$650,000 provided in FY 2019. The neighborhood directed projects during the fiscal year included residential façade improvements, the start of construction of a linear park connecting Speed Spencer Stephen Park to the Tallahassee Junction and enhancements to the Speed Spencer Stephens Park.
 - Frenchtown Neighborhood First Plan - Provided \$1.0 million towards the first year of the Frenchtown Neighborhood First planning and implementation effort, this was in addition to the \$150,000 provided in FY 2019. Like the Greater Bond plan, the goal is to provide a total of \$6.4 million in support of the Frenchtown plan over the next three to four years. Due to COVID-19 restrictions starting in March, most of plan discussion and development efforts were done remotely. The plan is expected to be adopted in FY 2021, with implementation of plan elements starting soon after.
- Downtown mixed-use residential development continued for the Cascades Project (Cascades Joint Venture LLC) but ended for the Washington Square (Fairmont Development, LLC).

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
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- Cascades Project - Phase 1 (Firestone site) and Phase 2 (Bloxham Annex site) of the development were fully under construction. Phase I improvements, which includes the AC by Marriott Hotel, the 48,000 sq. ft. office building, service dock and private parking garage, are expected to be completed in late 2020. The Phase II estimated completion date for the multi-family apartments, retail spaces and the CRA-owned public parking garage is April 2021. In early June the CRA made a 50 percent completion payment of \$3.25 million towards the purchase of the garage.
- Washington Square - The installation of footings, foundations and construction of the parking structure began on November 29, 2018. However, due to financial issues, construction ended in mid-2019. In March 2020 Yates Construction ended their construction agreement with Fairmont Developers and removed their construction equipment. During the summer, the Washington Square owner released a package to potential developers indicating terms of sale for the property.
- The CRA Board approved a revised redevelopment proposal from the Tony Brown Consulting Group (TBCG), for the planned redevelopment of the properties owned by the CRA and adjoining private properties in the 400-block of West Tennessee and West Virginia Streets. The new development includes three phases: (1) a 13,500 sq. ft. urgent care and community clinic facility, (2) a 120-unit apartment (24 units designated as affordable) with a ground floor food hall, and (3) an 87-unit apartment (17 units designated as affordable).
- Continued efforts to help promote small business development and reduce blight through the GFS Business Facility Improvement Program (BFIP). In May, the CRA Board authorized several programs improvements designed to attract more commercial applicants. This included increasing the no match grant from \$10,000 to \$20,000 and allowing the use of grant funds for roof repairs and limited interior improvements needed for the structural integrity of the building. The improvements generated renewed interest in the program, and in FY 2020 the CRA received and approved eight BFIP grant applications, up from three in FY 2019, despite working within COVID-19 restrictions.
- In FY 2020, the CRA provided \$72,380 in promotional and special event grant funds: \$35,380 for the GFS District and \$35,000 for the DT District. A total of 16 grant applications were approved and funded, 9 in the GFS District and 7 in the DT District. Four of the events, 2 in each district were not held due to COVID-19 social distancing and group restrictions. The Board also approved \$200,000 in large event grant funds; \$100,000 in each district. A total of 5 applications were approved. All five events were cancelled due to COVID-19 social distancing and group restriction.

**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
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- The DT District received \$1,797,000 from the Seminole Boosters for lost tax increment income from the Boosters removal of the residential component in the College town Phase I development from the tax rolls. This was permitted under their development agreement with the CRA.
- During FY 2020 the CRA staff moved forward on several operational enhancements that will help improve the efficiency of the agency.
 - During the fiscal year staff continued to work on the update to the GFS Community Redevelopment Plan, aligning the 12 community identified goals with the City's Five-Year Strategic Investment Plan. The GFS Redevelopment Plan is scheduled for adoption in March 2021.
 - In FY 2020 staff worked with the GFS Citizens Advisory Committee to develop the GFS Strategic Investment Plan. The Investment Plan is a five-year plan for achieving the goals of the community. It is tied directly to the Redevelopment Plan, containing the objectives, initiatives, and measures for each goal. Both the Redevelopment Plan and the Investment Plan will work together to guide the redevelopment efforts in the District. The Investment Plan is scheduled for adoption in early 2021.
 - CRA staff implemented formal guidelines and application criteria for medium and large redevelopment project. The guidelines will streamline the application process making it the application and review process much more transparent.
 - In collaboration with the City's Communication's Department, staff updated the CRA webpage making it more user friendly. The webpage is designed to allow the user to easily locate the information they need.

Review of FY 2020 CRA Performance

A primary measure of the CRA's performance is the impact projects and programs have in encouraging redevelopment efforts consistent with the goals of the respective community redevelopment plans that address the blighting conditions within both redevelopment areas. The CRA's performance for FY 2020 will be captured in three different ways. First, the statutory reporting requirements of Chapter 163.371 (2), requiring all CRAs to report certain information in their annual reports is outlined on starting on page 34 for both the GFS and DT District. Second, the recently approved GFS Strategic Investment Plan contains specific measurements for CRA programs and projects within the GFS District. These measures were used to evaluate the FY 2020 CRA programs and projects for the GFS District, and set a baseline for the FY 2021 performance evaluations. Finally, the CRA performance measures adopted in 2015 were used to evaluate the DT District programs and projects.

**CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
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FY 2020 BUDGET OVERVIEW

A main goal of the CRA is to create and implement strategies that use a combination of public and private resources to facilitate redevelopment and remove blight conditions that exist in both redevelopment districts to help enhance the built environment and strengthen local economic conditions. Individual projects and policies are supported based on the specific conditions and needs identified within the GFS District Community Redevelopment Plan and the DT District Community Redevelopment Plan. Areas where the CRA concentrates redevelopment efforts includes, but are not limited to, commercial development, affordable housing, infrastructure, transportation, neighborhood and housing improvements, the promotion of mixed-use developments, and promotional and special events.

In FY 2020, the CRA received \$7,797,000 in income from tax increment and other revenue sources. This includes \$5,259,000 in tax increment (\$2,759,000 for the GFS District and \$2,500,000 for the DT District); \$741,000 in other fund income and adjustments (parking revenues, interest, and fair value of investment adjustments); and \$1,797,000 in miscellaneous revenue from the Seminole Boosters for the removal of the residential component in the College town Phase I development from the tax rolls. Details of the FY 2020 income and expenses are described in the financial statements starting on page 58.

The \$5,259,000 in FY 2020 tax increment revenue reflects an increase of approximately \$883,000, or approximately 20 percent, from the tax increment payments received by both redevelopment districts in FY 2019. The increase in tax increment for both districts is primarily attributable to two student housing complexes being added to the tax roll: Stadium Enclave in the GFS District and The Edge at Stadium Centre in the DT District.

The taxable value for the GFS District increased by approximately \$62 million, 12 percent, between FY 2019 and FY 2020. The taxable value for the DT District increased by approximately \$47 million, 9.5 percent, during the same period. More than 80 percent of the increase in taxable value for each district can be credited to the student housing developments named above along with increased taxable values for the Hampton Inn & Suites, Gaines Street Publix, Ballard Partners Building and Florida Power & Light Building.

In FY 2020 the CRA approved, committed and/or spent approximately \$10.7 million in prior, current and future fiscal year funds in support of various programs and projects, including administrative and operating expenses. Included as part of the FY 2020 expenditures was \$229,000 in prior year GFS Master Project funds and \$2.2 million in prior year DT District Master Project funds. A description of the FY 2020 approvals, commitments and expenditures within each redevelopment district is provided below.

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A. General:

FY 2020 CRA Administrative and Operating Expenses: \$694,744. For FY 2020 the CRA Board committed \$956,629 in GFS and DT District funds towards the administrative and operating expenses of the CRA. The actual administrative and operating expenses for the CRA were \$694,744, or approximately 13.2 percent of FY 2020 tax increment revenues. These expenses were shared between the two redevelopment districts with the GFS District accounting for \$431,784, or nearly 62 percent of the expenses, and the DT District accounting for \$262,960, or approximately 38 percent of the expenses. The \$245,000 remaining in the GFS and DT District Administrative and Operating budget at the end of the fiscal year was transferred to the respective FY 2020 Master Projects.

B. Major Expenditures and Commitments in the Greater Frenchtown/Southside Community Redevelopment Area (GFS District):

1. Block and Deck Development Assistance Grant: \$391,752. In December 2012, the CRA Board agreed to provide District Joint Venture, LLC (DJV) with \$2,659,000 in grant assistance in support of nearly 27,000 square feet of retail space, public space and design features for the Block and Deck, a mixed-used student residential development on Gaines Street. The grant funds are provided through the return of tax increment generated by the development once it is completed and added to the tax rolls. The developments were added to the Leon County tax rolls in 2015 with a certified taxable value of \$47.4 million, an increase of \$45.9 million in new taxable value over the pre-development values. The 2019 certified value for the development was \$48.8 million, generating \$379,070 in tax increment for FY 2020 and \$12,682 in interest, which was returned to the developer per the development agreement. The FY 2020 payment is the fifth tax increment reimbursement under the agreement. Of the \$391,752 payment, \$110,615 was from FY 2020 funds. With the FY 2020 payment, the remaining balance of grant funds owed to DJV is \$211,370, which will be made in FY 2021.
2. Block and Deck Public Garage: \$72,800. To help promote retail activity on Gaines Street, the CRA purchased 172 metered public parking spaces in the Block and Deck; 35 in the Block and 137 in the Deck. The CRA and District Joint Venture, LLC (DJV) entered into a parking management agreement that allows DJV to manage the 172 public parking spaces. The CRA's Block and Deck garage expenses line item pays for the parking management agreement with DJV, electric utilities in the Deck parking garage, the lease of three multi-station parking meters in the Block and Deck garages and other garage related capital expenses. The CRA incurred expenses of \$20,000 as of the end of the fiscal year.

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3. Big Bend Cares Grant Payment: \$375,000. In September 2015, the CRA Board approved a \$1.5 million grant to assist Big Bend Cares (BBC) in the construction of their new medical care facility – Care Point Health & Wellness Center. The total cost of construction, not including the value of the land, was \$9.3 million. The agreement with BBC required the grant funds to be allocated to the construction of office, clinic and related space, and parking of uninsured persons receiving services. The grant funds are paid to BBC over a four-year period once the project receives a Certificate of Occupancy (CO). The CO was received on December 18, 2017 and grant payments have been made by the CRA in January 2018, 2019 and 2020. The grant agreement also requires BBC to submit an annual report to the CRA that lists (1) the number of jobs created, type and salary; (2) the number of Greater Frenchtown/Southside residents hired and the positions they fill; (3) the number of patients seen each year and the type of medical services they received; and (4) the number of uninsured patients seen each year and the type of medical services they received. Because BBC is a not-for-profit organization, the property does not generate tax increment for the CRA. However, BBC has provided the CRA with four parcels adjacent to their property as compensation in the absence of property taxes. Also, the presence of a medical facility on the Southside that provides a full range of medical and dental services, including the treatment of uninsured persons, is seen as major public-private benefit.
4. GFS Property Management: \$7,500. The adopted budget included \$7,500 for potential property management expenses. These funds are used for the general operation and maintenance of CRA-owned properties in the GFS District that are not covered by other project funds. The funds have been used for property maintenance, repairs, parking controls, expenses related to marketing the properties for sale or redevelopment, and the initial evaluation (surveys, title searches, etc.) of properties the CRA may be interested in acquiring. Mowing and lot clearing is the most common annual expense.
5. GFS Promotional/Special Events Grant Program: \$117,830. This program was established in FY 2010 and provides grants of up to \$5,000 to not-for-profit organizations that sponsor promotional or special events in the GFS District that promote the goals and objectives of the GFS Community Redevelopment Plan. During the budget adoption, the CRA Board also directed staff to add \$80,000 to the promotional event line item for the Frenchtown Rising event. The total approved for promotional/special events in FY 2020 was \$117,830: \$37,830 for promotional event funding and \$80,000 for funding of Frenchtown Rising, a special one-time funding for pre-FAMU football game celebrations in Frenchtown. This was the seventh year applications were scored and ranked on a competitive basis. A total of 13 grant applications were received, and 8 received an evaluation

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score of 50 or higher, the minimum score required for grant funding. Except for the Riley Foundation's Seasons of Emancipation event, all other events were held prior to the COVID-19 pandemic. The Riley Foundation and Theater with a Mission cancelled their events due to COVID-19 restrictions and worked with CRA staff to identify \$1,048 in non-refundable expenses incurred before the events were cancelled. The approved applicants are listed below.

- a. The Tallahassee Film Society, "Award Winning Action & Adventure" Film Series, \$5,000
- b. STEMS4Girls, Inc., S4G Lights on Afterschool Program Science Expo, \$2,830
- c. Mickee Faust, Truth Be Told: Promoting Resilience and Understanding through Art and Community, \$5,000
- d. Gaines Street Community Association, Inc., Gaines Street Festival, \$5,000
- e. Shops & Studios of Railroad Square Art Park, Inc., Caribe Fest 2019, \$5,000
- f. Mary's Vision Folk Museum and Art Gallery, 2nd Annual Railroad Square Art & Jazz Festival, \$5,000
- g. John Gilmore Riley Foundation, Inc., Seasons of Emancipation: Walk Thru Living History, \$5,000
- h. Theater with a Mission, Inc., "Loco for Love", \$5,000
- i. Frenchtown Rising: \$80,000

The \$16,422 in uncommitted grants funds remaining at the end of FY 2020 were returned to the FY 2020 GFS Master Project.

A more detailed discussion of the FY 2020 Promotional/Special Events Grants Program events starts on page 28 under FY 2020 Major Accomplishments.

6. GFS Business Facility Improvement Program (BFIP): \$135,763. On May 28, 2020, the CRA Board authorized staff to move forward with several improvements to the BFIP, including increasing the no match grant from \$10,000 to \$20,000 and expanding the types of improvements where up to 75 percent of the BFIP funds may be spent on façade improvements that include landscaping, site improvements and roofing. Additional program improvements include developing a list of licensed small business contractors who are familiar with the BFIP and available to assist applicants in preparing quotes, developing partnerships and support from the chambers of commerce and not-for-profit organizations focused on connecting applicants and qualified contractors, and partnering with local financial institutions to leverage the BFIP grant funds to qualify for additional lender financing.

Between FY 2007, when the façade assistance programs started, and the end of FY 2020, the CRA has approved 83 exterior improvement grant applications. The

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BFIP provides eligible applicants with up to \$50,000 for façade and general property improvements to commercial structures located within the GFS District. The first \$20,000 in grant funds does not require a match, and grants from \$20,001 to a maximum of \$30,000 require a dollar-for-dollar match. Grant awards of \$25,000 or less are approved by the CRA Executive Director, while the CRA Board approves grants of more than \$25,000. For FY 2020 the CRA Board approved \$300,000 in grant funds. During the fiscal year, eight BFIP applications were approved, awarding \$135,763 in grant funds for the projects listed below.

- a. Whooze Next Barber & Beauty Salon, \$7,868
- b. Patton's Alignment & Brake Service, \$10,000
- c. Frankie & Johnnie Men and Women's Clothing, \$10,000
- d. E & J Five Buck BBQ-Morrell, \$12,250
- e. Strong & Jones Funeral Home, \$5,244
- f. Project Annie, \$19,938
- g. Blue Dog Investment, \$50,000
- h. Selassie First, \$20,463

At the end of FY 2020, the BFIP had \$164,237 in uncommitted FY 2020 funds remaining in the program which were returned to the FY 2020 GFS Master Project.

A more detailed discussion of BFIP improvement projects completed in FY 2020 is provided starting on page 31 under FY 2020 Major Accomplishments.

7. GFS Affordable Housing: \$500,000. The FY 2020 budget includes \$500,000 for affordable housing projects throughout the GFS District. In addition, the CRA had \$900,000 in uncommitted affordable housing funds from the FY 2019 budget providing a balance of \$1.4 million in affordable housing funds available during FY 2020. The CRA approved two affordable housing projects during the fiscal year.
 - At the August 27, 2020 CRA meeting the Board approved the use of \$900,000 in FY 2019 and 2020 Affordable Housing funds for the design and construction of infill housing on six City-owned lots in the GFS District. The CRA, with assistance from Housing and Community Resilience (HCR) staff, will provide funds to four design firms to prepare a complete and permit ready set of drawings for the homes. The four design firms were selected by the GFS Citizens' Advisory Committee. On September 24, 2020, the CRA Board approved Florida Developers and the Tallahassee Lenders' Consortium as contractors to build the affordable homes on the six City-owned lots. The drawings from the final design firms will be made available to pre-qualified home buyers who will work with Florida Developers or the

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Tallahassee Lenders' Consortium to construct the homes on the City-owned lots.

- On August 27, 2020 the Board approved contributing \$250,000 in FY 2020 affordable housing funds toward the City's Short-Term Affordable Housing Loan Program. The City Commission approved \$750,000 for the program which is designed to developers to construct new or rehabilitate existing affordable homes. The CRA contribution expanded the funding to \$1,000,000. The CRA funds are limited to properties that are only in the GFS District. The City funds can be used throughout the city, including the GFS District.

At the end of the fiscal year CRA and HCR staff were working on programming details for the two housing affordable housing programs.

8. Bond Neighborhood First Plan: \$2,000,000. As part of the \$6.4 million commitment to the Bond neighborhood, the CRA Board approved \$2.0 million in FY 2020 for the implementation of the Greater Bond Neighborhood First Plan. The Board approved an initial allocation of \$650,000 in FY 2019 to help kick-off the Plan. The remaining \$3.75 million will be allocated over the next two years. The Bond Neighborhood First Plan was developed through a multi-step planning process guided by the City's Neighborhood Affairs department designed to assist the neighborhood with developing an action plan to address their community's priorities. The plan was adopted by the Greater Bond Neighborhood Association on September 24, 2018 and addresses four priority areas: Community Beautification, Economic Development and Resident Empowerment, Land Use, and Neighborhood Safety and Crime Prevention.

A more detailed discussion of the Bond Neighborhood First Plan, including the initial kick-off accomplishments, starts on page 20 under FY 2020 Major Accomplishments.

9. Frenchtown Neighborhood First Plan: \$1,000,000. For the past two years, the Frenchtown community has been working with the Planning Department on the Frenchtown Placemaking Plan. The Placemaking Plan identifies the area's assets and creates good public spaces in Frenchtown. In FY 2019 the CRA provided \$150,000 for implementation of the plan. Since January 2020 community stakeholders have been building on the findings from the Placemaking Plan and working with City of Tallahassee Neighborhood Affairs Division, Planning, CRA staff and others to identify additional community priorities as part of the Greater Frenchtown Neighborhood First Plan. In anticipation of the plan adoption, the CRA Board allocated \$1.0 million in FY 2020 for the implementation of the Greater

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Frenchtown Neighborhood First Plan. As part of the planning process, community residents and stakeholders have identified six priority areas: Housing, Economic Development & Community Investment, Land Use & Transportation, Placemaking & Neighborhood Image, Neighborhood & Crime Prevention, and Health & Resident Empowerment. The draft Frenchtown Neighborhood First Plan is expected to be adopted by June 2021.

A more detailed discussion of the Frenchtown Neighborhood First & Placemaking Plan starts on page 22 under FY 2020 Major Accomplishments.

10. 2021 Holton Street Purchase: \$300,000. On November 14, 2019 the CRA Board approved the purchase of the Titi Convenience Store (formerly Robinson's Convenience Store) at 2021 Holton Street for \$222,500. The CRA closed on the purchase of the property on December 2, 2019 (closing cost - \$226,503). The store, which is at the intersection of Holton and Osceola Streets, is located within one of the hot spots for criminal activity in the Bond community. The property was purchased by the CRA to provide the community with an opportunity to determine uses that benefit the community.

A more detailed discussion of the Holton Street Purchase starts on page 25 under FY 2020 Major Accomplishments.

11. Small Project Capital Expenses: \$23,272: As part of the FY20 budget the CRA Board approved \$100,000 for small capital improvements throughout the GFS District. These improvements are typically approved under the expense authority of the CRA Executive Director, which is less than \$25,000. During FY 2020 two projects were approved and completed by working with City Underground Utilities/Public Infrastructure (UUPI) and Electric to (1) replace and upgrade existing streetlights with LED lights on sections of Dunn Street at a cost of \$4,522, and (2) a request from the Stearns Street Condo Association to underground overhead electric lines in front of their development at a cost of \$18,750. The request was in response to match a newer adjacent student housing development where all overhead electric lines had been placed underground. City Electric estimated the cost to underground the electric lines at \$25,000, with the City covering 25 percent of the cost (\$6,250) per City policy and the CRA covering 75 percent (\$18,750).

12. GFS Large Event Program: \$0: On September 26, 2019 the CRA Board approved \$100,000 in FY 2020 grant funds for the GFS District Large Event grant program, the first year the large event funds were offered as part of a standing grant program. A single grant application for \$25,000 was received from Mt. Olive Housing and Community Development Corporation for two Frenchtown Rising Events to be held no later than September 30, 2020. However, due to COVID-19

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social distancing and public gathering requirements that extended into FY 2021 the event was not held. The FY 2020 GFS Large Event grant funds were returned to the FY 2020 Master Project where they are available for use by the CRA Board.

13. Frenchtown Rising: \$8,801. In September 2019, the CRA board approved \$80,000 for the pre-game events held in the GFS District on the Friday night before Florida A&M University football games during October and December 2019. A post-event report was received in January 2020 and presented to the CRA Board at the May 28, 2020 meeting. A final accounting of city-related expenses by Parks, Recreation and Neighborhood Affairs in March/April 2020 determined Mt. Olive Housing and Community Development Corporation (Mt. Olive), the Frenchtown Rising sponsor, owed the City an additional \$8,801 for city services provided in support of the FY 2020 events. Most of these expenses were related to police support for street closures and crowd control. At the September 24, 2020 CRA meeting the Board approved the additional \$8,801 in expenses incurred by Mt. Olive.
14. Frenchtown Heritage Hub/KitchenShare Operational Funding: \$97,100. The Frenchtown Neighborhood Improvement Association (FNIA) identified a shortfall of approximately \$200,000 in FY 2020 operating funds, which would impact their delivery of services and programs through their KitchenShare program. At the September 26, 2019 CRA meeting the Board approved up to \$100,000 to assist FNIA in their KitchenShare operations during FY 2020. Grant fund payments in the amount of \$100,000 were made for October, November and December 2019 and March, April and August 2020 based on requests from FNIA demonstrating funding gaps needed to sustain current operations. Of the \$100,000 grant, \$97,100 was from FY20 funds. The operating expenses for the months of May, June and July 2020 were covered by a Payroll Protection Program grant received by the FNIA.
15. "Soul Voices" Frenchtown Heritage Trail: \$64,000. In July 2018 the John G. Riley Center/Museum of African American History and Culture, Inc (John G. Riley Museum) was approved for a grant of \$189,000 in CRA controlled Tourist Development Tax (TDT) Arts funds to install nine historic monument markers in the GFS District as the "Soul Voices" Heritage Trail project. Following the successful unveiling of the "Soul Voices" Heritage Trail on November 8, 2019, the CRA Board requested staff determine if CRA funds were available to purchase four additional historic monument markers. On January 30, 2020 the CRA Board approved \$64,000 in grant funds for the purchase of the four additional historic markers. The markers were completed by the end of the fiscal year and will be installed in early FY 2021.

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16. Charles and Chuck's Place, 2011 S. Adams Street: \$224,450. On November 14, 2019 the CRA Board approved a \$222,450 grant to C & B Enterprises LLC (Connie Evans as applicant) for the redevelopment of the vacant building at 2011 S. Adams Street (the site of the original Silver Slipper Restaurant) as a restaurant and event-space venue. The proposed renovations consist of three phases, with the CRA grant funds used to cover approximately 25.5 percent of the Chuck's Place (Phase I) renovations with a projected cost of \$872,215, which includes the cost to purchase the property. Renovations began in FY 2020 and are expected to be completed in FY 2021.

A more detailed discussion of the Charles and Chuck's Place renovations is on page 25 under FY 2020 Major Accomplishments.

17. Redevelopment of the Former Shelter, Frenchtown Renaissance Community Center (FRCC) and Adjacent Properties: \$775,000. On May 28, 2020 the CRA Board approved \$775,000 for T. Brown Consulting Group (TBCG) in support of a revised proposal from the former Frenchtown Redevelopment Partners for the redevelopment of the CRA properties and select adjacent private properties in the 400 Block of Tennessee and Virginia Streets. Now referred to as the Frenchtown Quarters and Marketplace, the revised redevelopment concept consists of three phases: (1) A 13,500 square-foot urgent care center and community clinic; (2) A 120-unit apartment building with a ground-floor food hall concept; and (3) replacement of a proposed grocery store with an 87-unit apartment building. The board's approval consisted of a loan for \$625,000 for the urgent care clinic, the sale of the CRA property at 431 W. Virginia Street to TBCG for \$10.00, and up to \$150,000 in CRA grant funds for additional site assessment of the entire block, focusing on infrastructure needs and capacity.

A more detailed discussion of the TBCG development proposal starts on page 23 under FY 2020 Major Accomplishments.

18. CRA Disaster Grant Assistance: \$180,000: On June 29, 2020 the CRA Board approved \$250,000 in grant funds to assist small businesses located in the Greater Frenchtown/Southside Community Redevelopment Area (GFS District) affected by COVID-19. Grant awards of \$2,000 are awarded on a first-come, first-served basis until the \$250,000 has been expended. By the end of September 2020, a total of 90 applications had been awarded funds totaling \$180,000.

19. Mount Olive Housing and Community Development Corporation - Peacock Center: \$55,000. On August 27, 2020 the CRA Board approved funding for Mt. Olive Housing & Community Development Corporation (Mt. Olive) in the amount of \$55,000 in grant funding to help establish the Peacock Enterprise Centre in

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Frenchtown. The center will focus on preparing small businesses in the Frenchtown community for operating in an ongoing and post-COIV-19 environment through a series of training programs, including training in business operations software (general accounting and payroll), retraining of unemployed and under-employed residents, entrepreneurship training, assistance with unemployment compensation applications and follow-up for recertification and appeals. At the end of the fiscal year the CRA was working with Mt. Olive on the terms of a funding agreement.

At the end of FY 2020, all prior year GFS Master Projects funds had been expended. The FY 2020 funds had a remaining balance of \$304,110 which was used to cover ongoing CRA contractual expenses, new projects and other expenses as outlined in the FY 2021 GFS District budget adopted by the CRA Board on September 24, 2020.

The FY 2020 Balance Sheet and Income Statement for the Frenchtown/Southside Community Redevelopment Area are located on pages 59 and 60 of this report.

C. Major Expenditures and Commitments in the Downtown District Community Redevelopment Area (DT District):

1. Gateway Tallahassee: \$52,371. In April 2010, the CRA approved \$1,447,661 in grant funds for the development of the Gateway Tallahassee, a 37,000 square-foot, mixed-use development with approximately 17,000 square feet (sf) of retail space and 20,000 sf) of office space located on the northeast corner of Tennessee and Monroe Streets. The grant funds include \$1.0 million in construction assistance and \$328,634 in vacancy grant assistance payments during the first two years of operations (May 2014 – April 2016). Not included in the \$1.4 million in grant funds, but part of the CRA-Gateway Tallahassee development agreement, are interest payments of 4.2 percent on the outstanding balance during the first seven years. In FY 2020 the project had a taxable value of \$7.2 million, generating \$52,371 in tax increment. The FY 2020 payment of \$52,371 includes the \$41,738 in tax increment and \$10,633 in interest per the development agreement. The FY 2020 budget was adopted committing \$54,000 to this project; however, the payment of \$52,371 was made using prior year funds from FY 2018 and FY 2019. There were no FY 2020 funds used to make this payment. Based on the 2020 certified value and future value projections, the final construction grant payment is projected to be made in FY 2029.
2. The Onyx: \$251,609. In February 2014, the CRA approved up to \$1,606,780 in assistance for the retail build-out, infrastructure and streetscape/hardscape improvements for the Onyx, a mixed-use student-oriented apartment development on College Avenue. The Onyx development consists of 219

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apartments, 583 beds, 11,903 square feet of retail space, and a 309-space parking garage with 38 public/retail parking spaces. Following the completion of the development, the amount of financial assistance was reduced to \$1,368,892 based on final expenses for the CRA supported improvements. Per the development agreement the CRA reimburses the developer 75 percent of the tax increment generated by the increased property value. The adopted FY 2020 DT budget included \$254,000 for the reimbursement of tax increment to the Onyx developer. The 2020 certified taxable value of the development was \$42.0 million, generating \$335,479 in tax increment for FY 2020. The \$251,609 reimbursement to the Onyx developer represents 75 percent of the FY 2020 increment generated by the development. There were no FY 2020 funds used to make this payment. The tax increment reimbursements are projected to be completed in FY 2022.

3. Cascades Project (Firestone/Bloxham Annex Redevelopment): \$3,250,000. In January 2018, the CRA Board entered into a series of development agreements with Cascades Joint Venture (CJV) to redevelop the former Firestone and Bloxham Annex properties adjacent to Cascades Park as the Cascade Project. The development will consist of nearly 268 residential units, 21,260 square feet (sf) of retail space, 16,700 sf of restaurant space, 48,000 of office space and a 154-room AC Hotel by Marriott. The development will also include 252 public parking spaces owned by the CRA and approximately 14,000 sf of public space owned by the City of Tallahassee to support the Capital City Amphitheater with green room space, meeting/event space and space for daily park operations. Construction for the development began in January 2019 with Phase 1 (the Firestone site) and Phase 2 (the Bloxham Annex site) fully under construction in FY 2020. The 154 room AC by Marriott Hotel shell is complete and interior improvements are being finished by Marriott. Construction of the office building, service dock and Firestone garage are more than 50 percent complete. As part of the Cascades Project development agreements, the CRA will purchase the public parking spaces for \$7.1 million. The CRA made a 50 percent completion payment of \$3.25 million towards the purchase of the garage in June 2020, and the remaining balance will be made at closing in FY 2021.

The Cascades Project activities, timelines and funding are described in more detail under FY 2020 Major Accomplishments starting on page 26.

4. DT Promotional/Special Events Program: \$26,116. This program was established in FY 2010 and provides grants of up to \$5,000 to not-for-profit organizations that sponsor promotional or special events in the DT District that promote the goals and objectives of the DT Community Redevelopment Plan. Applications are reviewed and recommended by an evaluation committee made up of three members of the DT Development Review Committee. The CRA committed

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\$35,000 to this program in FY 2020. Seven applications were received for DT District funding and were reviewed by two members of the DT District Downtown Redevelopment Commission and one CRA staff member. All seven of the DT District applicants received a score of 50 or higher and were approved by the CRA Interim Executive Director. A total of \$32,050 was awarded to the seven grant recipients. Grant funds were provided to each recipient except for the Capital City Kiwanis Club who did not executed their Firecracker 5k and 1-Mile Sparkler Fun Run event agreement. A summary of the approved grant funds is provided below.

- a. Asian Coalition of Tallahassee, Experience Asia, \$5,000.
- b. Tallahassee Symphony Orchestra, Inc., 5th Annual Halloween Spooktacular Concert and Trick-or-Treating, \$5,000.
- c. The Minority Alliance for Advocating for Community Awareness and Action, Inc. (MAACA), 10th Annual Capital City World AIDS Day Memorial Celebration, \$5,000.
- d. Entrepreneurship Tallahassee, Tallahassee Start Up Week, \$5,000.
- e. John Gilmore Riley Center/Museum, Annual Holiday Rock-A-Thon, \$3,500.
- f. Friends of the Museum of Florida History, Emancipation Day Celebration, \$5,000.
- g. Capital City Kiwanis Club/Foundation, Firecracker 5k and 1-Mile Sparkler Fun Run, \$3,550.

Five of the seven events took place prior to the social distancing and public gathering restrictions put in place in response to COVID-19 safety concerns. The Emancipation Day Celebration and Firecracker 5K and 1-Mile Sparkler Fun Run events were cancelled because of the COVID-19 restrictions. There was \$8,884 in grant funds remaining at the end of the fiscal year. These funds were returned to the FY 2020 DT Master Project fund where they can be used to support other DT District programs and projects.

A summary description of the five events held in FY 2020 is provided starting on page 30 under FY 2020 Major Accomplishments.

5. Large Event Grant Funding: \$76,855. The FY 2020 CRA budget included \$100,000 in Large Event Grant funding for the DT District. During the fiscal year, the CRA awarded \$100,000 in DT Large Event grants in support of the four events listed below. Unfortunately, all four events were scheduled to take place after the social distancing and public gathering restrictions were put in place in response to COVID-19. As a result of the restrictions, all four events were cancelled. The Word of South and the LeMoyne Art Foundation both received \$25,000 in CRA grant funds for non-reimbursable expenses related to their events, Southern Shakespeare received \$16,000 for non-reimbursable expenses and Springtime

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Tallahassee has received \$10,855. The remaining \$23,145 in grant funds were returned to the FY 2020 DT Master Project fund to support other DT District programs and projects.

- a. Springtime Tallahassee - Springtime Tallahassee Festival- \$25,000.
 - b. Word of South - Word of South Festival - \$25,000.
 - c. LeMoyne Art Foundation - Chain of Parks Art Festival - \$25,000.
 - d. Southern Shakespeare Company - Southern Shakespeare Festival - \$25,000.
6. Small Project Capital Expenditure \$0: As part of the FY20 budget the CRA Board approved \$100,000 for small capital improvements throughout the DT District. These improvements are typically approved under the expense authority of the CRA Executive Director, which is \$25,000. During FY 2020 no funds were expended from this project. The funds were returned to the FY 2020 Master project.
7. Amphitheater Support Space: \$38,600. The demolition of the Firestone property improvements in March 2018 included the Meridian Point building, which had been used as support space for major events held at the Capital City Amphitheater at Cascades Park. In September 2018, the CRA Board committed \$125,000 to provide temporary park support for major co-events in Cascades Park during construction of the Cascades Project. On April 8, 2020 the CRA Board approved \$140,000 in additional grant funds cover the anticipated reimbursement of the nine eligible co-sponsored events planned between March 2020 and the end of the year when the Amphitheater Support Space was expected to be finished and available for use. Because of the public gather and event restrictions in place due to COVID-19, no major co-sponsored events have occurred in Cascades Park since before March 2020. As a result, nearly \$139,000 of the approved grant funds remain uncommitted. Any of these funds remaining after the Amphitheater Support Space opens will be returned to the FY 2020/2021 DT Master Project fund where they can be used to support other DT District programs and projects.

During FY 2020 the CRA provided \$38,600 in reimbursement assistance for the following events:

- a. Third Blind Eye Concert: \$11,137
- b. Tallahassee Nights Live: \$9,055
- c. Dennis DeYoung Concert: \$1,657
- d. Scotts Carswell Presents: \$14,251
- e. Southern Shakespeare: \$2,500

At the end of the FY 2020, the prior year DT Master Project had a balance of \$639,269. These funds will be used to cover on-going CRA contractual expenses, new projects

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and other expenses as outlined in the FY 2021 DT District budget adopted by the CRA Board on September 24, 2020.

The FY 2020 Balance Sheet and Income Statement for the Downtown District Community Redevelopment Area are located on pages 61 and 62 of this report.

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FY 2020 MAJOR ACCOMPLISHMENTS

As noted starting on page 2 of this report, the CRA enjoyed a variety of successes and challenges in FY 2020. At the start of the fiscal year, two major DT District mixed-use projects were under construction and were expected to add an estimated \$210 million in new taxable value in FY 2022. Unfortunately, the Washington Square Project, with an estimated taxable value of \$60 million, encountered financial issues starting in mid-2019 that ended with the project being shut down in March 2020. CRA funding for not-for-profit hosted promotional and special events was severely constrained due to COVID-19 social distancing and public gathering restrictions. However, the CRA was able to continue to assist small business owners with façade and site improvements; work with the Tony Brown Consulting Group on the proposed redevelopment of the CRA-owned and private properties for a major redevelopment of the 400 block of Tennessee and Virginia Streets, and provide \$3.0 million as the primary funding source for the implementation of the Greater Bond and Frenchtown Neighborhood First plans. A summary of the major FY 2020 CRA accomplishments is provided below.

1. Major Projects and Programs

GFS District

a. Implementation of Neighborhood Plans.

Greater Bond Neighborhood First Plan

In FY 2020 the CRA approved \$2,000,000, for a total of \$2,650,000 in funding over two years, for the implementation of Greater Bond Neighborhood First Plan. Community efforts remained generally focused on the four projects approved by the community in FY 2019: (1) community engagement around infrastructure projects to be built in the community, (2) a residential façade improvement grant program, (3) enhancements to the Speed Spencer Stephens Park, and (4) a linear park connecting Speed Spencer Stephen Park to the Tallahassee Junction. The City of Tallahassee Parks, Recreation and Neighborhood Affairs Department (PRNA), Underground Utilities and Public Infrastructure Department, Community Housing and Human Services Department, Tallahassee-Leon County Planning Department and the CRA worked with the Greater Bond Neighborhood Community Action Team (CAT) to implement these projects. Project updates are provided below.

- Community Engagement Around Infrastructure. On February 20, 2020 residents of Greater Bond, City staff, community partners and the

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developer gathered for the Greater Bond Linear Park Groundbreaking ceremony, announcing construction would soon begin on the new Bond Community Linear Park. This project was brought forth as one of the flagship efforts in the Neighborhood First planning process. Connecting Speed-Spencer-Stephens Park to the St. Marks Trail, this new mid-block, multi-use trail and park will add greenspace and expand access to recreational opportunities, while also enhancing the stormwater system.

- Greater Bond Residential Façade Improvement Grant Program. The Neighborhood Affair (NA) Division received more than 200 applications for the first phase of the Greater Bond Residential Façade Improvement Grant Program. Thirteen façade applications were selected to receive up to \$17,000 in eligible exterior home repairs, and six renovations were underway by the September 30, 2020. At the end of FY 2020 members of the Greater Bond Community Action Team and NA staff were examining ways to increase the number of residential properties that would be renovated starting in FY 2021.



1940 Holton Street

- Enhancements at Speed Spencer Stephens Park. At the end of the fiscal year, the design of improvements, including improved community access, for the Speed-Spencer-Stephens Park were underway as part of the Greater Bond Linear Park design and construction. New benches and picnic tables had been ordered and improvements are expected to be completed concurrent with the Greater Bond Linear Park completion.
- Greater Bond Linear Park. At the end of the fiscal year the initial planning and design for the Saxon Street improvements (sidewalks, streetlights, crosswalks, landscaping, etc.) was underway and expected to be completed by the end of 2020, with construction starting in early 2021. The sidewalk and landscape improvements are expected to be completed in June 2021. Streetlights will be installed prior to sidewalk and landscape construction, with street resurfacing and crosswalks following sidewalk and possible utility upgrades.

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Greater Bond Linear Park Entrance

Frenchtown Neighborhood First Plan

In the fall of 2019, NA launched the Frenchtown Neighborhood First planning process which was designed to coalesce and further the work of other recent planning efforts in the community, as well as advance new ideas to address neighborhood priorities. Working with NA staff, the neighborhood residents and stakeholders established the Frenchtown Community Action Team (CAT) to lead the planning process. The CAT formed three Priority Area Teams (PAT) to continue the detailed planning work addressing the neighborhood's priorities. Each PAT was assigned two priority areas each. In partnership with the City and other stakeholders, the Frenchtown neighborhood kicked off its Neighborhood First planning process in January 2020 with a Community Open House meeting at the Lincoln Neighborhood Center. The meeting, attended by over 80 people, gave residents an opportunity to provide input and ideas on the neighborhood's priorities. The six neighborhood priorities are listed below.

- Neighborhood Safety & Crime Prevention
- Health & Resident Empowerment
- Economic Development & Community Investment
- Housing
- Land Use & Transportation
- Placemaking & Neighborhood Image

With the assistance of a facilitator, NA staff guided the CAT and PAT members through a process to establish goals, identify neighborhood concerns and

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desired outcomes, and implement action items for each of the six priority areas. Multiple CAT and PAT team meetings were held from January to March 2020. Due to the global COVID 19 pandemic the City and its facilitator shifted to virtual meetings with the lead members the CAT and PAT teams to prepare a first draft of the plan, which was still under development at the end of FY 2020. The Frenchtown Neighborhood First Plan is expected to be adopted by mid-2021.

- b. Proposed Redevelopment of the Former Shelter, Frenchtown Renaissance Community Center (FRCC) and Adjacent Properties. In July 2018 the Frenchtown Redevelopment Partners (FRP) presented a proposal to the CRA Board for the redevelopment of the former Shelter, FRCC and privately-owned adjacent properties. The CRA Board approved \$281,660 in grant funding for initial planning, concept development and site study by the FRP as they refined their proposal. The proposed development included 58,400 sq. ft. of retail space, 200 to 250 condominiums and/or apartments, 20 townhomes, 25,000 sq. ft. of office space, and a 700-space parking garage.

In May 2019, the CRA issued notice of intent to sell its properties in the 400 block of W. Virginia and W. Tennessee Streets. On June 27, 2019, the CRA received two proposals from the Tony Brown Consulting Group (TBCG), who was collaborating with the Bethel Missionary Baptist Church and at least one other member of the FRP on the redevelopment of the CRA and privately-owned properties. Based on the results of the site study by FRP, the level of development in both offers was not as dense as proposed in July 2018.

At the May 28, 2020 CRA Board meeting TBCG presented a revised proposal for the redevelopment of the CRA and adjacent private properties, now referred to as the Frenchtown Quarters and Marketplace. The revised redevelopment concept consists of three phases:

- Phase I – A 13,500 square-foot urgent care center and community clinic on the Bethel Plaza site on the southeast corner of Tennessee and Macomb Streets. The urgent care facility would be operated by Tallahassee Memorial Healthcare (TMH) and the Neighborhood Medical Center would relocate from the Lincoln Center.
- Phase II - A 120-unit apartment with 94 1-bedroom, 23 2-bedroom and 3 3-bedroom units. Twenty-four of the apartments would be designated as affordable. The ground-floor of the apartment development will include a food hall concept. The development of this property requires the sale of the CRA property at 431 W. Virginia Street to TBCG.

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- Phase III - The grocery store originally planned for the CRA properties at 466 and 468 W. Tennessee Street will be replaced with an 87-unit apartment with 63 1-bedroom, 21 2-bedroom and 3 3-bedroom units. Seventeen of the apartments would be designated at affordable. A variety of fresh food options are being considered for the ground-floor.



466/468 W. Tennessee St - Proposed Location of 87-Unit Apartment

The Board approved a loan of \$625,000 for the construction of the urgent care clinic subject to approval by the Board at a future meeting, authorized staff to negotiate general terms for the sale of 431 W. Virginia Street to TBCG for \$10 subject to approval of the final terms by the Board and a grant of \$150,000 for additional site assessment of the entire block, focusing on infrastructure needs and capacity.

At the end of FY 2020, CRA and City Attorney's Office staff were working with TBCG on the terms of the agreements authorized by the CRA Board.

- c. 2021 Holton Street Purchase. On November 14, 2019 the CRA Board approved the purchase of the Titi Convenience Store (former Robinson's Convenience Store) at 2021 Holton Street for \$222,500. The CRA closed on the purchase of

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the property on December 2, 2019. Following the purchase of the property, the CRA contracted with Environmental and Geotechnical Specialists, Inc. (EGS) to assess the building (roofing, supporting beams, construction of block walls, etc.) and soil/foundation conditions. The EGS report determined the structural

elements that provide support and stability for the roof have failed, are insufficient to support the load and need to be replaced. The report also noted the exterior block walls were



hollow (no concrete filling) with no steel reinforcement and would need to be reinforced support a new roof. Neighborhood Affairs (NA) staff, with participation by CRA and Community Housing and Human Services staff, conducted a digital Bond Community Action Team (CAT) meeting on April 21, 2020. Following an extensive conversation on the community's desired use of the property (neighborhood commercial or a community-based use) and the extensive cost to renovate the building vs. constructing a new building, the CAT voted to demolish the building and to have NA work with the community to identify a future use of the site. At the end of the fiscal year CRA and NA staff were still evaluating future uses of the building and/or property, and working with the community to recognize the contributions of the Robinson's Convenience Store.

- d. Charles and Chuck's Place, 2011 S. Adams Street. At the November 14, 2019 CRA Board meeting, the members approved a \$224,450 grant to C & B Enterprises LLC for the redevelopment of the vacant building at 2011 S. Adams Street (the site of the original Silver Slipper Restaurant) as a restaurant and event-space venue. The proposed renovations consist of three phases, with the CRA grant funds used for the Phase I renovations. Phase I involves interior and exterior renovations to the area of the building where Chuck's Place (the restaurant) will be located. The CRA grant funds will be used to cover approximately 25.5 percent of the Phase I cost of \$872,215, which includes the

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cost to purchase the property. Phase I renovations completed at the end of FY 2020 included interior demolition, repair of external stucco and removal of trees that were uprooting areas around the building. In addition, the trusses for the new roof had been ordered and quotes for interior renovations and the new parking lot had been received. The Phase II renovations include improvements to the main hall, and area that will become the event space. The Phase II renovations will start soon after the completion of the Phase I renovations and be complete in approximately three months. Phase I and II renovations are expected to be completed in FY 2021. Phase III renovations are expected to start in early 2022.

DT District

- a. Cascades Project (Cascades Joint Venture LLC), former Firestone/Bloxham Annex Properties. Construction for the mixed-use development began in January 2019 with site preparation, footings, foundations/retaining walls, and related improvements. When completed the development will consist of:

- 259 residential rental units,
- 9 owner-occupied condominium townhomes,
- Approximately 21,260 sq. ft. of retail space,
- Approximately 16,700 sq. ft of restaurant space,
- Approximately 48,000 sq. ft. of office space,
- A 154 room AC Motel by Marriott,
- A 14,000 sq. ft amphitheater support facility owned by the City of Tallahassee, and
- A 178-space parking garage on the former Firestone site and a 592-space parking garage on the Bloxham Annex site, with 252 public parking spaces owned by the CRA.

At the end of FY 2020 Phase 1 (the Firestone site) and Phase 2 (the Bloxham Annex site) of the development were fully under construction. The 154 room AC by Marriott Hotel shell was complete and interior improvements were being completed by Marriott. Construction of the office building, service dock and Firestone garage were more than 50 percent complete. The estimated completion date for the Phase I improvements is late 2020. The estimated completion date for the multi-family apartments, retail spaces and the CRA-owned public parking garage on the Bloxham Annex site is April 2021. The CRA made a 50 percent completion payment of \$3.25 million towards the purchase of the garage in early June 2020, and the remaining balance will be made at closing. The refurbished former county health unit built in 1939 on the Bloxham Annex site is being used as the construction office for the duration of

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the project. It is expected the building will be available for lease or purchase when the development is complete. The entire project is projected to add \$150 million in new taxable value when added to the DT District tax rolls in 2021 and/or 2022. Under the agreement with the CRA, CJV will receive 90 percent of the tax increment generated by the development until the district sunsets in FY 2034.



Cascades Project Site, September 2020

- c. Washington Square Project (Fairmont Development, LLC), 227 South Calhoun Street. The development agreement with Fairmont Developers, the developer of Washington Square, was approved in March 2018. Site construction with demolition and construction of retaining walls began on August 6, 2018. The installation of footings, foundations and construction of the parking structure began on November 29, 2018. Construction ended in mid-2019 with the last approved building inspection on May 31, 2019. In March 2020 Yates Construction ended their construction agreement with Fairmont Developers; removing their construction equipment by the end of April. During the summer, the owners of Washington Square released a package to potential developers indicating terms for sale of their property. CRA funds for the project were limited to the refund of the tax increment generated once the project was completed and added to the tax rolls. No upfront funds were provided by the CRA.
2. **Affordable Housing Activities (GFS District)**. In FY 2018 and 2019, the CRA committed a total of \$1,025,625 to the Tallahassee Housing Authority (THA) for the redevelopment of the Orange Avenue Apartments. The funds were used as part of City of Tallahassee's local government affordable housing match of

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\$1,300,000 in support of THA's 9 percent Low-Income Housing Tax Credit (LIHTC) application to the Florida Housing Finance Corporation (FHFC). On March 6, 2020 the FHFC approved the tax credits for the construction of a 125 affordable family residential development. In addition to the City/CRA government matching grant, other funding sources include SAIL - \$6,211,577; FHFC Housing Credit Equity - \$8,813,940; Leon County Housing Finance Authority - \$7,000,000; Deferred Developer Fee - \$2,500,000; and THA - \$350,000. Demolition of all 200 existing Orange Avenue Apartments is expected to begin in 2021 followed by construction of 125-unit affordable family apartments, which should be completed in 2022.

3. **Promotional and Special Events.** During the fiscal year, the CRA helped sponsor 16 promotional and special events, 9 in the GFS District and 7 in the DT District. However, 4 of the events, 2 in each district were not held due to COVID-19 restrictions. A summary of each event is provided below.

GFS District

- a. **Caribe' Festival.** Shops & Studios of Railroad Square Art Park, Inc., dba Cross Cultural, was awarded a \$5,000 grant to host the Caribe' Festival, a cultural family festival in Railroad Square which took place November 9 – 10, 2019. There was an estimated 6,000 to 8,000 attendees.
- b. **Gaines Street Festival.** The Gaines Street Community Festival, Inc. was awarded \$5,000 to host the Gaines Street Festival, a community festival focused on local music, businesses, and food. The event was held November 9, 2019 with an estimated 3,000 to 4,000 attendees.
- c. **Truth Be Told: Promoting Resilience and Understanding Through Art and Community.** Mickee Faust Alternative Performance Club, Inc. was awarded \$5,000 to host the Truth Be Told: Promoting Resilience and Understanding Through Art and Community event. The event was for varying dates on November 14 – 16 and 21 – 23, 2019. The event focused on two alternative community events which focused on examining trauma and healing. There was a total of 45 attendees for the events.
- d. **Award Winning Action & Adventure Film Series.** The Tallahassee Film Society, Inc. was awarded \$5,000 to host the Award-Winning Action & Adventure Film Series, \$5,000. The film series was held at various times from October 2019 thru September 2020 with nine shows and 213 attendees.

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- e. STEMS4Girls Lights on Afterschool Program Science Expo. STEMS4Girls, Inc. was awarded \$2,830 to host the STEMS4Girls Light on Afterschool Program Science Expo. The Science Expo included hands on project-based activities, discussions and exhibits. The event was held October 24, 2019 with an estimated 200 attendees.
- g. Loco for Love. Theater with a Mission, Inc. was awarded \$5,000 to host the Loco for Love Event anticipated to be held September 18 -20, 2020. The intended event was for the community to experience three days of theatrical time travel via performances that let you see, taste, touch, and feel the way our ancestors thought, fought, and loved. Due to COVID-19 restrictions the event was cancelled. The applicant incurred \$300 costs for event insurance which was covered by the CRA.
- h. 2nd Annual Railroad Square Art & Jazz Festival. Mary's Vision Folk Museum and Art Gallery was awarded \$5,000 to host the 2nd Annual Railroad Square Art & Jazz Festival. The two-day multi-generational event was held March 6 - 7, 2020 and offered a celebration of music, crafts, retail merchandise, and food that make folk art and jazz unique to Tallahassee while bridging gaps between the young, old, and various ethnicities. There were an estimated 150 total attendees.
- i. Seasons of Emancipation: Walk Thru Living History. John Gilmore Riley Foundation, Inc. was awarded \$5,000 to host the Seasons of Emancipation: Walk Thru Living History event. The anticipated event was scheduled for May 9, 2020, and was a historical reenactment of the reading of the Emancipation Proclamation and the celebrations that took place as the news of the proclamation spread throughout the state of Florida with a unique focus on the military and civilian contributions. Due to the COVID-19 pandemic, the applicant cancelled the event. The applicant incurred \$748 of non-refundable cost which was covered by the CRA.
- h. Frenchtown Rising. Mount Olive Housing and Community Development Corporation (Mt. Olive) was awarded \$80,000 to host five Frenchtown Rising event during the months of October through December 2019. The grant covered both direct expenses and in-kind city services paid through Parks, Recreation and Neighborhood Affairs, such as police, electric and solid waste. The events were outdoor block parties held on the Friday evening before a FAMU home football game. The December event was held to celebrate the football team's winning season. Each event featured a concert, live deejays, a local celebrity host and a variety of vendors. The events were held on Macomb Street between Carolina and Georgia

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Streets. Based on Mt Olive numbers, there were over 22,000 people in attendance for all five events.

DT District

- a. Experience Asia Festival. The Asian Coalition of Tallahassee was awarded \$5,000 to host their event. The festival was held on October 5, 2019 in the Bloxham and Lewis Parks in Downtown Tallahassee. The festival featured two stages filled with performances from around the world including the famous Maturiza Japanese drummers. There were an estimated 22,500 attendees to experience the food, arts and crafts, demonstrations, music, and dance.
- b. 5th Annual Halloween Spooktacular. The Tallahassee Symphony Orchestra, Inc. was awarded \$5,000 to host their event. The 5th Annual Halloween Spooktacular event was held October 25, 2019 included the orchestra dressed in costumes and playing Halloween-inspired music while engaging the live audience. There were an estimated 4,000 attendees.
- c. 10th Annual Capital City World AIDS Day Memorial Celebration. The Minority Alliance for Advocating for Community Awareness and Action, Inc. (MAACA) was awarded \$5,000 to host the 10th Annual Capital City World AIDS Day Memorial Celebration. The event was held November 18, 2019 with an estimated 300 attendees.
- d. Tallahassee Start Up Week. Entrepreneurship Tallahassee was awarded \$5,000 to host Tallahassee Start up Week which is a celebration of entrepreneurship that connects entrepreneurs with resources, education, and opportunity. The multi-day event was held November 18 – 26, 2019 with an estimated 500 attendees.
- e. Annual Holiday Rock-A-Thon. John Gilmore Riley Center Museum was awarded \$3,500 to host the Annual Holiday Rock-A-Thon which is an event to engage the local community and visitors. The festival welcomes former Smokey Hollow residents as special guests, to attend a 'home for the holiday' cultural event. Also, local civic, religious, educational, Greek Lead Organizations, and service group sponsors were encouraged to participate. Attendees spend time rocking to music throughout the event. The event was held December 7, 2020 with an estimated 500 attendees.
- f. Firecracker 5k and 1-Mile Sparkler Fun Run. Capital City Kiwanis Club/Foundation was awarded \$3,550 to host the Firecracker 5k and 1-Mile Sparkler Fun Run. The event was scheduled to be held July 4, 2020. Due to

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the COVID-19 pandemic the applicants decided to cancel the event. No CRA funding was provided in advance for this event.

- g. Emancipation Day Celebration. Friends of the Museum was awarded \$3,500 to host Emancipation Day Celebration on May 20, 2020. The anticipated event was to inform visitors about the site's role in the freeing of the slaves and to provide a venue for commemorating this important event in Florida history. Due to COVID-19, the applicant cancelled the event. The applicant incurred \$1,116 of non-refundable cost and returned \$2,384 back to the CRA.

4. Large Event Grants.

Due to COVID-19 social distancing and public gathering restrictions that extended into FY 2021, there were no CRA sponsored large events held in either the GFS or DT Districts during FY 2020.

- 5. **Business Facility Improvement Program (GFS District)**. On May 28, 2020, the CRA Board authorized staff to move forward with a number of improvements to the BFIP, including increasing the no match grant from \$10,000 to \$20,000 and expanding the types of improvements where up to 75 percent of the BFIP funds may be spent on façade improvements to include landscaping, site improvements and roofing. Additional program improvements include, developing a list of licensed small business contractors who are familiar with the BFIP and available to assist applicants in preparing quotes, developing partnerships and support from the chambers of commerce and not-for-profit organizations focused on connecting applicants and qualified contractors, and partnering with local financial institutions to leverage the BFIP grant funds to qualify for additional lender financing. In FY 2020 four BFIP renovations were completed Two of the renovations were approved and completed in FY 2020, the two remaining renovations were approved in FY 2017 and 2018.

- a. James and Anita Morrell, 1622 S. Monroe Street. In November 2019 the CRA



Board approved \$12,250 in grant funding for BFIP assistance with site improvements to the property located at 1622 S. Monroe Street, which operates as E&J 5 Buck BBQ. The improvements included expanding the parking lot

area, adding a new concrete dumpster pad, tree trimming and other site work.

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The total project cost was \$24,250. The improvements were finished in August 2020.

- b. Patton's Alignment and Brake Services, Inc, 2405 S. Adams Street. The owner/applicant requested CRA assistance for new on-site signage facing and electrical signage upgrades. In January 2020, the CRA Executive Director approved \$10,000 in grant funding under the BFIP for 2405 S. Adams Street, which had a total project cost of \$10,000. The upgrades were completed July 2020.



- c. The Yards at Railroad Square, 678 McDonnell Drive. In September 2017 the CRA approved \$45,000 in BFIP grant funding to assist with exterior renovations to a warehouse as an indoor artisanal food market. The total project cost was estimated at \$112,000. The improvements were completed in June 2020.



- d. Margo's, 451 West Gaines Street. In September 2018 the CRA approved \$45,113 in grant funding under the BFIP to assist with the exterior renovations at 451 W. Gaines Street. The renovations included extensive exterior and interior improvements to the building to help enhance its commercial viability. The total project cost was estimated at \$157,747. The improvements were completed in May 2020.



6. **Demolition Program (GFS District).** In March 2018, the CRA Board approved the program guidelines and \$200,000 in grant funding for a demolition program in the GFS District. The program funds can be used for City Code Enforcement directed demolitions, demolitions in support of affordable housing projects and for the

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demolition of residential or commercial units by property owners whose properties are contributing to blight and have been cited by Code Enforcement. Partially due to the City's Code Amnesty program no CRA-funded demolitions occurred in FY 2020.

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PERFORMANCE DATA REVIEW

The CRA's performance for FY 2020 will be captured in three different ways. First, the statutory performance reporting requirements of Chapter 163.371(2) will include the required information for both redevelopment districts. Second, the recently approved GFS Strategic Investment Plan contains specific measurements for CRA programs and projects within the GFS District. These measures are being used set a baseline for the FY 2021 GFS performance evaluations. Finally, the CRA performance measures adopted in 2015 were used to evaluate the DT District programs and projects

Chapter 163.371(2), FS, Performance Evaluation Criteria

Starting in 2020 Chapter 163.371(2), F.S., requires the annual redevelopment agency annual report to provide the information described below.

1. Total Number of Projects Started and Completed in FY 2020 and Estimated Cost for Each Project

Projects Started and Completed in FY 2020

Provided in Table 1 (GFS District) and 2 (DT District) is listing of all projects were started or had expenses in FY 2020, the programmed or actual expense and whether the project or program was completed during the fiscal year or if it was ongoing. The list of prior-year (FY 2019 or earlier) funded projects or programs that were completed in FY 2020, a description and their expenses are listed in Tables 3 (GFS District). There were no prior-year funded projects or programs completed in the DT District in FY 2020.

Table 1 - GFS District Projects Started, Expanded or with Initial Expenses in FY 2020

Name	Description	FY 2020 CRA Expense	Completed or Ongoing
Block & Deck Grant Payment	The return of tax increment generated by the development per CRA Agreement # 2824.	\$391,752	Ongoing; 5 th TIF reimbursement, final payment will be made in FY 2021.
Block & Deck Public Parking Garage	For parking management agreement, electric utilities and parking meter kiosks.	\$72,800	Ongoing; parking mgmt. contract ends 12/31/24.

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Table 1 - GFS District Projects Started, Expanded or with Initial Expenses in FY 2020

Name	Description	FY 2020 CRA Expense	Completed or Ongoing
Big Bend Cares Grant Payment	The 3 rd of four \$375,000 grant payments to assist with the construction of the Care Point Health & Wellness Center, whose services include uninsured patients.	\$375,000	Ongoing; final payment will be made in FY 2021.
Property Mgmt	For annual maintenance of CRA owned properties in the GFS District	\$7,500	Ongoing.
GFS Promotional/ Special Events	Grants of up to \$5,000 for not-for-profit organizations hosting events in the GFS District. Nine events were approved: seven took place prior to the COVID-19 social distancing & public gathering restrictions, one events was cancelled.	\$117,830	Completed.
Business Facility Improvement Program	Provided matching and non-matching grant funds of up to \$50,000 for façade and site improvements to commercial properties. Eight applications were approved in FY 2020, up from three in FY 2019.	\$135,763	Two projects were completed in FY 2020. Repairs for the remaining six projects continued into FY 2021.
Affordable Housing	FY 2020 and FY 2019 affordable housing funds of were used to fund two GFS District affordable housing programs – (1) a \$250,000 new construction infill housing program and (2) a low interest contractor loan program.	\$500,000	Ongoing; programs will be implemented in FY 2021.

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Table 1 - GFS District Projects Started, Expanded or with Initial Expenses in FY 2020

Name	Description	FY 2020 CRA Expense	Completed or Ongoing
Greater Bond Neighborhood 1st Plan	Second year of grant funding, with \$650,000 provided in FY 2019. Neighborhood led efforts continued with construction of a linear park, residential façade improvements, enhancements to Spencer-Speed-Stephens Park and community outreach efforts.	\$2,000,000	Ongoing; CRA will commit a total of \$6.4 million in support of the plan through FY 2022.
Frenchtown Neighborhood First Plan	Builds on the Planning Dept led effort outlined in the Frenchtown Placemaking Plan in 2019. The Neighborhood First Plan is a collaborative planning effort led by community members. The CRA funds were provided to help kick-off the plan implementation.	\$1,000,000	Ongoing; a draft plan was started in FY 2020 and will be adopted in mid-FY 2021. Total grant funding is expected to be \$6.4 million.
2021 Holton St Purchase	The CRA purchased the property in November 2019 for \$226,503 (incl closing costs). The CRA is working with PRNA and community members on potential uses for the property.	\$300,000	Ongoing.
Small Project Capital Expenses	Small capital projects of less than \$25,000 approved by the CRA ED. FY 2020 grant funds were used to streetlights on Dunn St and to underground OH electric lines in front of the Stearns St condominiums.	\$23,272	Completed; funded annually.

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Table 1 - GFS District Projects Started, Expanded or with Initial Expenses in FY 2020

Name	Description	FY 2020 CRA Expense	Completed or Ongoing
Frenchtown Rising End of Event Funding	Funding to Mt. Olive, the Frenchtown Rising sponsor, for \$8,801 in city services provided for the event.	\$8,801	Completed.
Frenchtown Heritage Hub – Operating Funds	FY 2020 operational funds for the Frenchtown KitchenShare program.	\$97,100	Completed.
Soul Voices – Additional Monument Markers	CRA grant funds for the fabrication and installation four additional markers in Frenchtown. The nine original markers were purchased and installed w/TDT funds.	\$64,000	Fabrication finished, will be installed in FY 2021.
The Charles & Chuck's Place	Phase I renovations to the property at 2011 S. Adams St as a restaurant.	\$222,450	Ongoing; Phase I renovations will finish in FY 2021.
Redevelopment of Former Shelter, FRCC and Adjacent Properties	Revised redevelopment concept for the 400 block of Tennessee and Virginia St. Includes \$625,000 loan, \$150,000 grant and option to purchase 431 W. Virginia St.	\$775,000	Ongoing; working with applicant of terms of funding agreement at the end of FY 2020.
CRA Disaster Grant	Committed \$250,000 in disaster grants (\$2,000) for businesses in the GFS District impacted by COVID-19. In FY 2020 the CRA approved 90 applications, providing \$180,000 in grant payments.	\$180,000	Ongoing; remaining grant funds were rolled into FY 2021.
Mt Olive's Peacock Center	Grant funding for Mt. Olive's Peacock Enterprise Centre in Frenchtown to help prepare small businesses for operating in an ongoing and post-COIV-19 environment.	\$55,000	Ongoing; working with applicant on funding agreement.
TOTAL		\$6,326,268	

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Table 2 - DT District Projects Started, Expanded or with Initial Expenses in FY 2020

Name	Description	FY 2020 CRA Expense	Completed or Ongoing
Gateway Tallahassee	Grant payment for the Gateway TLH development per CRA Agreements # 2825 and 2825A.	\$52,371	Ongoing; last payment anticipated in FY 2029.
The Onyx	Grant payment for the Onyx development per CRA agreement # 3247.	\$251,609	Ongoing; final payment anticipated in FY 2022.
Cascades Project	FY 2020 payment to Cascades Joint Venture (CJV) at 50% completion of CRA's 252 space public parking garage. FY 2021 payments will include final payment for parking garage and CRA contribution towards amphitheater support space. CRA will reimbursement CJV 90% of the tax increment when the development is added to the tax rolls.	\$3,250,000	Ongoing; payments expected in FY 2021, with tax increment reimbursements starting in FY 2023 & ending in FY 2034.
DT Promotional/ Special Events	Grants of up to \$5,000 for not-for-profit organizations hosting events in the DT District. Seven events were approved: five took place prior to the COVID-19 social distancing/public gathering restrictions, the two events remaining events were cancelled.	\$26,116	Completed.

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Table 2 - DT District Projects Started, Expanded or with Initial Expenses in FY 2020

Name	Description	FY 2020 CRA Expense	Completed or Ongoing
DT Large Event Grants	Grants of \$10,000 to \$25,000 for not-for-profit applicants hosting large events in the DT District that attract a regional audience. The four approved events were cancelled due to COVID-19 social distancing/public gathering restrictions. The CRA provided the applicants with \$76,855 for non-reimbursable expenses.	\$76,855	Completed.
Amphitheater Support Space	Temporary grant funding for event expenses incurred by major co-event sponsors while Capital Cascade amphitheater support space is under construction. Five events were provided grant assistance in FY 2020.	\$38,600	Ongoing; the support space facility will be completed in FY 2021.
TOTAL		\$3,695,551	

Table 3 - GFS District Prior-Year Projects or Programs Completed in FY 2020

Name	Description	Amount	Completed or Ongoing
BFIP Grant – 678 McDonnell Dr.; Yards at Railroad Square	Exterior renovations to a warehouse as an indoor as an indoor artisanal food market. Total est. project cost: \$112,000.	\$45,000	Approved in FY 2017, completed in June 2020.
BFIP Grant – 451 W. Gaines St.; Margo's	Extensive exterior renovations funded by CRA and interior renovations funded by applicant. Total est. project cost: \$157,747.	\$45,113	Approved in FY 2018, completed in May 2020.

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Table 3 - GFS District Prior-Year Projects or Programs Completed in FY 2020

Name	Description	Amount	Completed or Ongoing
Living Stones – 604 W. Eugenia St.	The FY 2019 budget included \$8,950 for exterior building and site improvements to the property at 604 W. Eugenia St.	\$8,950	Applicant withdrew the grant request in January 2020.
TOTAL		\$99,063	

2. Total FY 2020 Expenditures/Commitments from the GFS and DT District Trust Funds

GFS District Operating: \$431,784
 Projects: \$6,326,268
 Total \$6,758,052

DT District Operating: \$262,960
 Projects: \$3,695,551
 Total \$3,958,511

3. Original Assessed Real Property Values of Property in the GFS and DT District on the Day the Agency was Created.

GFS District (created on August 19, 1998, 98-O-00460; Trust Fund adopted on June 28, 2000, 00-O-51)

- Date established: June 28, 2000
- \$167,640,940 (1999 Certified Taxable Value)

DT District (created on September 11, 2002; Trust Fund adopted on June 23, 2004)

- Date established: June 23, 2004
- \$238,244,226 (2003 Certified Taxable Value)

4. Total Assessed Real Property Values of Property in the GFS and DT District as of January 1, 2021.

GFS District \$706,938,850

DT District \$556,217,174

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5. Total Amount Expended for Affordable Housing for Low- and Moderate-Income Residents of the GFS and DT Districts.

No CRA funds were expended on affordable housing for low- and moderate-income residents of the GFS and DT Districts during FY 2019. However, during FY 2019 the CRA committed \$765,000 for affordable housing projects in the GFS District.

- In September, CRA Board meeting, the committed \$1,025,625 in CRA affordable housing funds (\$600,000 in FY 2019 funds and \$425,625 in FY 2018 funds) in support of a \$1.3 million as the local government match for a Florida Housing Finance Corporation Low Income Housing Tax Credit application. Applications were due in November 2019. If approved, the CRA matching funds would be used to support the development of either 110 senior affordable senior housing units or 130 family affordable housing units as part of the Tallahassee Housing Authority's redevelopment of their Orange Avenue Apartments. The total estimated development cost of the senior housing project is \$22.5 million and \$24.0 million for the family housing project.
- Under the Greater Bond Neighborhood First Program the CRA provided \$165,000 in grant funds for the Greater Bond Residential Façade Improvement Grant Program. The application period opened on August 1, 2020 and closed on August 30, with approximately 200 applications received. At the end of September, City of Tallahassee Neighborhood Affairs staff had completed the application reviews, notified selected grantees, and forwarded 13 selected applications to the Tallahassee Lenders' Consortium (who is providing technical assistance for this program) for further processing and evaluation. Six renovations were underway by the September 30, 2020.

GFS Strategic Investment Plan Performance Measures

On January 28, 2021, the CRA Board approved the GFS Strategic Investment Plan containing specific measurements for CRA programs and projects within the GFS District over the next five years starting in FY 2021. These recently approved measures will be used to evaluate the FY 2020 CRA programs and projects for the GFS District. Most measures cannot be determined at this time since this is the first year of evaluating the five-year targets and an average cannot be determined. Once at least two years of data has been captured under the new measures, an evaluation can be made based on an average. Unless otherwise noted, the evaluation period covers the FY 2020 period, which extends from October 1, 2019 through September 30, 2020.

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Greater Frenchtown/Southside District

1. Priority Area 1: Economic Development

Goal 1: To create a thriving economic environment in the GFS District.

Objective 1a. Attract new and retain existing businesses

1. Invest in small, local businesses through the Business Facility Improvement Grant Program. Target: \$1,300,000.

Performance Evaluation: This measure cannot be determined at this time.

There were eight (8) BFIP applications with a CRA investment of \$135,763 approved for FY 2020. The target for this measure is to invest, on average, \$1.3 million over the next five years. Given this is year 1, an average cannot be determined.

2. Invest in medium and large-scale redevelopment projects (excluding community services). Target: 5

Performance Evaluation: This measure has been met.

There were three (3) medium and large-scale redevelopment projects approved by the CRA Board during FY 2020, Charles & Chuck Place, Frenchtown Redevelopment Partners, and SoMo Walls. The target is to invest in five (5) projects over the next five years or one project per year.

3. Only invest in projects that meet or exceed MWSBE participation goals. Target: 100%

Performance Evaluation: This measure cannot be determined at this time.

Of the three medium and large-scale projects approved during FY 2020, only one has executed a development agreement agreeing to the MWSBE participation goals. Staff is currently working on the terms and conditions of the development agreement for the other projects.

2. Priority Area 2: Impact on Poverty

Goal 2: To assist GFS residents with access to resources which lead to opportunities for wealth accumulation.

Objective 2a. Increase the availability of affordable, mixed-income housing.

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1. Invest in projects creating new affordable housing units. Target: 30 new housing units created.

Performance Evaluation: This measure has not been met.

In FY 2020 the CRA invested \$1.15 million in affordable housing programs, The CRA Board approved \$250,000 for the Affordable Housing Construction Loan Program and \$900,000 for the City Infill Lot Program. Both programs have begun accepting applications, but no new units have been constructed or created.

2. Invest in housing rehabilitation and repair programs. Target: 150 housing units will be rehabilitated and/or repaired.

Performance Evaluation: This measure has not been met.

In FY 2020 the CRA committed \$1.15 million for the construction of new affordable housing units; however, none of those units would be rehabilitated and/or repaired. At least 30 rehabilitated or repaired units would need to be invested or completed in FY 2020 for this measure to be met.

3. Acquire properties, without competing with private citizens, for the construction of new affordable units and/or donate to qualified affordable housing developers for the construction of new affordable units. Target: 5 lots purchased and/or donated.

Performance Evaluation: This measure has not been met.

The CRA has not acquired or donated any properties for the construction of new affordable units.

4. Invest in projects that create new affordable rental units. Target: 200 units

Performance Evaluation: This measure has not been met.

In FY 2020 the CRA did not commit funds to affordable rental units. Although in FY 2021, \$1.5 million was committed for the Orange Avenue Apartments redevelopment project, which should create 130 new affordable rental units.

Objective 2b. Encourage a quality education

1. Number of GFS residents employed with a “fair or living wage” through CRA assisted businesses, or other employment agencies. Target: 25

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Performance Evaluation: This measure cannot be determined at this time.

The CRA has assisted eight businesses with BFIP grants and three businesses with medium and large project funding. Of the three businesses, all are under construction and/or in development phase. For FY 2020, the CRA did not capture the information from the eight BFIP recipients needed to determine whether GFS residents have been employed with a living wage. This information will be captured for FY 2021.

Objective 2c. Increase social services supported by GFS residents

1. Number of façade improvements provided to social service facilities. Target: 10 (2 per year on average).

Performance Evaluation: This measure cannot be determined at this time.

In FY 2020, the CRA assisted one social service facility with façade improvements, Project Annie. The target is to provide façade improvements, on average, to two social service facilities. Provided this is year 1, an average cannot be determined.

3. Priority Area 3: Public Safety

Goal 3: To create a place where residents and visitors feel safe and secure.

Objective 3a. Increase Neighborhood Safety

1. Fund public safety improvements projects such as upgraded lighting, crosswalks, traffic calming. Target: 25

Performance Evaluation: This measure has been met.

In FY 2020, the CRA funded through its small capital improvement project, one safety improvement project. The project replaced and upgraded existing streetlights on sections of Dunn Street with LED lights. Other public safety improvements projects include Saxon Street improvements which were funded in FY 2020 through the Bond Neighborhood First Plan. The initial planning and design for the Saxon Street improvements began in FY 2020 and is expected to be completed by December 2020. The improvements include sidewalks, streetlights, crosswalks, landscaping, etc.

4. Priority Area 4: Quality of Life

Goal 4: To promote a healthy, vibrant and culturally rich community

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Objective 4a. Enhance the beauty and vitality of GFS neighborhoods

1. Fund adopted Neighborhood First Plans. Target: \$12 million

Performance Evaluation: This measure has been met.

In FY 2020, the CRA funded the Bond Neighborhood First Plan with \$2.0 million, the second installment of a \$6.4 million commitment. The CRA also funded the Greater Frenchtown Southside Neighborhood First Plan at \$1.0 million for FY 2020.

Objective 4b. Promote arts, cultural, entertainment and historic character of the District to attract visitors

1. Fund arts, cultural, entertainment and heritage opportunities. Target: \$790,000

Performance Evaluation: This measure cannot be determined at this time.

The target over a five-year period is to fund \$790,000 in arts, cultural, entertainment and heritage opportunities, at an average of \$158,000 per year. For FY 2020, the CRA funded \$217,830 in arts, cultural and entertainment opportunities mostly through the Promotional/Special and Large Event programs. After FY 2021 enough data will be available to determine an average funding amount.

Objective 4c. Enhance public spaces and parks in the GFS District

Performance Evaluation: There are no targets for this objective to meet.

Through the investment in the Bond Neighborhood First Plan, the CRA in FY2020 has funded the construction of the Linear Park and the improvements of the Speed, Spencer, Stephens Park, which addresses the initiative for this objective.

5. Priority Area 5: Public Infrastructure

Goal 5: To provide GFS residents with various means of safe mobility and improved infrastructure.

Objective 5a. Enhance new and improve existing infrastructure

1. Fund small infrastructure and landscape projects. Target: \$500,000

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Performance Evaluation: This measure cannot be determined at this time.

In FY 2020, the CRA funded the undergrounding of the electric lines at an adjacent student housing development at a cost of \$18,750, at the request of the Stearns Street Condo Association. The electric lines ran adjacent to the condominium property. The target of \$500,000 is over the five-year Plan period, with an average of \$100,000 per year. After FY 2021, the data will be available to determine if the measure is being met.

Objective 5b. Enhance connectivity of roads, sidewalks, bike lanes and public transit accessibility

Performance Evaluation: There are no targets for this objective to meet.

The Saxon Street improvements along with the creation of the Linear Park, through the Bond Neighborhood First Plan, will provide sidewalks, crosswalks, and trails which addresses the initiative for this objective.

6. Priority Area 6: Public Trust and Organizational Effectiveness

Goals 6: To create an environment where residents are encouraged to participate in the civic process, ensuring redevelopment efforts align with community goals.

Objective 6a. Facilitate citizen and community participation in the civic process

1. Conduct community engagement workshops to review current priorities and initiatives and seek input on needed initiatives. Target: 10 workshops (2 per year with a virtual option)

Performance Evaluation: This measure has not been met.

There were no workshops held in FY 2020 mainly due to the COVID-19 pandemic which restricted large gathering for public safety purposes. Once restrictions are no longer in place, public workshops will be scheduled seeking input from the GFS community.

2. Publish CRA Newsletter in multiple media outlets. Target: 20 publications plus special editions when needed (at least 4 per year)

Performance Evaluation: This measure has been met.

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There were four CRA newsletters published in the Capital Outlook and on Talgov.com during FY 2020. The newsletters are provided to showcase CRA projects and programs, while educating the public on CRA activities.

Downtown District from 2015 Adopted CRA Performance Measures

The performance measures adopted by the CRA in 2015 will be used to evaluate the DT District for FY 2020 while a Strategic Investment Plan for the DT District is being prepared. There has been little activity in the DT District since the approval of the Cascades Joint Venture and Charles Street Partners projects, with most activity focusing on the construction of Cascades Project. In addition to the DT Strategic Investment Plan, the CRA is working with downtown advocates and other city departments to identify small to medium scale infrastructure projects in the DT District that can be implemented starting in FY 20201.

1. Leveraging CRA assistance with private investments in support of major redevelopment projects (more than \$500,000 CRA assistance).

In FY 2020 the CRA did not leverage any new funds over \$500,000 with private investment in support of major redevelopment projects in the DT District. The Cascades Joint Venture and the Charles Street Investment projects, which will receive more than \$500,000 in CRA assistance, were evaluated in FY 2018 when the agreements were executed.

- a. Level of CRA assistance as a percentage of total project cost/private investment. CRA assistance to major redevelopment projects does not exceed, on average, 10 percent of development costs.

Performance Evaluation: NA for FY 2020.

There was no CRA assistance provided to large redevelopment projects during FY 2020.

- b. CRA investment in major redevelopment projects increases post-development taxable value by at least 20%, on average.

Performance Evaluation: NA for FY 2020.

No developments receiving CRA assistance were added to the tax rolls in FY 2020. However, developments in the DT District that received CRA assistance (601 South Copeland, The Catalyst, College Town (Phase 1), Gateway Tallahassee and The Onyx) and were added to the tax rolls between 2014 and

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2016 had post-development taxable values that increased from between 241% to more than 4,000%.

- c. At least one major redevelopment project approved, started and/or completed within the targeted areas bi-annually.

Performance Evaluation: NA for FY 2020.

There were no major redevelopment projects approved, started and/or completed in the DT District during FY 2020.

2. Success of CRA small business grants programs:

- a. Commit at least 75 percent of budgeted small business grant funds each year.

The Downtown Ground Floor Retail and Entertainment Façade (DT GREF) assists commercial property owners and tenants with improvements to commercial structures with ground floor retail. The program provided a dollar-for-dollar match for up to \$50,000 in eligible exterior and site improvements. No funds were allocated to the program for FY 2020.

Performance Evaluation: NA for FY 2020.

There were no DT GREF applications approved during FY 2020.

- b. Achieve an overall average of \$1.50 in private investment for every \$1.00 that the CRA invests in projects. The total project cost is provided by the applicant.

Performance Evaluation: NA for FY 2020.

There were no DT GREF applications or small business grants approved during FY 2020 to achieve an average private investment.

- c. At least 70 percent of the owners/tenants who completed their GREF funded improvements in FY 2020 increased the number of full-time and/or part-time employees at that location.

Performance Evaluation: NA for FY 2020.

There were no approved DT GREF projects to increase the number of employees.

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- d. The grant helped at least 70 percent of the businesses who completed their GREF funded improvements in FY 2020 attract and retain customers.

Performance Evaluation: NA for FY 2020.

There were no approved DT GREF projects to attract or retain customers.

- e. The grant aided in better promotion of at least 70 percent of the businesses who completed their GREF funded improvements in FY 2020.

Performance Evaluation: NA for FY 2020.

There were no approved DT GREF projects for FY 2020.

- f. Percentage of grant recipients in business three and five years after completion of improvements.

Performance Evaluation: This measure has been met.

In the case of façade improvements that were made to the exterior of leased properties we consider the grant recipient to be in business if the property has tenants or the owner is actively seeking tenants. Table 1 notes the properties that are leased or are actively seeking tenants.

- Three Years After Completion – 100%. One owner-occupied grant recipient completed their project in 2018 and is still in business at the end of fiscal year 2020.
- Five Years after Completion – 100%. Three grant recipients completed their projects in 2016. All three are still in business at the end of fiscal year 2020, with two being owner-occupied and one being leased.

Table 1

	Project Name	Street Address	Grant Amount	Total Project Cost	Date Approved	Project Closeout	District	In Business	Comments
3 - Years	Epicurean Partners, LLC	228 South Adams Street	\$50,000.00	\$145,472.00	3/23/2017	5/2/2018	DT	Yes	Owner Occupied
5 - Years	Doubletree Hotel	101 South Adams St.	\$50,000.00	\$258,000.00	9/29/2014	8/21/2016	DT	Yes	Owner Occupied
	TP Thirteen, LLC	227 North Bronough Street	\$50,000.00	\$735,100.00	4/21/2015	12/19/2016	DT	Yes	Leased
	402 West College Avenue	402 West College Avenue	\$25,000.00	\$425,000.00	10/29/2015	5/4/2016	DT	Yes	Owner Occupied

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3. Infrastructure

- a. CRA assistance as a percentage of the total project cost, with a goal of limiting CRA assistance to a maximum of 20 percent of total project cost.

Performance Evaluation: NA for FY 2020.

There were no CRA funded infrastructure projects in FY 2020 that were not part of an approved development, such as the Cascades Project.

4. Quality of Life

- a. Number of CRA-supported promotional/special events supported annually.

Performance Evaluation: This measure has been met.

The CRA provided \$135,000 in support of small and large events; \$35,000 for small events and \$100,000 for large events. The grant funds supported 7 small events and 4 large events in the DT District. Two of the small events and all 4 large events were cancelled due to COVID-19 restrictions.

- b. Commit at least 90 percent of budgeted promotional/special event funds each year.

Performance Evaluation: This measure has been met.

In fiscal year 2020, \$135,000 was budgeted for promotional and special event and large event grant programs. All the \$135,000 was committed for the 11 events.

- c. Minimum of 25 percent increase in previously approved applicant's financial contributions towards promotional/special events after two years of CRA assistance.

Performance Evaluation: This measure cannot be determined.

Eight of the 11 approved applicants had more than two years of previously approved applications. See Table 2 below. Due to the pandemic and events being

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cancelled, there was not enough information obtained to determine the applicant's financial contribution.

Table 2

	Organization	Event	Years	Applicant's Contribution Increased
1	Asian Coalition of Tallahassee, Inc	Experience Asia	2018, 2019 & 2020	No 2020 Data
2	Capital City Kiwanis Foundation	Firecracker 5K and 1-Mile Sparkler run	2017, 2019 & 2020	No 2020 Data, event cancelled
3	Friends of the Museum of Florida History	Emancipation Day Celebration	2018, 2019 & 2020	No 2020 Data, event cancelled
4	John G Riley Center/Museum	Annual Holiday Rock-A-Thon	2017, 2018 & 2020	No 2020 Data
5	LeMoyne Visual Arts Center	Chain of Parks Arts Festival	2018, 2019 & 2020	No 2020 Data, event cancelled
6	Florida Litfest	Word of South Festival & Music	2018, 2019 & 2020	No 2020 Data, event cancelled
7	Southern Shakespeare Company	Southern Shakespeare Festival	2018, 2019 & 2020	No 2020 Data, event cancelled
8	Springtime Tallahassee	Springtime Tallahassee	2018, 2019 & 2020	No 2020 Data, event cancelled

- d. Decrease in funding needs of prior approved applicants after three years of CRA support.

Performance Evaluation: This measure cannot be determined.

Eight of the 11 approved applicants had three or more years of previously approved applications. Due to cancelled events and unobtained data, it could not be determined if the applicants funding needs decreased. See Table 3 below.

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Table 3

	Organization	Event	Years	Applicant's Funding Needs Decreased
1	Florida Litfest	Word of South Festival & Music	2017, 2018, 2019 & 2020	No 2020 Data, event cancelled
2	Friends of the Museums of Florida History	Emancipation Day Celebration	2017, 2018, 2019 & 2020	No 2020 Data, event cancelled
4	LeMoyne center for the Visual Arts	Chain of Parks Art Festival	2017, 2018, 2019 & 2020	No 2020 Data, event cancelled
5	Southern Shakespeare Company	Southern Shakespeare Festival	2017, 2018, 2019 & 2020	No 2020 Data, event cancelled
6	John G Riley Center/Museum	Annual Holiday Rock-A-Thon	2015, 2017, 2018 & 2020	No 2020 Data
7	Capital City Kiwanis Foundation	Firecracker 5K and 1-Mile Sparkler run	2017, 2018, 2019 & 2020	No 2020 Data, event cancelled
8	Springtime Tallahassee	Springtime Tallahassee	2017, 2018, 2019 & 2020	No 2020 Data, event cancelled

5. Elimination of blighted conditions

- a. Commit at least 85 percent of CRA small business grant funds dedicated to targeted areas annually, if adopted by CRA Board.

Performance Evaluation: NA for FY 2020.

The FY 2020 DT District budget did not include any small business grant funds.

- b. Commit at least 85 percent of affordable housing funds dedicated to targeted areas annually.

Performance Evaluation: NA for FY 2020.

The CRA did not budget or commit any funds for affordable housing in the DT District for FY 2020.

- c. 100 percent of small business projects to be completed within one year of agreement approval.

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Performance Evaluation: NA for FY 2020.

There were no DT GREF approved applications or development agreements executed in FY 2020.

- d. 100 percent of affordable housing projects completed within eighteen months of agreement approval unless the agreement specifies otherwise.

Performance Evaluation: NA for FY 2020.

There were no DT District affordable housing projects approved or development agreements executed in FY 2020.

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CRA-OWNED REAL PROPERTY

At the end of FY 2020, the CRA owned the seventeen (17) properties listed in the tables below and on the following page. Three properties are used for parking: the Floridan Parcel C - 102 leased parking spaces for the Aloft hotel, the Block Parking Unit 1 - 35 public parking spaces in the Block Condominium and the Deck Parking Unit 1 - 137 public parking spaces in the Deck Condominium. The property at 524 N. Martin Luther King, Jr. Blvd. is leased to the Frenchtown Neighborhood Improvement Association as a farmer's market and Kitchen Hub for commercial food preparation. The Tony Brown Consulting Group is evaluating the properties at 466 and 470 W. Tennessee Street, and 431, 447, 457 and 465 W. Virginia Street for redevelopment as a mixed-use residential/retail development. The property at 2021 Holton Street, the former Robinsons Convenience Store, is being evaluated by community residents and city staff for reuse or demolition. The remaining properties at 518 W. Georgia Street, 604 N. Macomb Street, 2232 S. Monroe Street, and the four Wallis Street parcels are unimproved and are being marketed for redevelopment.

In 2021, the CRA is expected to close on a 252-space public parking unit in the Cascades West Commercial Condominium and a 13,000 +/- square foot of finished space in the Cascades East Commercial Condominium to support events at Cascades Park and the Capital City Amphitheater.

Table 1 CRA-Owned Properties - GFS District

Address	Parcel ID #	Use	Purchase Price and 2020 Assessed Value
The Block Condo Parking Unit 1, 799 W. Gaines St.	2135230000010	University Transition (35 parking spaces)	\$516,800/ \$371,321
The Deck Condo Parking Unit 1, 699 W. Gaines St.	2136230000010	University Transition (137 parking spaces)	\$2,157,800/ \$2,278,407
518 W. Georgia St.	2136500516165	Central Urban (Unimproved)	\$260,000/ \$27,000
604 N. Macomb St.	2136500516175	Central Urban (Unimproved)	\$25,000/ \$7,116
466 W. Tennessee St.	2136500225505	Central Core (Unimproved)	See 470 W. Tennessee \$97,507
470 W. Tennessee St. (also 468 and 480)	2136500225510	Central Core (Unimproved)	\$1,000,000/ \$226,516

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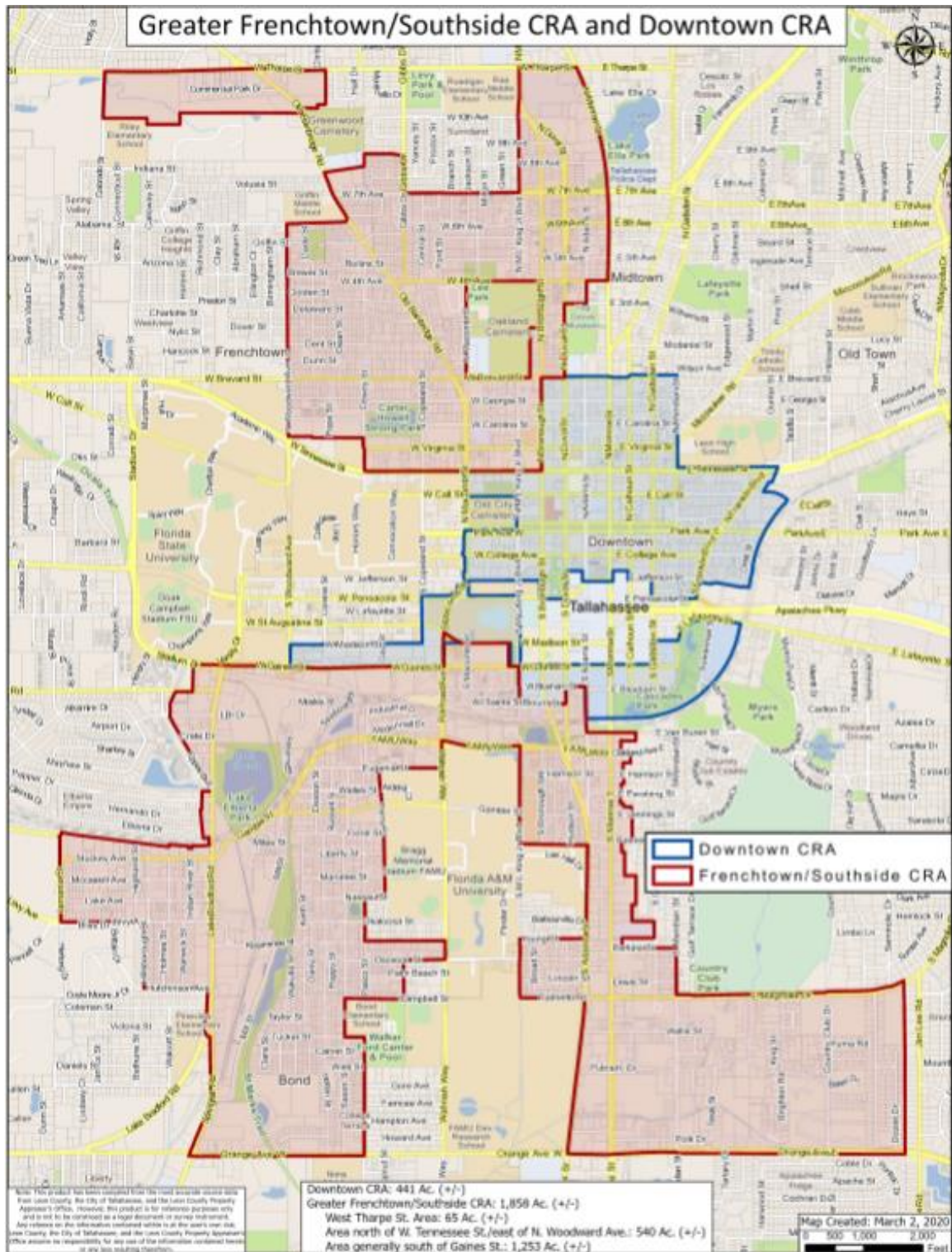
Table 1 CRA-Owned Properties - GFS District (Continued)

Address	Parcel ID #	Use	Purchase Price and 2020 Assessed Value
431 W. Virginia St.	2136500205430	Central Core (Unimproved)	See 470 W. Tennessee \$37,734
447 W. Virginia St.	2136500215485	Central Core (Unimproved)	See 457 W. Virginia \$7,546
457 W. Virginia St.	2136500215490	Central Core (Unimproved)	\$940,000/ \$28,032
465 W. Virginia St.	2136500215440	Central Core (Unimproved)	See 457 W Virginia/ \$11,860
524 N. Martin Luther King, Jr Blvd	2136500075140	Central Urban (Leased - Farmers Market)	\$242,000/ \$220,670
2232 S. Monroe St.	411250 D0020	Central Core (Unimproved)	\$0/ \$45,738
Wallis St (no address)	411250 D0031	Central Core (Unimproved)	\$0/ \$10,780
Wallis St (no address)	411250 D0040	Central Core (Unimproved)	\$0/ \$25,157
Wallis St (no address)	411250 D0050	Central Core (Unimproved)	\$0/ \$46,717
2021 Holton St.	410127 K0050	Res. Preservation-2 (Vacant - former convenience store)	\$222,500/ \$91,901
GFS District Value			\$5,364,100/ \$3,534,002

Table 2 CRA-Owned Properties - DT District

Address	Parcel ID #	Use	Purchase Price and 2020 Assessed Value
Floridan Parcel C (former StarMetro Site)	2136401370000	Central Core (Leased - parking lot)	\$2,100,000/ \$1,152,603
DT District Value			\$2,100,000/ \$1,152,603

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TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY TRUST FUNDS

FINANCIAL STATEMENTS

FROM OCTOBER 1, 2019 TO SEPTEMBER 30, 2020

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FY 2020 ANNUAL REPORT**

FINANCIAL STATEMENT

The annual report provides the City of Tallahassee Community Redevelopment Agency's (CRA) financial statements for the period from October 1, 2019 to September 30, 2020. The financial statements have been prepared to illustrate the financial status of the CRA, as required by Chapter 163.356(3)(c), Florida Statutes, and may not be in conformance with generally accepted accounting principles. The financial statements for the CRA prepared in conformance with generally accepted accounting principles are included in the City of Tallahassee's Comprehensive Annual Financial Report for FY 2020. The City's financial statements were audited by the certified public accounting firm of MSL CPAs and Advisors, and are expected to receive an unmodified opinion.

FINANCIAL STATUS:

As of September 30, 2020, the CRA had total assets of \$16,493,000: \$15,977,000 in the form of cash and cash equivalents/investments and \$516,000 in securities lending collateral and receivables. The CRA had \$585,000 in liabilities, and no long-term debt. At the end of the fiscal year, the total fund balance was \$15,908,000.

The FY 2020 Balance Sheets and Income Statements for the two active CRA funds, the Greater Frenchtown/Southside Community Redevelopment Trust Fund and the Downtown District Community Redevelopment Trust Fund, are attached. The CRA Tourist Development Tax Fund had no funds or activity during FY 2020.

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2020 ANNUAL REPORT

COMMUNITY REDEVELOPMENT AGENCY
GREATER FRENCHTOWN SOUTHSIDE COMMUNITY REDEVELOPMENT TRUST FUND
STATEMENT OF NET ASSETS
September 30, 2020
(in thousands)

ASSETS

Restricted Assets:

Cash and Cash Equivalents/Investments.....	11,579
Securities Lending Collateral.....	163
Receivables:	
Accrued Interest.....	39
Customers.....	4
Notes.....	224
Total Restricted Assets.....	12,009
Total Assets.....	\$ 12,009

LIABILITIES AND FUND BALANCES

Payable from Restricted Assets:

Obligations Under Securities Lending.....	163
Accounts Payable.....	317
Deferred Revenue.....	--
Advances from Other Funds.....	28
Total Payable from Restricted Assets.....	508
Total Liabilities.....	508

Fund Balances:

Nonspendable:	
Restricted for:	
Economic Environment.....	11,501
Total Fund Balances.....	11,501
Total Liabilities and Fund Balances.....	\$ 12,009

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2020 ANNUAL REPORT

COMMUNITY REDEVELOPMENT AGENCY
GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT TRUST FUND
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
For the Fiscal Year Ended September 30, 2020
(in thousands)

Revenues:

Ad Valorem Taxes.....	\$	1,344
Intergovernmental.....		1,415
Charges for Services.....		32
Net Investment Earnings.....		321
Net Increase (Decrease) In The Fair Value of Investments.....		92
Miscellaneous Revenues.....		--
Total Revenues.....		3,204

Expenditures:

Current:

Economic Environment.....		3,014
Total Expenditures.....		3,014

Excess of Revenues Over (Under) Expenditures.....		190
--	--	------------

Other Financing Sources (Uses):

Transfers Out.....		(78)
Proceeds from Sale of Capital Assets.....		--
Total Other Financing Sources (Uses).....		(78)

**Excess of Revenues and Other Financing
Sources Over (Under) Expenditures and
Other Financing Uses.....**

112

Fund Balances - October 1.....		11,389
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Fund Balances - September 30.....	\$	11,501
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COMMUNITY REDEVELOPMENT AGENCY
DOWNTOWN DISTRICT COMMUNITY REDEVELOPMENT TRUST FUND
STATEMENT OF NET ASSESTS

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2020 ANNUAL REPORT

September 30, 2020
(in thousands)

ASSETS

Restricted Assets:

Cash and Cash Equivalents/Investments.....	\$	4,398
Securities Lending Collateral.....		62
Receivables:		
Accrued Interest.....		15
Customers.....		9
Notes.....		--
Total Restricted Assets.....		<u>4,484</u>
Total Assets.....	\$	<u>4,484</u>

LIABILITIES AND FUND BALANCES

Payable from Restricted Assets:

Obligations Under Securities Lending.....	\$	62
Accounts Payable.....		15
Total Payable from Restricted Assets.....		<u>77</u>
Total Liabilities.....		<u>77</u>

Fund Balances:

Restricted:		
Economic Enviroment.....		4,407
Total Fund Balances.....		<u>4,407</u>
Total Liabilities and Fund Balances.....	\$	<u>4,484</u>

CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2020 ANNUAL REPORT

COMMUNITY REDEVELOPMENT AGENCY
DOWNTOWN COMMUNITY REDEVELOPMENT TRUST FUND
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
For the Fiscal Year Ended September 30, 2020
(in thousands)

Revenues:

Ad Valorem Taxes.....	\$	1,193
Intergovernmental.....		1,307
Charges for Services.....		104
Net Investment Earnings.....		146
Net Increase (Decrease) In The Fair Value of Investments.....		46
Miscellaneous Revenues.....		1,797
Total Revenues.....		4,593

Expenditures:

Current:

Economic Environment.....		3,915
Total Expenditures.....		3,915

Excess of Revenues Over (Under) Expenditures.....		678
--	--	------------

Other Financing Sources (Uses):

Transfer Out.....		--
Total Other Financing Sources (Uses).....		--

**Excess of Revenues and Other Financing
Sources Over (Under) Expenditures and
Other Financing Uses.....**

678

Fund Balances - October 1.....		3,729
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Fund Balances - September 30.....	\$	4,407
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CITY OF TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY
FY 2020 ANNUAL REPORT



TALLAHASSEE
**Community
Redevelopment
Agency**



GREATER FRENCHTOWN SOUTHSIDE REDEVELOPMENT PLAN



Greater Frenchtown/Southside (GFS) Community Redevelopment Plan

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EXECUTIVE SUMMARY

Description of the Redevelopment Area

The Redevelopment Area is comprised of 1,858 acres of residential, office, commercial/retail, industrial and green/open space. It is located near downtown Tallahassee, Florida State University (FSU) and Florida A&M University (FAMU). The Redevelopment Area contains some of Tallahassee's oldest neighborhoods, an array of community services, religious institutions and social service agencies. Several major thoroughfares, carrying traffic into Downtown and to area suburbs, are located within the Redevelopment Area.

The Redevelopment Area has a population of 13,236, representing approximately seven percent of the population of the City of Tallahassee. Some key findings in the Redevelopment Area demographics shows the Redevelopment Area's population has grown at a higher rate over the last ten years than the City. However, the percentage change in median household income and the percent of owner-occupied units is less than the City as a whole.

There are assets throughout the Redevelopment Area that can provide the framework for decisions that will affect the future character of the Redevelopment Area. Among the major assets are the following:

- Long established neighborhoods with mature trees
- Established neighborhood institutions and services such as schools, churches health facilities and recreation centers
- Historic properties
- Proximity to downtown Tallahassee and other major commercial districts

At the same time, there are issues which affect the entire Redevelopment Area. Issues are problems or constraints that need to be addressed. Issues that can be addressed by the CRA include:

- Need for shopping and business options that are closer to neighborhoods
- Need for sidewalks, streetlights and other streetscape improvements in neighborhoods
- Design of major arterials that discourages pedestrian oriented development
- Houses in need of rehabilitation

In addition to the assets and issues in the Redevelopment Area, there are opportunities that could become action strategies to promote redevelopment. Those opportunities include but are not limited to:

- Support mixed-income housing throughout the Redevelopment Area
- Provide goods and services near neighborhoods
- Support rehabilitation of housing
- Support redevelopment in appropriate areas, given market demands and community priorities

Redevelopment Priority Areas and Community Goals

There are six priority areas, one for each community goal, in the Redevelopment Plan. The priority areas were derived from the City's Five-Year Strategic Plan. The goals represent community comments from a number of workshops. The six priority areas and goals, listed below, were used to establish the objectives and strategies contained in the GFS Strategic Investment Plan and will be used to help guide redevelopment.

Priority Area 1: Economic Development

Goal: To create a thriving economic environment in the GFS District.

Priority Area 2: Impact on Poverty

Goal: To assist GFS residents with access to resources which lead to opportunities for wealth accumulation.

Priority Area 3: Public Safety

Goal: To create a place where residents and visitors feel safe and secure.

Priority Area 4: Quality of Life

Goal: To promote a healthy, vibrant and culturally rich community.

Priority Area 5: Public Infrastructure

Goal: To provide GFS residents with various means of safe mobility and improved infrastructure.

Priority Area 6: Public Trust and Organizational Effectiveness

Goal: To create an environment where residents are encouraged to participate in the civic process, ensuring redevelopment efforts aligned with community goals.

Redevelopment Plan Management and Implementation

Implementation of the Redevelopment Plan will require the coordinated efforts of the residents of the Redevelopment Area, the Community Redevelopment Agency, the City, other government agencies, various organizations and businesses. These efforts will be joined with funding from tax increment financing, legal and promotional procedures to successfully implement the Redevelopment Plan.

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GREATER FRENCHTOWN SOUTHSIDE REDEVELOPMENT AREA **COMMUNITY VISION STATEMENT**

Our vision places priority on economic development, quality affordable housing and security for all neighbors. We seek to improve educational facilities and programs by using the increased taxable value generated in the District. We strive for a healthy community with improved open spaces and beautiful neighborhoods, promoting new and existing infrastructure. This will bring art and entertainment opportunities to the area, attracting visitors and allowing us to showcase our historic character.

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INTRODUCTION

The Tallahassee City Commission is responsible for creating and governing the Tallahassee's Community Redevelopment Agency (CRA). The CRA Board, made up of the City Commission, is the governing body of the CRA. The Greater Frenchtown/Southside (GFS) Community Redevelopment Plan (the "Redevelopment Plan"), which is statutorily required by Chapter 163, Part III of the Florida Statutes, serves to guide the activities of the CRA within the designated GFS Community Redevelopment Area (the "Redevelopment Area"). The Redevelopment Area has an advisory committee, the GFS Citizens' Advisory Committee, who provides recommendations to the CRA Board on the activities within the Redevelopment Area.

In June 2000, the City Commission adopted the GFS Redevelopment Plan and established the GFS Community Redevelopment Trust Fund. The 2000 Redevelopment Plan is being updated to capture additional community goals expressed by residents' vision for their neighborhood.

This update to the 2000 Redevelopment Plan was prepared using the following methodology:

- The Redevelopment Plan goals were developed in community meetings involving community residents, businesses and organizations.
- A market analysis was prepared for the Redevelopment Area.
- A comprehensive Inventory of Existing Conditions in the Redevelopment Area was developed as required by Chapter 163, F.S.
- Using the Inventory of Existing Conditions, the Redevelopment Area was divided into eight distinct sub-areas and an analysis of each sub-area was conducted.

The eight sub-areas are:

- West Tharpe Street
- North Monroe Street
- Frenchtown
- FAMU Way/Lake Bradford
- South Monroe/South Adams
- Bond Community
- Providence Community
- South City

Based on the community driven goals and the analysis of the sub-areas, the Redevelopment Plan was prepared. Implementation of the Redevelopment Plan will be accomplished in coordination with its companion document, the GFS Strategic Investment Plan and other existing plans and programs. It is not the intent of the GFS Redevelopment Plan to replace previously approved plans and programs.

The updated Redevelopment Plan is intended to be a guiding document to overcome deterrents to redevelopment and to stimulate private investment. It addresses those programs and projects that fall within the statutory responsibilities of the CRA, representing the goals and the vision of the GFS community members. This Redevelopment Plan identifies, in general, where primary land uses (residential, retail and office) and activity centers will be located to best attract prospective businesses and residents and to integrate future transportation and land use patterns. It includes capital improvements projections based upon known future public project needs, demands and proposed locations.

This Redevelopment Plan contains descriptions of several activities, including capital projects, public/private partnership (P3) projects and government programs. It also contains projects that provide opportunities for the public and private sector to work together toward mutually beneficial development and business activities.

Over time, portions of the Redevelopment Plan and the GFS Strategic Investment Plan may be updated and revised to reflect changes in the economy, public concerns and opportunities associated with public redevelopment proposals, ensuring future development is consistent with redevelopment objectives.

SECTION 1:

REDEVELOPMENT PLAN DESCRIPTION, PRIORITY AREAS AND GOALS

1.1. PLAN CONTENT AND DESCRIPTION

The Redevelopment Plan is intended to be a guiding document for local government actions to overcome deterrents to redevelopment and to stimulate private investment. The Redevelopment Plan was developed after analyzing the demographic data, land uses and environmental conditions within the Redevelopment Area, reviewing previous plans and soliciting public engagement.

The most important aspects of the Redevelopment Plan are the following:

1. Addresses those programs and projects that fall within the statutory responsibilities of the CRA;
2. Represents the goals and the vision of the GFS community members;
3. Identifies, in general, where primary land uses (residential, retail and office) and activity centers will be located to best attract prospective businesses and residents and to integrate future transportation and land use patterns; and
4. Allows the CRA and the City to make capital improvements based upon known future public project needs, demands and proposed locations.

The Redevelopment Plan is comprehensive in its assessment of the issues impacting the future of the Redevelopment Area and will work with various organizations and agencies to fulfill the goals contained herein. The CRA will maintain close relationships with its partner organizations and support their efforts through supplemental funding and other program initiatives. The redevelopment programs will be pursued at multiple levels by numerous agencies and organizations. The CRA may take the lead in certain efforts, while other departments and organizations will lead their efforts where appropriate.

The Redevelopment Plan contains descriptions of several types of projects and programs, including capital projects, public/private projects and government programs. Capital projects are those that address specific infrastructure needs such as roads, streetscape, community centers and other municipal features. The Redevelopment Plan also contains public/private partnership projects that provide opportunities for the public and private sector to work together toward mutually beneficial development and business activities. The public and private sectors can bring different resources and capabilities to projects that fulfill the goals of the Redevelopment Plan.

Finally, the Redevelopment Plan anticipates government actions to be undertaken by the City and/or the CRA for a variety of purposes. Regulatory actions may include revisions to the City's Comprehensive Plan, land development regulations and building code. Land acquisition programs, such as land banking, right of first refusal and property swapping are expected to be incorporated in the redevelopment process to control prime development sites; thereby ensuring future development in a manner consistent with redevelopment objectives.

1.2. REDEVELOPMENT PLAN PRIORITY AREAS AND GOALS

This subsection of the Redevelopment Plan contains the priority areas and goals for the entire Redevelopment Area. Identifying the goals for the Redevelopment Area was the first step in preparing the Redevelopment Plan. Broad goals addressing a wide variety of concerns were developed in meetings involving community residents, businesses and organizations. This holistic process addressed the full range of issues of importance to residents and business owners.

From the community meetings, twelve goals, which are outlined in Table A.1. of Appendix A, were identified by Redevelopment Area residents based on residents' vision for their neighborhood. At the community meetings each resident recorded three vision statements. The vision statements were categorized and consolidated into the twelve community goals and approved by residents. At another community workshop, GFS residents prioritized the twelve goals by order of importance. Residents placed priority markers on each goal indicating its level of importance. The goal with the highest number of priority markers was ranked first. It should be noted three of the twelve goals had the same number of priority markers allowing for the same priority ranking. The twelve community goals were then mapped to six of the priority areas in the City's Five-Year Strategic Plan. The community goals falling under the same priority area were consolidated. This was done in order to leverage the City's resources with the Redevelopment Area resources in accomplishing similar goals. The twelve community goals may be linked to more than one priority area; however, they were placed in the priority area deemed most applicable.

The objectives and strategies of each goal are contained within a separate companion document called the GFS Strategic Investment Plan. The GFS Strategic Investment Plan allows the community and the CRA to modify the objectives and strategies within a quick time frame rather than placing the objectives and strategies in the Redevelopment Plan which takes several months to amend. Both plans will work together to guide the redevelopment efforts of the CRA. The GFS Strategic Investment Plan will be monitored

on a constant basis and revised every three to five years or at the direction of the CRA Board. The goals, objectives and strategies of the Redevelopment Area will be updated based upon changes in the economy, relevant public concerns and opportunities associated with private development.

The priority areas listed below were derived from the City's Five-Year Strategic Plan. The goals below represent community comments from various workshops. They are the result of combining the community goals from Table 1 of Appendix A with community comments, so they fit within a priority area. The goals are listed in order of importance which were developed by GFS residents involved in the public participation process. The six priority areas and goals were used to establish the objectives and strategies contained in the GFS Strategic Investment Plan and will be used in the Redevelopment Plan moving forward.

Priority Area 1: Economic Development

Goal: To create a thriving economic environment in the GFS District

The establishment of marketplaces and small businesses throughout the Redevelopment Area can create an economic base for neighborhoods and offer many benefits to residents. Neighborhood marketplaces create job opportunities for residents, produce business ownership opportunities and provide neighborhood residents with convenient shopping options close to home. Emergency/disaster assistance programs can stimulate businesses during catastrophic events maintaining the health of the Redevelopment Area economy.

Priority Area 2: Impact on Poverty

Goal: To assist GFS residents with access to resources which lead to opportunities for wealth accumulation

It will take the efforts of the CRA and other governmental entities and non-profits to meet the needs of the most vulnerable in the Redevelopment Area. Providing access to various resources to address housing, education and social services can result in a holistic approach to redevelopment. The availability of quality, affordable housing to all residents is very important to the future of the Redevelopment Area. It is important to have diversity in residential development projects to provide housing options to meet multiple household income levels. Additionally, during an emergency or disaster, assistance programs can provide residents with resources during challenging times.

Furthermore, an educational system that provides children with the resources needed to become well-educated citizens is vital to the residents of the Redevelopment Area. The Leon County School Board has the primary responsibility of publicly educating residents within the District. While the CRA does not share this responsibility, it can recommend the School Board utilize increased tax revenues for schools within the District, aiding residents in obtaining their educational goals and creating a brighter future. Furthermore, the CRA can encourage neighborhood revitalization projects to incorporate art, history and culture as an educational tool.

Throughout the planning process, residents have expressed a need for more available social services within the community. The CRA does not directly assist with providing social services but can support social service agencies with resources to improve their facilities within the Redevelopment Area allowing the agency's resources to be used for residents.

Priority Area 3: Public Safety

Goal: To create a place where residents and visitors feel safe and secure

Improved safety throughout the Redevelopment Area is a top priority for the Redevelopment Plan. A safe neighborhood is one in which people feel secure because crime is contained. This can be achieved through effective community policing, the physical design of public and private spaces and promoting employment opportunities for residents.

Priority Area 4: Quality of Life

Goal: To promote a healthy, vibrant and culturally rich community

Residents have expressed an interest in promoting a community in which all residents have opportunities to improve their well-being by promoting a healthy lifestyle through the built environment. An important aspect of residents' community vision includes the addition of more well designed and well-maintained green spaces. Arts, culture and entertainment opportunities contribute to the vibrancy and vitality of neighborhoods, contributing to the neighborhood's identity which can be a source of pride and connectivity. Additionally, maintaining, preserving and promoting the historic character of Redevelopment Area neighborhoods can increase tourism opportunities. A key element in this Redevelopment Plan is to maintain a connection to the past and provide historic continuity for future development.

Priority Area 5: Public Infrastructure

Goal: To provide GFS residents with various means of safe mobility and improved infrastructure

The Redevelopment Area's infrastructure system must be developed and strengthened into one that meets the basic needs of all the residents. The infrastructure system includes streets, sidewalks, water, sewer, electrical and stormwater. A recurring theme that has surfaced during the preparation of this Redevelopment Plan is the need to improve the transportation system to make it more attuned to residents' needs. Residents want to see a system of mobility that includes all types of transportation and one that better meets the needs of residents who do not own cars.

Priority Area 6: Public Trust and Organizational Effectiveness

Goal: To create an environment where residents are encouraged to participate in the civic process, ensuring redevelopment efforts aligned with community goals

Citizen participation is an essential element to successful neighborhood improvement and community development. Citizens should be afforded the opportunity to learn about the community development process and participate in decisions that affect their neighborhoods. Although several neighborhood associations exist throughout the Redevelopment Area, broader citizen participation should be encouraged.

SECTION 2: **ANALYSIS OF REDEVELOPMENT AREA AND SUB-AREAS**

2.1. ANALYSIS OF REDEVELOPMENT AREA

The Redevelopment Area is physically divided into two areas separated by the Downtown Community Redevelopment Area and FSU. The northern area is named “Greater Frenchtown” and the southern area is named “Southside,” hence the Greater Frenchtown/Southside Community Redevelopment Area. For planning purposes, these two areas were further subdivided into eight sub-areas based on similarities between land use composition, physical characteristics and function. The eight sub-areas will be discussed in greater detail in Section 2.2.

The Redevelopment Area is comprised of 1,858 acres of residential, office, commercial/retail, industrial and green/open space. It is located near downtown Tallahassee, FSU and FAMU. The Redevelopment Area contains some of Tallahassee’s oldest neighborhoods such as Frenchtown, an array of community services, religious institutions and social service agencies. Several major thoroughfares, carrying traffic into Downtown and to area suburbs, are located within the Redevelopment Area.

The population of the Redevelopment Area is 13,236 and represents approximately seven percent of the population of the City of Tallahassee. Key findings of an analysis of demographic and socioeconomic conditions in 2000 compared to 2019 are as follows:

- The population of the Redevelopment Area has grown at a rate of 47.9 percent, higher than the City as a whole with a rate of 29.9 percent. In 2016 and 2018, the Redevelopment Area was expanded to include four new areas, all in the southern portion of the Redevelopment Area, increasing the population of the area.
- The percentage change in median (average) household income is lower in the Redevelopment Area with a rate of 31.7 percent as compared to the City as a whole with a rate of 48.7 percent.
- The percentage of owner-occupied units is 16.5 percent in the Redevelopment Area; this is less than the City which has 36.6 percent owner-occupied units.

2.1.1. REDEVELOPMENT AREA ASSETS, ISSUES AND OPPORTUNITIES

In analyzing the Redevelopment Area's assets, issues and opportunities were examined for the development of the Plan. Assets are strengths that should be built upon. Issues are problems or constraints that should be addressed. Opportunities are resources or conditions that can be leveraged to promote redevelopment and revitalization.

There are assets that can be built upon to provide the framework for decisions that will affect the future character of the Redevelopment Area. The Redevelopment Area's assets include but are not limited to:

- Long established neighborhoods with mature vegetation, such as Frenchtown, Levy Park, Providence and Bond
- Established neighborhood institutions and services such as schools, churches, health clinics and recreation centers
- Historic properties
- Proximity to downtown Tallahassee and other major commercial districts

At the same time, there are issues which affect the entire Redevelopment Area. The Redevelopment Area issues that can be addressed by the CRA include but are not limited to:

- Need for shopping and business options near neighborhoods
- Lack of sidewalks, streetlights and other streetscape improvements in neighborhoods
- Design of major arterials that discourages pedestrian oriented development
- Homes in need of rehabilitation

There are many resources in the Redevelopment Area that could promote redevelopment. Those opportunities include but are not limited to:

- Support mixed-income housing throughout the Redevelopment Area
- Provide goods and services near neighborhoods
- Support rehabilitation of housing
- Support redevelopment in appropriate areas

2.2 ANALYSIS OF THE REDEVELOPMENT SUB-AREAS¹

The analysis of the sub-areas considers existing conditions and current issues as they relate to potential redevelopment priorities. The analysis is based on information collected from several sources, including site visits, previous planning studies and reports, technical documents, as well as public workshops and interviews with City staff, citizens and property owners conducted by Wendy Grey Consulting, BBP Consultants and QCA Consultants.

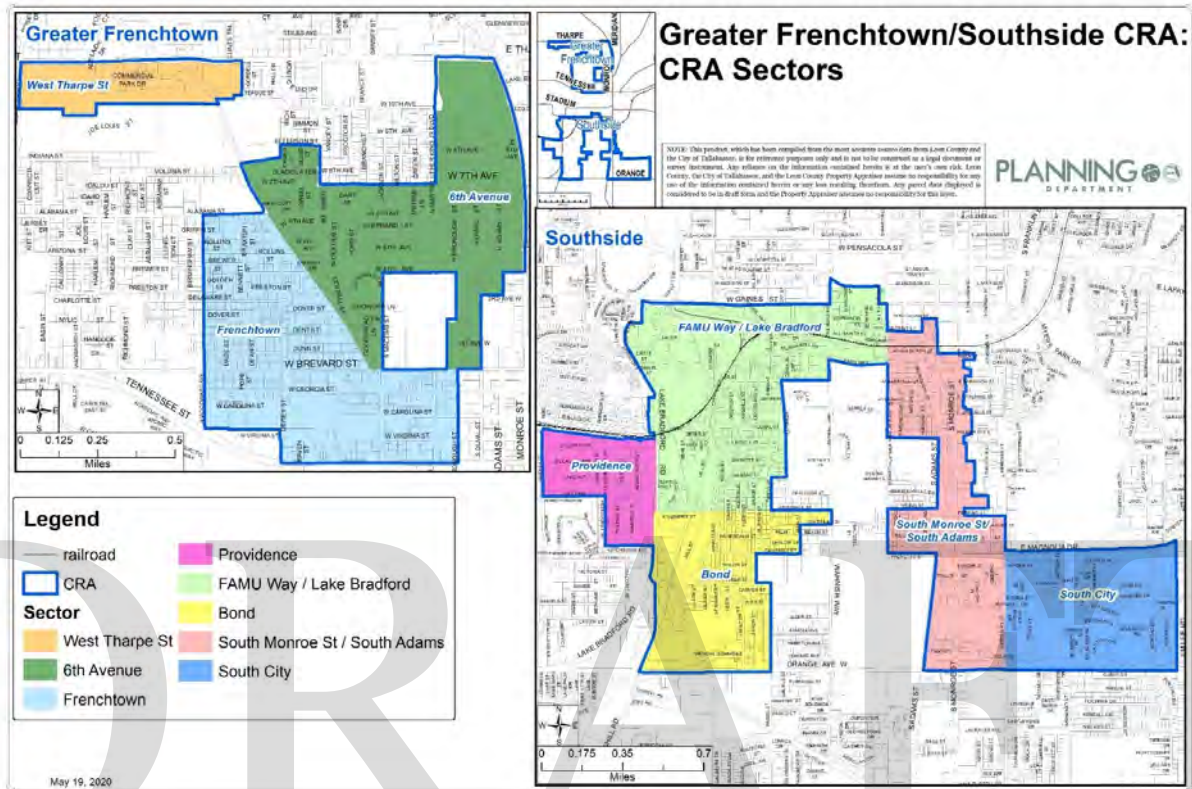
The description of each sub-area contains an inventory of assets, issues and opportunities which are not all-inclusive to the areas. This inventory is used for purposes of analyzing the sub-areas. The inclusion of an asset, issue, or opportunity does not imply related actions are the responsibility of the CRA. The redevelopment actions will be a collaborative approach involving the CRA and its many partner organizations.

The intent of this effort is to develop a general understanding of the existing conditions of each sub-area to serve as a basis for the objectives and strategies in the GFS Strategic Investment Plan. The eight sub-areas are listed below and graphically displayed in Map 1.

- Sub-Area 1: West Tharpe Street
- Sub-Area 2: Sixth Avenue
- Sub-Area 3: Frenchtown
- Sub-Area 4: FAMU Way/Lake Bradford
- Sub-Area 5: South Monroe/South Adams
- Sub-Area 6: Bond Community
- Sub-Area 7: Providence Community
- Sub-Area 8: South City

¹ See Appendix A for the data compiled for use in this analysis.

Map 1: Sub-Area Analysis Key Map



Sub-Area 1: West Tharpe Street

The West Tharpe Street sub-area is a discrete area at the northernmost edge of the Redevelopment Area. The sub-area is shown below in Map 2 illustrating the area's assets, issues and opportunities.

Existing Conditions

The West Tharpe Street sub-area contains a significant amount of student-oriented housing, located primarily in the western half of the sub-area. Zoning allows residential densities between 8 and 20 dwelling units per acre and a range of commercial and office uses.

The eastern half of the sub-area is comprised primarily of commercial and light industrial uses. There is a mix of zoning that allows medium density residential, a range of commercial and office uses and light industrial. Zoning in the vicinity of Tharpe Street and Old Bainbridge Road contains development standards intended to encourage a more walkable development pattern.

Over 44 percent of the population was enrolled in school in 2018. Perhaps reflective of the large college student population, this sub-area has the lowest median household income of \$16,438 with an owner-occupied rate of 13.9 percent. The West Tharpe Street sub-area has a population of 676, the smallest of the eight sub-areas.

West Tharpe Street is a major east-west connector for the community. Within the sub-area, the road is four lanes without medians. Old Bainbridge Road, a major arterial into the Greater Frenchtown area, intersects West Tharpe Street. The result is an intersection with a high volume of vehicular traffic which is unfavorable to pedestrians and cyclists. As noted above, the zoning of properties in the vicinity of this intersection is intended to promote more walkable and transit-oriented development. This provides an opportunity to promote more bicycle and pedestrian improvements along the intersection of Old Bainbridge and West Tharpe Street.

The assets, issues and opportunities of the sub-area are listed below.

Assets

- The buildings in the sub-area are generally in good condition, making the area aesthetically pleasing.

Issues

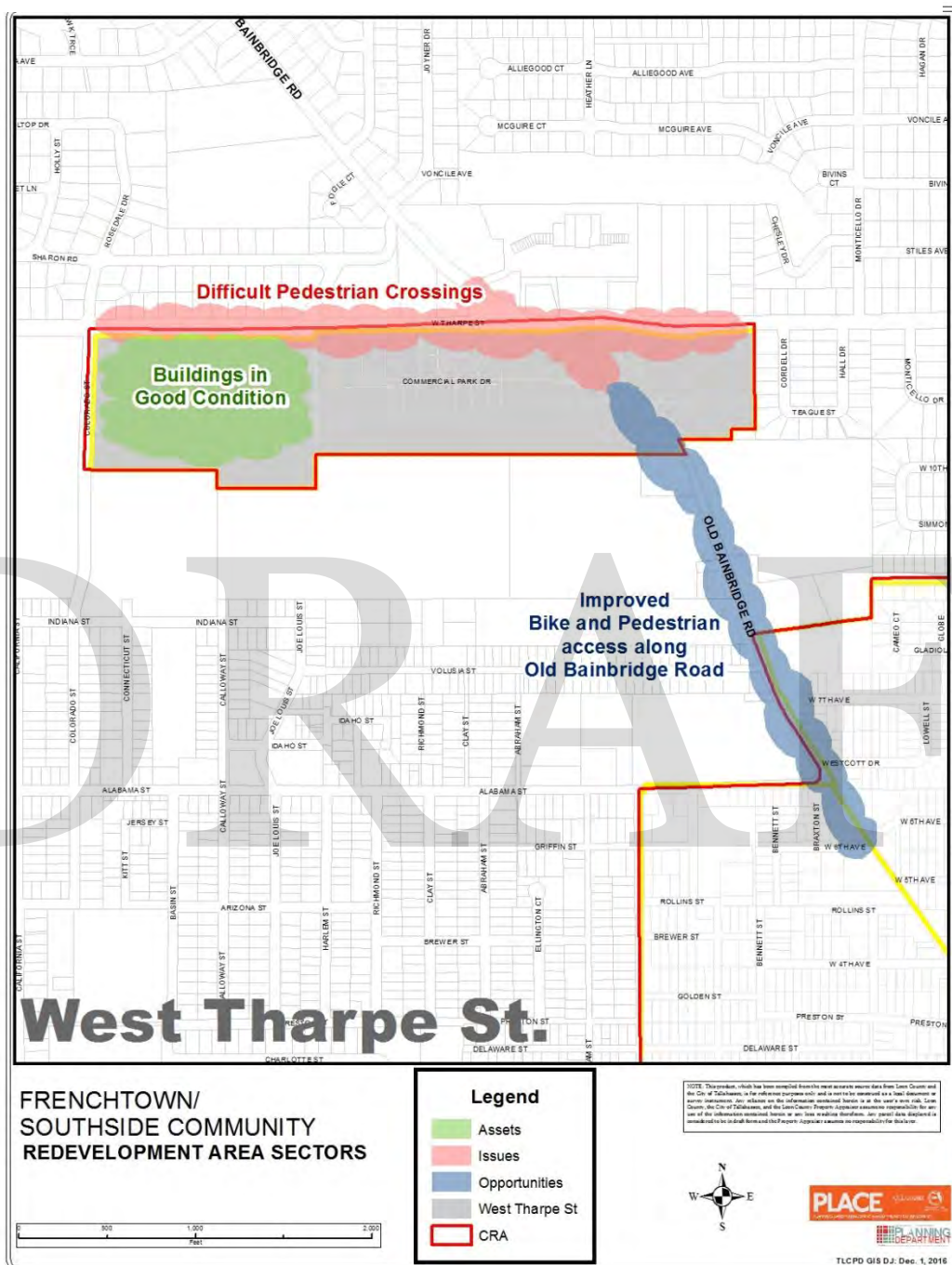
- The intersection at West Tharpe Street and Old Bainbridge Road is a busy and difficult intersection for pedestrians.
- West Tharpe Street and Old Bainbridge Road have high volumes of traffic causing physical barriers for pedestrians and cyclists.
- Due to the size of the sub-area, there are limited redevelopment opportunities.

Opportunities

- The promotion of bicycle and pedestrian improvements along West Tharpe Street and Old Bainbridge Road, as well as the intersection of the two roads.

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Map 2: West Tharpe Street Sub-Area



Sub-Area 2: Sixth Avenue

The Sixth Avenue sub-area is near the revitalizing “Midtown Neighborhood,” which is located on the east side of North Monroe Street. The vitality of the Midtown area, with new shops, restaurants and housing, is influencing redevelopment activity in the Sixth Avenue sub-area. The sub-area is shown below in Map 3 illustrating the area’s assets, issues and opportunities.

Existing Conditions

North Monroe Street, the eastern boundary of the sub-area, is a commercial, auto-oriented corridor. The rest of the sub-area is characterized primarily by lower density residential development, with a limited amount of multifamily development. Most of the area between Brevard Street and Seventh Avenue is zoned for low density residential. Zoning along the Bronough/Duval corridor allows residential densities ranging from 18 to 45 dwelling units per acre and a range of non-residential uses.

The portion of this sub-area adjoining North Monroe Street has been experiencing some “spill over” effect in recent years from Midtown redevelopment. New development in this portion of the sub-area includes mixed-use development and housing.

Despite this new development, over 70 percent of the persons in the sub-area have incomes below the poverty level and less than 22 percent of homes are owner occupied. Nearly 22 percent of the sub-area is enrolled in college. The population of the Sixth Avenue sub-area is 1,898.

The Sixth Avenue sub-area community facilities include the LeVerne Payne Community Center, the Senior Center, Levy Park and the Lincoln Center. Lake Ella is located north of Sixth Avenue, east of North Monroe Street.

North Monroe Street is a major arterial roadway connecting I-10 to downtown. It is a four-lane road, with limited medians and has many curb cuts serving individual businesses. In an effort to improve the safety and aesthetics of the road, medians have recently been constructed on North Monroe Street from Tharpe Street to Seventh Avenue and a pedestrian crossing has been added in the vicinity of Lake Ella.

The assets, issues and opportunities of the sub-area are listed below.

Assets

- The sub-area is easily accessible to downtown.



- Community facilities such as Lake Ella Park, Levy Park, Senior Center, LeVerne Payne Community Center and the Lincoln Center are located within the sub-area.
- Shopping and services along North Monroe Street are within walking distance of the sub-area.
- Proximity to the revitalizing “Midtown” district allows the sub-area to experience residential infill on vacant lots, rehabilitation of existing homes and new mixed-use development.

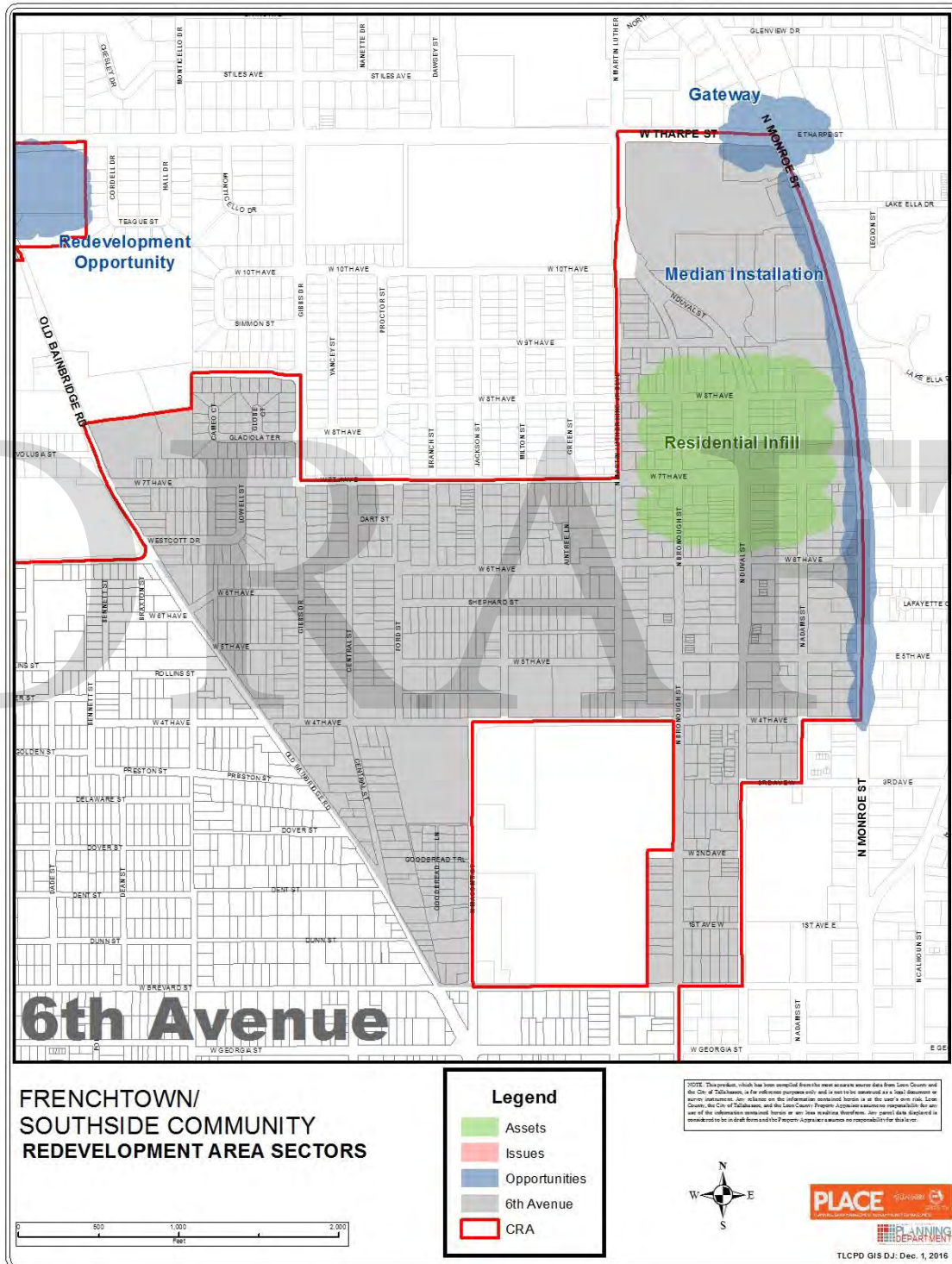
Issues

- There are numerous curb cuts into businesses on North Monroe Street allowing for a high-volume of traffic.
- The high-volume of traffic and one-way streets are physical barriers for pedestrians.

Opportunities

- There are numerous mixed-use development opportunities along North Monroe Street.
- Pedestrian safety improvements are needed along North Monroe Street.
- One-way pair streets should be evaluated for their usefulness.
- Aesthetics should be improved along North Monroe Street to create attractive gateway and to reinforce sense of place.

Map 3: Sixth Avenue Sub-Area



Sub-Area 3: Frenchtown

The Frenchtown sub-area includes some of the oldest residential and commercial areas in the City of Tallahassee. Many of the older homes in the neighborhood were built between 1900 and 1930. There are numerous churches and religious affiliated activities located throughout the area. The historic character of the neighborhood remains an integral part of the community identity. Map 4 shows an illustration of the Frenchtown sub-area and its assets, issues and opportunities.

The Frenchtown neighborhood was once a self-contained African American neighborhood with various businesses such as dry cleaners, jewelers, tailors, restaurants and groceries supporting the residents. Neighborhood business started to decline after integration in the 1960s, when shoppers seeking additional choices ventured out of the neighborhood. The Frenchtown sub-area is located close to downtown and FSU.

Existing Conditions

The prevailing land use north of Brevard Street is low density residential. This portion of the sub-area is zoned for low density residential (up to six units per acre).

Brevard Street is a neighborhood oriented commercial corridor and West Tennessee Street is a major auto-oriented commercial district. Multifamily, student-oriented housing is located between these two streets. This area is zoned for a mix of residential and commercial uses, with densities ranging from 26 to 45 units per acre. The southeastern-most portion of the sub-area is zoned for a mix of residential and commercial uses, with densities up to 150 units per acre.

The population of the Frenchtown sub-area is 3,192. More than half of the sub-area, 60.7 percent, have incomes below the poverty level. The percentage of the persons enrolled in college in the sub-area is nearly 29 percent, which may contribute to the high percentage of persons below the poverty level and the low percent of owner-occupied units, approximately 17 percent in the sub-area.

The sub-area contains two community parks, the Carter Howell Strong Park and the Lawrence Gregory Center and Robinson Trueblood Pool. Levy Park and the Lincoln Community Center are nearby. The sub-area is adjacent to C.K. Steele Plaza and the Star Metro main transfer station.

Culturally, the Soul Voices historic markers project has been constructed in the sub-area. The markers reflect the history of Frenchtown with photographs and narrations from past and present residents.

The relocation of the homeless shelter, formerly located near the intersection of West Tennessee and Macomb Streets, has created a new redevelopment opportunity. A consulting group is proposing a mixed-use development featuring a medical clinic at the northwest corner of Martin Luther King Jr. Boulevard and West Tennessee Street. The only hotel in the Frenchtown sub-area, Four Point Sheraton, has created new event space, Bricks & Brass, at the northeast corner of Martin Luther King Jr. Boulevard and West Tennessee Street.

As part of an effort to promote “Healthy Living, Healthy Community,” the Frenchtown Heritage Hub, located at Georgia Street and Martin Luther King Jr. Boulevard, provides a source of fresh local produce and other food products to nearby residents as well as the rest of the community. The Heritage Hub includes a farmers’ market every Saturday and a KitchenShare incubator program that allows small food entrepreneurs to rent kitchen space and equipment. The area also consists of the Frenchtown Urban Farm, formerly the Dunn Street Youth Farm. The urban farm is a vendor at the farmers’ market on Saturdays.

West Tennessee Street is a major east/west road through the community. Within the sub-area, it is a six-lane road with a turning lane. Although a zoning overlay is intended to encourage pedestrian and bicycle friendly development, minimal sidewalks, long block lengths, numerous driveways and high-speed traffic are all factors impeding the development of pedestrian and bicycle-oriented development.

The assets, issues and opportunities of the sub-area are listed below.

Assets

- The historic character of the sub-area and well-established residential neighborhoods is a benefit.
- The grid street network allows motorists to travel without relying on major roadways.
- The mature vegetation helps with the environment and is pleasing aesthetically.
- The sub-area is in close proximity to StarMetro’s C.K. Steele terminal, Lincoln Neighborhood Service Center, Levy Park, Carter Howell Strong Park and Lawrence Gregory Center and Robinson Trueblood Pool.
- The Soul Voices Historical Markers are located in the sub-area and could bring tourists to the area.



- Frenchtown Heritage Hub is located in the sub-area providing rental kitchen space for small business and hosting a Saturday farmers' market for the neighborhood.

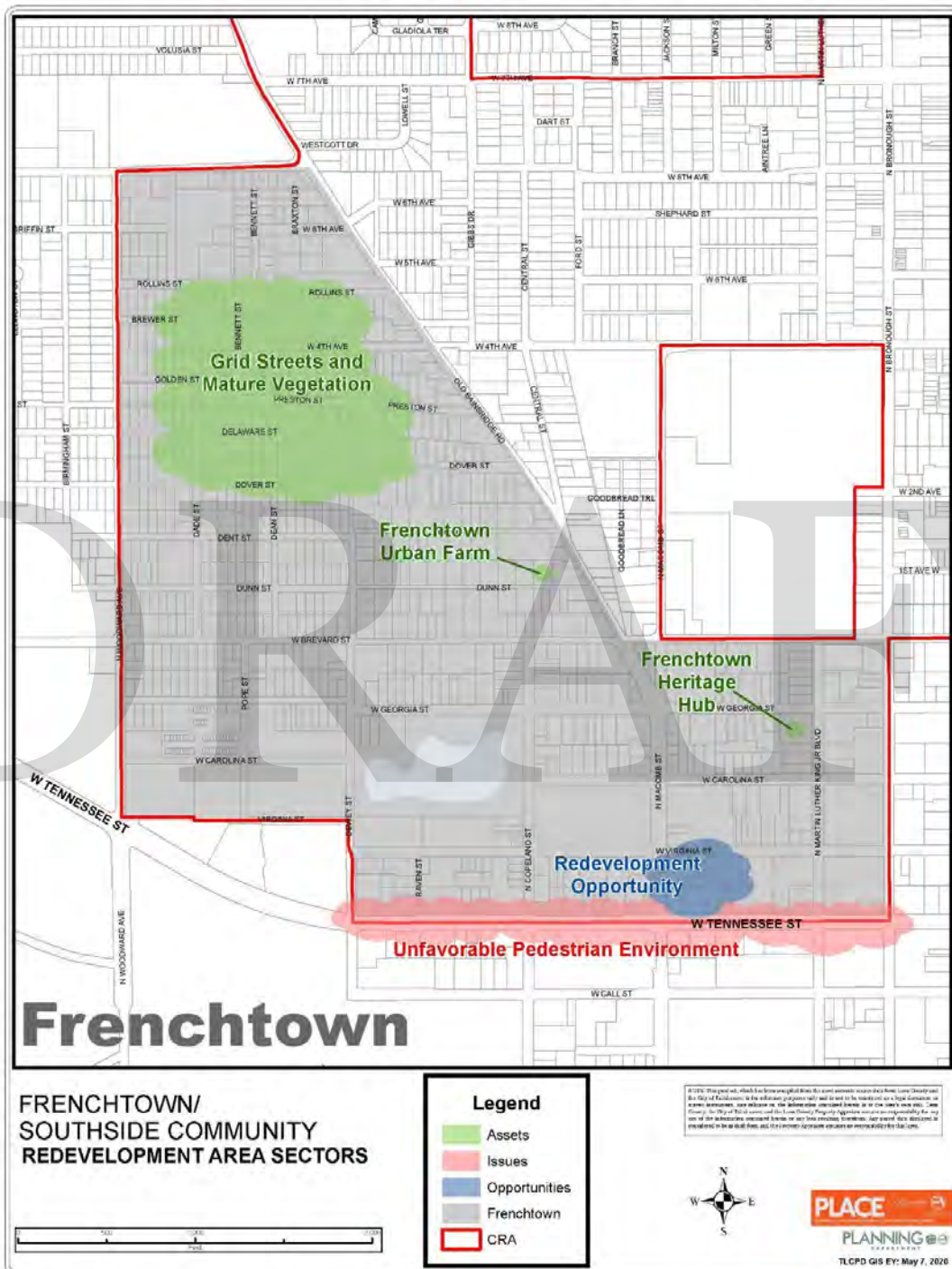
Issues

- The encroachment of student housing threatens the character of the neighborhood.
- The major arterial roadway, Tennessee Street, is unfavorable for pedestrians.
- There is limited access to shopping and services for sub-area residents.

Opportunities

- There are redevelopment opportunities along Tennessee and Macomb Street corridors.
- There are opportunities to promote mixed-income housing throughout the sub-area.
- Quality redevelopment that enhances the character of Frenchtown should be promoted.
- There should be a recognition of historical significance through events, signs and/or markers.
- Rehabilitation of existing housing should continue to be promoted.
- Opportunities to expand urban agriculture should be explored.

Map 4: Frenchtown Sub-Area



Sub-Area 4: FAMU Way/Lake Bradford

The FAMU Way/Lake Bradford corridor, located near a rail line, was a historically industrial area with residential areas for workers. Over time, the expansion of FSU and FAMU resulted in a growing demand for student housing, entertainment and commercial services. Map 6 below illustrates the assets, issues and opportunities of the sub-area.

Existing Conditions

The FAMU Way/Lake Bradford sub-area is the primary gateway into downtown from the airport and the main corridor connecting three of the City's most significant institutions: The State Capitol Complex, FSU and FAMU. The FAMU Way/Lake Bradford sub-area has a population of 1,387. Owner occupied units comprise 13 percent of the total dwelling units. The percentage of the population enrolled in college is 37.5 percent and 56.6 percent of the population has an income below the poverty level.

Community facilities in the sub-area include the Cascades Trail, Lake Elberta Park, parts of St. Marks Trail and Speed Spencer Stephens Park.

Due to the diversity in assets, issues and opportunities of the FAMU Way/Lake Bradford sub-area, the rest of the analysis of this sub-area will be divided into two parts: FAMU Way/Lake Bradford Road 'Commercial Corridor' and the 'Residential Area.'

FAMU Way/Lake Bradford Road Commercial Corridor

Previously, the Redevelopment Plan focused on the revitalization of the Gaines Street corridor. The adopted Gaines Street Vitalization Plan set forth a vision based on a demand for student and young professional housing near the universities in a more urban environment. The corridor has subsequently been transformed from an underutilized industrial area into a new in-town neighborhood, with student housing, a grocery store, art and cultural activities, a hotel and a center for business incubation.

Gaines Street continues to transition from warehouse uses to student housing, with related commercial and entertainment uses. The All Saints District, east of Railroad Avenue and south of Gaines Street, has developed into an urban residential neighborhood, consisting primarily of townhouses. Railroad Square, an arts district and Domi Station, a business incubator, are located west of Railroad Avenue and south of Gaines Street. A new Marriott Hotel is under construction in Railroad Square. Property in this area is zoned for a mix of commercial uses and residential use with a density range of 100 – 150 dwelling units per acre.

With the revitalization of Gaines Street well underway, the focus of the Redevelopment Plan is now on FAMU Way. FAMU Way has been extended west of Railroad Avenue to Lake Bradford Road. The Cascades Trail runs along the length of FAMU Way and provides access for pedestrians and cyclists to the FAMU campus and Railroad Square.

The Donald L. Tucker Civic Center is located north of the All Saints neighborhood. FSU owns the Civic Center site, now referred to as the “Arena District.” FSU proposes upgrades to the Civic Center facility, a convention hotel and the addition of academic buildings. The Civic Center is located within the Downtown CRA district, enhancing opportunities for coordination.

Currently, Lake Bradford Road resembles the Gaines Street of 10 years ago with outdated commercial development, underutilized property and potential contamination. The property along Lake Bradford Road is zoned for a mix of commercial uses and residential uses with a prevailing density of 45 units per acre.

FAMU Way/Lake Bradford Residential Area

The residential area within the FAMU Way/Lake Bradford sub-area is located generally south of FAMU Way, east of Mill Street, north of Kissimmee Street and west of Perry Street. It includes part of the Greater Bond neighborhood, located between Floral and Okaloosa Street, which was established in 1925. The “Stearns-Mosely” neighborhood, which was platted in the 1880s and was a vibrant African American neighborhood, is now mostly a student-oriented residential development.²

Much of this area is zoned for residential uses up to six units per acre. However, the area north of Gamble Street is zoned for residential densities up to 100 dwelling units per acre and a range of non-residential uses. The area east of Pasco Street is zoned for residential densities ranging from 18 to 45 dwelling units per acre and a range of non-residential uses.

The assets, issues and opportunities of the sub-area are listed below.

Assets

- The sub-area is close to FSU and FAMU, two major universities in the state.
- Residential developments with mature vegetation are a benefit to the area.
- An emerging innovation district with hotel development in the vicinity of Railroad Avenue is a benefit.

² Sources: Subdivision plats and Gaines Street Corridor Historic Preservation Report, Fall 1999.



- Cascades Trail, Lake Elberta Park and Speed Spencer Stephens Park are located within the sub-area.
- FAMU Way extension provides another east-west corridor for the area.

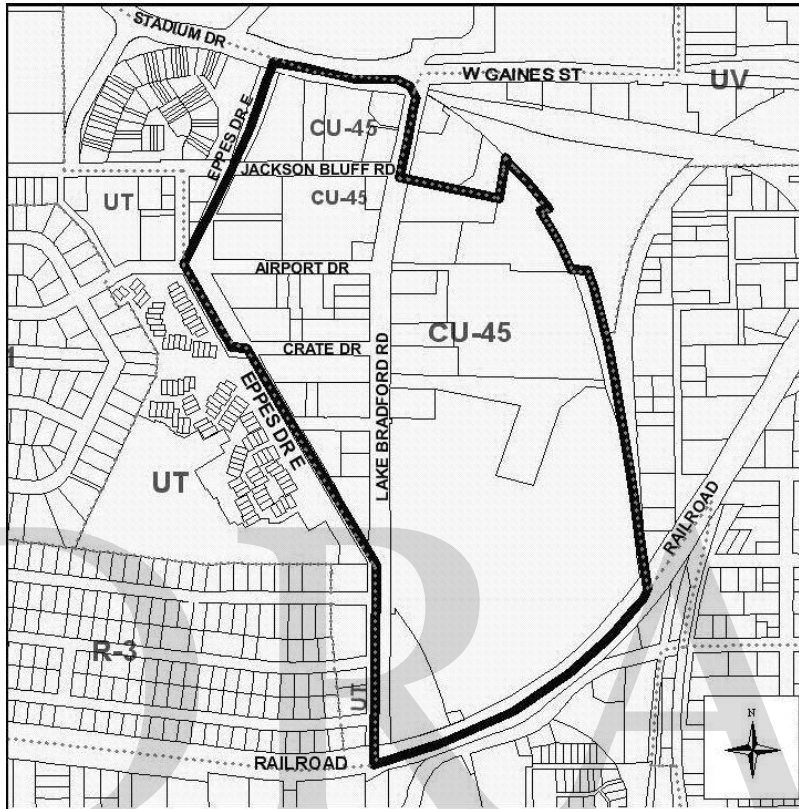
Issues

- There is inadequate parking, especially during peak demand times.
- There are strip commercial development patterns, with cluttered signage and overhead utilities on Lake Bradford Road.
- Lake Bradford Road is unfavorable for pedestrians.
- There is potential for brownfields along Lake Bradford Road.
- The zoning along Lake Bradford Road and some residential areas may not be reflective of neighborhood character.
- There is limited access to goods and services for residential areas along Lake Bradford Road.
- The impact of the Arena District near the Civic Center on future redevelopment in sub-area is a potential issue.

Opportunities

- Appropriate redevelopment along Lake Bradford Road and residential areas, given market demand and neighborhood character, should be supported.
- The provision of goods and services near residents should be promoted.
- Future housing opportunities should be evaluated.

Map 5: Lake Bradford Commercial Corridor Zoning Overlay



Source: Tallahassee Zoning Code Section 10-168(b)

FAMU Way / Lake Bradford

Legend

- Assets
- Issues
- Opportunities
- FAMU Way / Lake Bradford
- CRA

SCALE

0 500 1,000 2,000 Feet

PLACE PLANNING AND COMMUNITY DEVELOPMENT

PLANNING DEPARTMENT

NOTE: This product, which has been compiled from the most accurate source data from Lake County and the City of Tallahassee, is for reference purposes only and is not to be interpreted as a land document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Lake County, the City of Tallahassee, and the Lake County Planning Department assume no responsibility for any use of the information contained herein or any loss resulting therefrom. Any errors or omissions are acknowledged to be in draft form and not for publication. Any errors are assumed to be the user's responsibility.

TLCPO GIS DJ: Dec. 1, 2020

Sub-Area 5: South Monroe/South Adams

South Monroe and South Adams Streets are major gateways into downtown. South Adams also serves as a gateway to FAMU. Map 7 illustrates the sub-area with its assets, issues and opportunities.

Existing Conditions

The South Monroe/South Adams corridor is composed of these two major roads as well as small residential areas to the east and west. South Monroe Street is an arterial road that connects the southern side of Tallahassee to Downtown and Interstate 10. It has a high number of vehicles per day, which provides opportunities for regional scale developments. South Adams Street serves as a parallel road, with less traffic, but direct access to FAMU and local businesses. Residential areas are found west of South Adams Street in an area bounded by Young Street; Martin Luther King, Jr. Blvd. and Palmetto Street; and west of Bronough Street and north of Palmer. The residential area east of South Monroe Street is generally bounded by South Gadsden Street, Perkins Street, South Meridian Street and Palmetto Street.

The majority of the corridor, including the residential area off Bronough Street, is zoned for a mix of residential and commercial uses with residential densities ranging from 4 to 45 units per acre. The residential areas east of Young Street and west of South Meridian are zoned for residential uses up to six units per acre.

The South Monroe/South Adams corridor has a population of 900. Owner occupied units comprise 15.6 percent of the total dwelling units. The percentage of the population enrolled in college is 46.5 percent and 52.6 percent of the population has an income below the poverty level. This is likely due to the number of college students living in the area.

Community facilities in the sub-area include the Bond Community Health Clinic Specialty Care and Wellness Center and the Care Point Health and Wellness Center. In September 2015, the CRA Board approved \$1.5 million to support the construction of the new 25,000 square foot Care Point facility in the South Monroe/South Adams corridor by Big Bend Cares. Construction was completed in December 2018. The development includes space for clinical, dental, laboratory, mental health services and a pharmacy. Another community facility is The Dr. B.L. Perry, Jr. library located just south of the sub-area on South Adams Street.

Cascades Park, a major community amenity, is located just to the northeast of the sub-area within the Downtown CRA District. A recently completed pedestrian bridge over

South Monroe is part of the Cascades Trail, which connects Cascades Park to Lake Bradford Road. The Magnolia Drive Multi-Use Trail will extend from South Adams Street through the CRA district, eventually connecting to Apalachee Parkway.

Redevelopment within the sub-area may be affected by the area's previous industrial character. A recent study of potential brownfield contamination identified a number of sites requiring further assessment. Sources of contamination include underground storage tanks and Resource Conservation and Recovery Act waste generator sites. Similar studies and subsequent clean-up efforts in the Gaines Street corridor addressed contamination issues and enabled private sector investment. In 2016, the City of Tallahassee designated areas of South Monroe corridor as a Brownfield area.

As was seen in the Gaines Street corridor, a coordinated revitalization plan, based on market potential and identifying needed capital projects, can trigger private investment. The same model can be used in the South Monroe/South Adams corridor.

The sub-area assets, issues and opportunities are listed below.

Assets

- The sub-area has access to goods and services.
- The Capital Cascades Trail is in the northern portion of the sub-area.
- South Monroe and South Adams are major gateways into downtown Tallahassee, with a viewshed.
- Community health facilities, such as Bond Specialty Care and Care Point, are located in the sub-area.

Issues

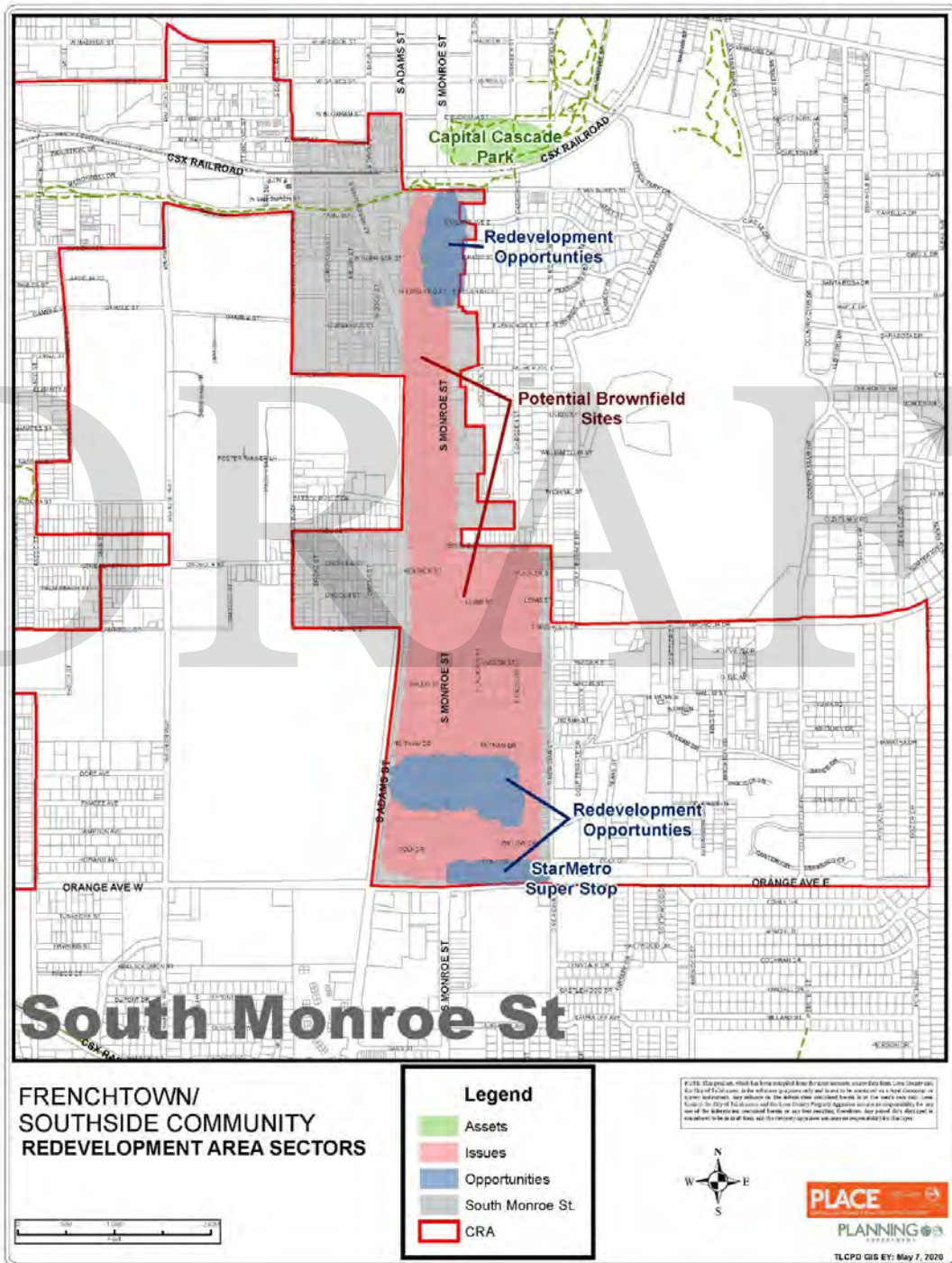
- There are obsolescent, underutilized and vacant structures and lots along South Monroe and South Adams.
- There is a lack of pedestrian infrastructure along South Monroe and Adams Streets.
- There is a lack of tree canopy and landscaping along South Monroe and South Adams Streets.
- Orange Avenue is unfavorable for pedestrians and vehicles.
- Brownfields will need to be addressed prior to redevelopment.

Opportunities

- There are redevelopment opportunities provided by high traffic on South Monroe Street.

- There is redevelopment activity associated with Cascades Park and Trail.
- There are opportunities for improved streetscape and infrastructure with new redevelopment.

Map 7: South Monroe/South Adams Sub-Area



Sub-Area 6: Bond Community

The Bond Community is a historic community comprised of several subdivisions, including Medical Commons, Villa Mitchell, Normal School and Leon Arms. Map 8 illustrates the sub-area with its assets, issues and opportunities.

Existing Conditions

The Bond sub-area west of the St. Marks Trail is mostly industrial and commercial uses. To the east of the Trail is primarily single family, with a mix of multifamily development and commercial uses. This sub-area also contains a number of churches and non-profit entities. The zoning of the Bond Community east of the St. Marks Trail primarily allows low density residential, with a density of up to six units per acre. Zoning west of the Trail allows a range of non-residential uses and residential densities of up to 45 dwelling units per acre.

The Bond Community sub-area has a population of 1,819. Owner occupied units comprise 25.5 percent of the total dwelling units, the highest of any sub-area. The percentage of the population enrolled in college is 13.9 percent (by far the lowest of any sub-area) and 53.6 percent of the population has an income below the poverty level.

Bond Elementary School and the Walker-Ford and Smith Williams Community Centers border the Bond Community sub-area. The Richardson-Lewis Health Center is located in the sub-area at its southern border. The St. Marks Trail, a multi-use trail connecting Tallahassee to the Gulf Coast, runs down the center of the sub-area.

The assets, issues and opportunities are listed below.

Assets

- Community facilities such as Smith Williams Service Center, Walker Ford Community Center and Richardson-Lewis Health Center are located in or near the sub-area.
- The St. Marks Trail runs through the sub-area.
- The Bond Neighborhood is within the Bond Elementary School walkshed.

Issues

- There is limited access to goods and services for the residents.
- There is inadequate streetscape throughout the sub-area.
- There is a lack of neighborhood commercial uses.

Opportunities

- The access to goods and services should be improved and supported.
- The promotion of Safe Route to School improvements to Bond Elementary School is an opportunity.
- Streetscape improvements should be supported.

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Bond Area

**FRENCHTOWN/
SOUTHSIDE COMMUNITY
REDEVELOPMENT AREA SECTORS**

Legend

- Assets
- Issues
- Opportunities
- Bond
- CRA

Notes: This project, which has been eligible for funding since its inception, is a long-term project. The City of Columbus, while not a government entity, is not responsible for the results of the project. The City of Columbus, while not a government entity, is not responsible for the results of the project. The City of Columbus, while not a government entity, is not responsible for the results of the project.

PLACE
PLANNING
ORGANIZATION

TLCPD GIS EY: May 7, 2021

Sub-Area 7: Providence Community

The Providence Community is comprised of several early subdivisions including Bloxham Heights (first platted in 1928), Hutchinson Heights (1947) and Sunny Hill (1958). Map 10 illustrates the sub-area and its assets, issues and opportunities.

Existing Conditions

The predominant land use in the Providence Community is residential. The areas south of Levy Street and north of Levy Street east of Hillsborough Street are primarily single family. The area south of Levy Street is zoned for low density residential, up to six units per acre.

Approximately one half of the land north of Levy Street and west of Hillsborough Street is multifamily. There is a significant amount of vacant land north of McCaskill Street. Zoning north of Levy Street and along Lake Bradford Road allows a mix of residential and commercial development with densities ranging from 18 to 45 units per acre.

The Providence Community sub-area has a population of 935. It has the lowest owner-occupied housing rate in the Redevelopment Area at 5.4 percent. The percentage of the population enrolled in college is 19.6 percent and 41.8 percent of the population has an income below the poverty level.

As a result of the Providence Renaissance Plan (2003), the area south of Levy Street has a sidewalk network and the Providence Community Center. The Center was a cooperative effort between the City of Tallahassee, Tallahassee Community Redevelopment Agency and the Delta Kappa Omega Foundation of Alpha Kappa Alpha Sorority, Inc. Members of the sorority manage the Center and provide various programs. Pineview Elementary is located approximately 0.15 miles south of the Providence Community sub-area border.

To the west of the Providence Community sub-area is Innovation Park, a research and development park. The National High Magnetic Field Laboratory, an internationally recognized facility, is located here. Levy Street is one of the main access roads into the Park.

The assets, issues and opportunities of the sub-area are listed below.

Assets

- There is active citizen participation through the Providence Community Neighborhood Association.

- Delta Kappa Omega/Providence Community Service Center is in the sub-area.
- The sub-area is within the Pineview Elementary watershed.

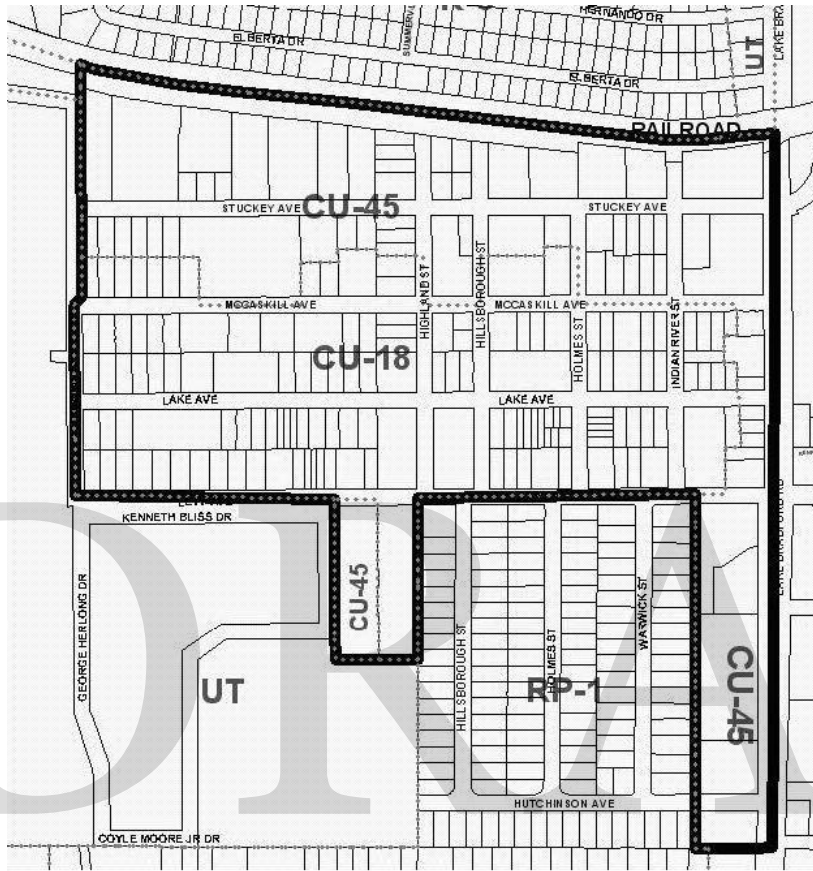
Issues

- There are poor housing conditions along the west end of Stuckey Street.
- Lake Bradford Road is a barrier to commercial uses for neighborhood residents.
- The sub-area has limited access to goods and services.
- Zoning along Lake Bradford Road and some residential areas may not be reflective of the market, available infrastructure or neighborhood character.
- There is limited open space in the neighborhoods.
- There is potential contamination due to industrial uses along Lake Bradford Road.

Opportunities

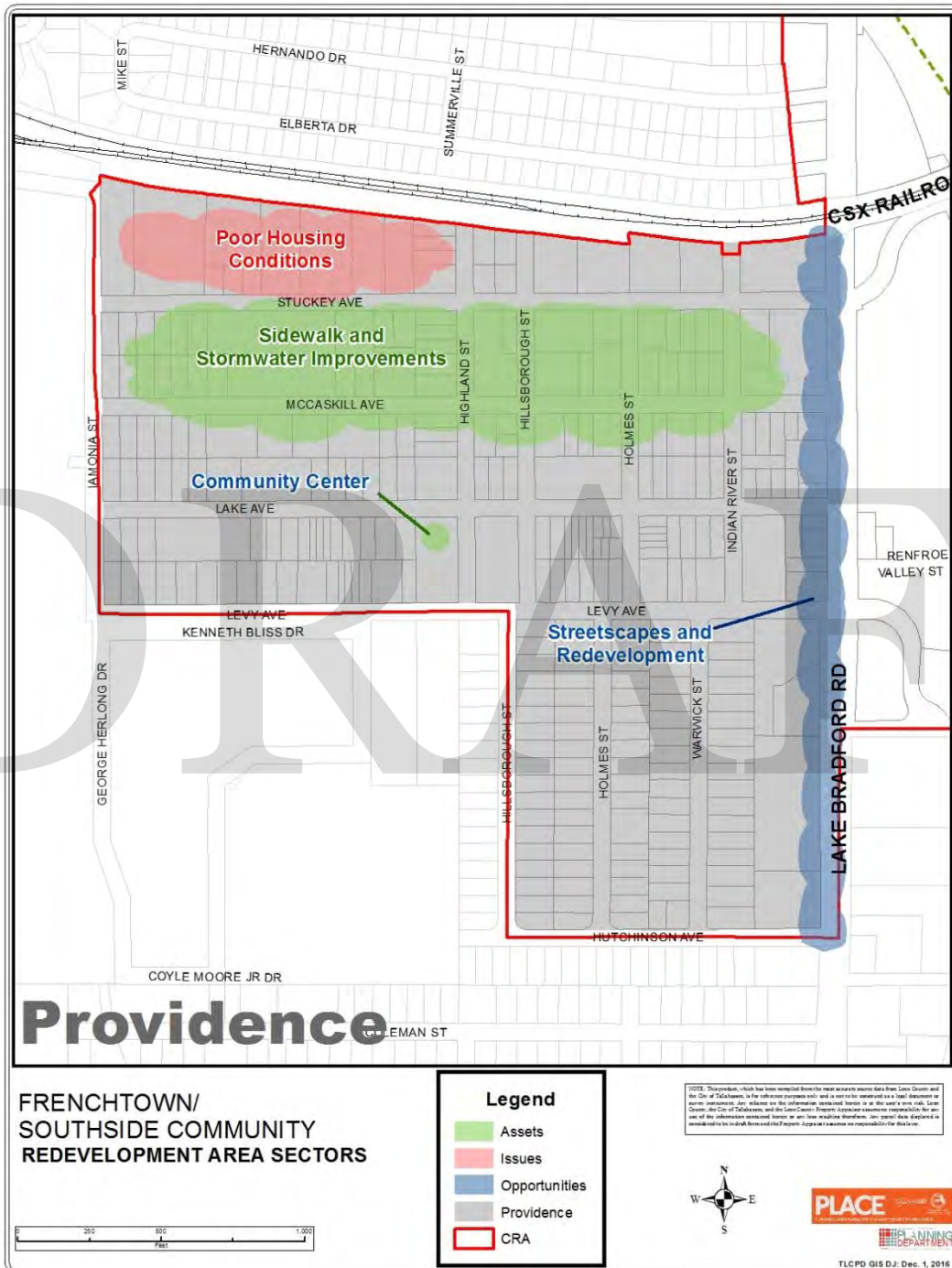
- Rehabilitation of existing housing should be supported and promoted.
- There should be support for the integration of the Providence neighborhood into the surrounding areas.
- Appropriate development along Lake Bradford Road and residential areas, given market demand and neighborhood character, should be supported.
- There should be support for opportunities to provide goods and service to residents.

Map 9: Providence Neighborhood Zoning Overlay



Source: Tallahassee Zoning Code Section 10-168(c)

Map 10: Providence Community Sub-Area



Sub-Area 8: South City

South City sits in the shadow of the South Monroe/South Adams corridors. It is in close proximity to FAMU to the west. The sub-area is comprised of mostly residential areas with very few commercial uses. The area was included in the Redevelopment Area in 2018. Map 11 illustrates the sub-area and its assets, issues and opportunities.

Existing Conditions

The predominant land use in South City is residential. The area is zoned Central Urban and has a mixture of multi-family developments scattered throughout. The area is zoned for 18 to 45 dwelling units per acre.

Approximately one quarter of the land south of Putnam Drive is multifamily. There is a significant amount of vacant land throughout the area. Zoning for the sub-area is primarily Central Urban, with densities ranging from 18 to 45 dwelling units per acre. East of Pontiac Drive is the only area in the sub-area zoned Residential Preservation.

The South City sub-area has a population of 2,428. The owner-occupied housing rate in the sub-area is 15 percent. The percentage of the population enrolled in college is 27.4 percent and 43.2 percent of the population has an income below the poverty level.

The largest multi-family development in the area is the Orange Avenue Apartments. The Tallahassee Housing Authority is working with Columbia Residential to revitalize the 200-unit apartment complex to include 500 residential mixed-income units with some commercial development. The units will also include senior housing.

The assets, issues and opportunities are listed below.

Assets

- Magnolia Multi-Use Trail is near the sub-area.
- The sub-area is adjacent to the future StarMetro Superstop.
- The area is within close proximity to Country Club Park.

Issues

- There are aged multi-family developments within the sub-area.
- There are poor housing conditions throughout the sub-area.
- There are open ditches in the sub-area.

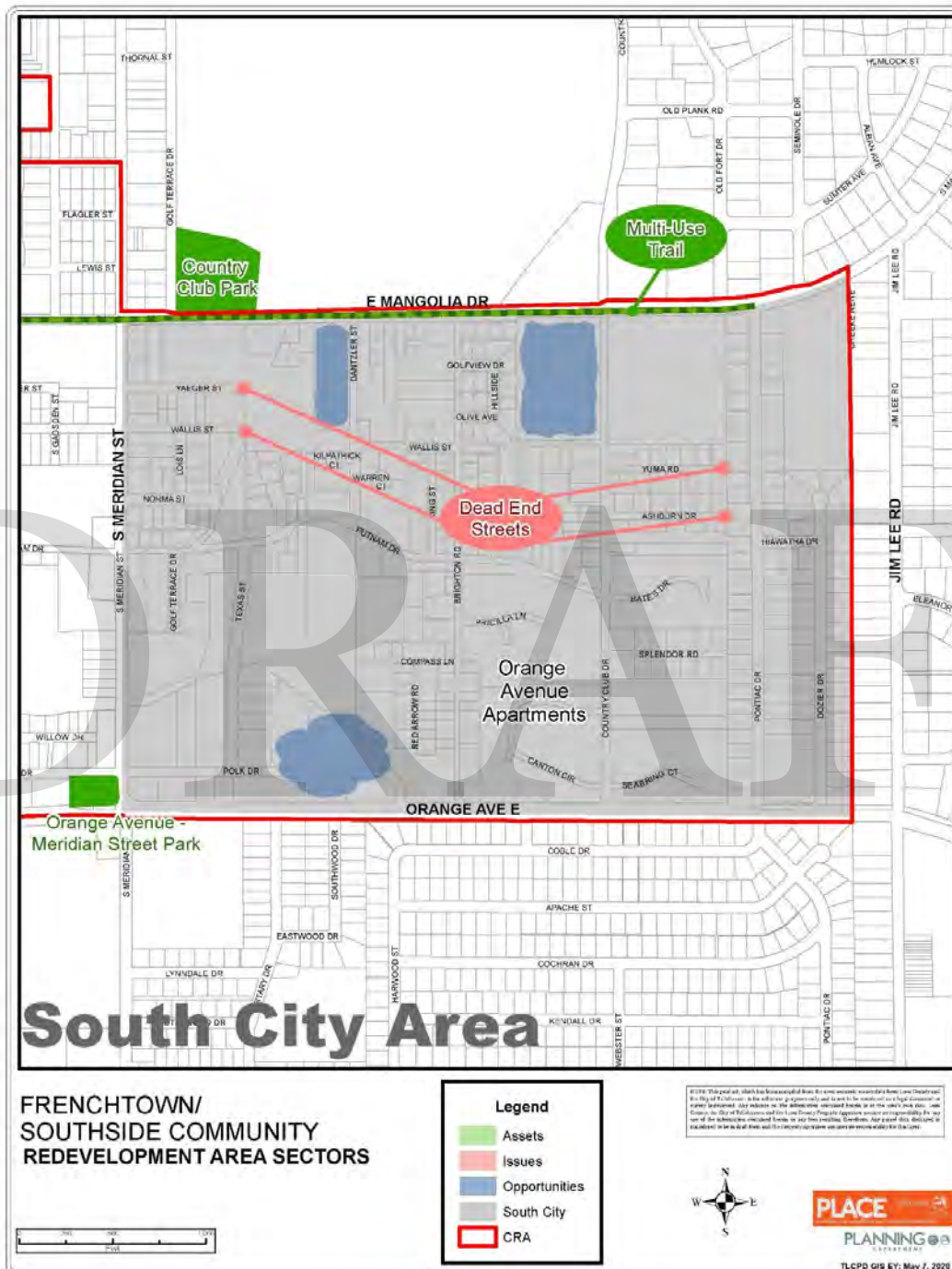
- There are several dead-end streets.
- There is limited open space in neighborhoods.

Opportunities

- Improvements to blighted housing and multi-family developments should be supported.
- The creation of more open space within the neighborhood should be supported.
- Most appropriate development along Orange Avenue and residential areas, given market demand and neighborhood character should be supported.
- Streetscape improvements should be supported and promoted.

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Map 11: South City Sub-Area



SECTION 3:

SUB-AREA REDEVELOPMENT PLAN OPPORTUNITIES

This section of the Redevelopment Plan highlights redevelopment opportunities for each sub-area in the Redevelopment Area. The opportunities below are not all-inclusive.

Sub-Area 1: West Tharpe Street

- Promote improved bicycle and pedestrian accessibility at the intersection of West Tharpe Street and Old Bainbridge Road.
- Promote pedestrian improvements along Old Bainbridge Road.

Sub-Area 2: Sixth Avenue

- Improve aesthetics along North Monroe Street to create attractive gateway and to reinforce sense of place.
- Support opportunities for mixed use redevelopment along North Monroe Street and Old Bainbridge.
- Promote opportunities to improve traffic circulation, parking, aesthetics and the pedestrian environment as redevelopment occurs along North Monroe Street.
- Promote the evaluation of the conversion of one-way streets to two-way.

Sub-Area 3: Frenchtown

- Promote opportunities to improve traffic circulation, parking, aesthetics and the pedestrian environment as redevelopment occurs along West Tennessee Street and Macomb Street. Strategies include, but are not limited to: sidewalk repair and reducing the number of driveways through cross-access easements; shared parking, landscaping and improved bus shelters.
- Continue to promote the construction of new housing and the rehabilitation of existing housing.
- Promote the historic character of Frenchtown. Strategies may include, but are not limited to: displays, kiosks, special events, signage and walking tours.
- Support efforts to expand urban agriculture.
- Support efforts to improve transportation services for the elderly and disabled.
- Support opportunities to improve residents' access to goods and services.

Sub-Area 4: FAMU Way/Lake Bradford

- Support appropriate development along Lake Bradford Road and residential areas, given market demand and neighborhood character.
- Support opportunities for provision of goods and services to sub-area residents.
- Evaluate future housing opportunities.

Sub-Area 5: South Monroe/South Adams

- Promote a coordinated plan for revitalization of South Monroe/Adams corridor, based on Gaines Street model. The plan should address, at a minimum: market demand, infrastructure needs, land use compatibility, environmental constraints and appearance.
- Support the establishment of recurring community events in conjunction with First Friday or other happenings at Cascades Park to capture interest and spending on the commercial corridor. Some examples of community events include pop-up shops, a food truck night, or a weekend market.
- Support a wayfinding signage project within the Redevelopment Area that identifies significant landmarks, historic resources and university/community facilities.
- Provide matching funds for commercial façade enhancements as part of the Business Facility Improvement Program in the Redevelopment Area.
- Support the creation of a weekly mobile farmers' market in a commercial area within the Redevelopment Area through private redevelopment and/or public infrastructure improvements.

Sub-Area 6: Bond Community

- Support opportunities to improve access to goods and services.
- Support pedestrian and transit improvement, including, but not limited to: Safe Route to School projects, sidewalk improvements and bus shelters.
- Support efforts to increase neighborhood identity and beautification with landscaping and signage at key entry points.
- Continue to promote the construction of new housing and the rehabilitation of existing housing.
- Support efforts to improve transportation services for the elderly and disabled.

Sub-Area 7: Providence Community

- Support appropriate development along Lake Bradford Road and residential areas given market demand, infrastructure and neighborhood character.
- Support opportunities to improve residents' access to goods and services.
- Support pedestrian and transit improvement, including, but not limited to: Safe Route to School projects, sidewalk repair and bus shelters.
- Continue to promote the construction of new housing and the rehabilitation or demolition of existing substandard housing.

Sub-Area 8: South City

- Promote the construction of affordable housing and multi-family developments, including rehabilitation of existing housing.
- Support new open space areas within the neighborhood.
- Support most appropriate development along Orange Avenue and residential areas, given market demand and neighborhood character.
- Support streetscape improvements.

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SECTION 4:

PROGRAM MANAGEMENT AND IMPLEMENTATION

Implementation of the Redevelopment Plan will require the coordinated efforts of the City, the Redevelopment Agency, other government agencies, local business organizations, property owners and residents. These efforts will be coupled with the employment of various organizational, legal, funding and promotional techniques to successfully implement the program. This section of the Redevelopment Plan sets forth a process to realize the planning, goals and objectives that have been devised for the Redevelopment Area.

4.1. Leadership

While leadership is a highly intangible quality, it is the single most important factor for successful implementation of a redevelopment plan. This leadership must come from both the public and private sectors. Some projects will require considerably more leadership, effort and collaboration because of their difficulty and/or importance to the overall revitalization program. Participation in a particular project will depend upon necessary resources which must be brought to bear on the project for its successful implementation.

4.2. Organizational Roles and Relationships

To have a strong redevelopment program, you must first establish lines of communication between all sectors and facets of the community. The planning process has started to establish relationships between key players in this effort but does not fully develop their roles. The City and CRA should develop the organizational framework and institutional relationships to facilitate effective redevelopment activities in cooperation with area businesses, residents and community representatives.

A network of relationships must be established and nurtured to provide focus on the redevelopment effort to maximize the use of available resources and avoid duplication of responsibilities enabling effective program implementation. The City, CRA and their staffs must work cooperatively with other jurisdictions, including, but not limited to:

- The State of Florida
- Leon County
- Tallahassee-Leon County Planning Department
- Tallahassee – Leon Office of Economic Vitality
- Blueprint IA
- Cultural Planning Commission
- Tallahassee Housing Authority

- Tallahassee Trust for Historic Preservation
- Capital Region Transportation Planning Agency
- Florida Department of Transportation
- StarMetro
- North West Florida Water Management District
- Community Development Corporations
- Colleges and Universities
- Leon County Research and Development Authority
- Tourist Development Council
- Neighborhood Associations
- Business Associations
- Tourist Development Council
- Other local, state or federal agencies

4.3. City Commission/CRA Board/Staff

The CRA Board is the leader of the redevelopment program and must assume this role with vitality and enthusiasm. The CRA, in cooperation with City leaders, must support the program's activities and provide a well-devised management system to carry out the Redevelopment Plan. They will be responsible for establishing the administrative, financial and programmatic mechanisms necessary to achieve the goals and objectives of the Greater Frenchtown Southside Community Redevelopment Plan. They should establish policies that support the principles described in this Plan and concentrate on the following actions throughout the redevelopment process.

- Provide commitment of public policy and resources for the redevelopment effort.
- Support the redevelopment mission and ensure implementation of scheduled projects.
- Commit to making the necessary public improvements identified in the GFS Strategic and Investment Plan.
- Provide necessary staffing and administrative support to properly implement the Redevelopment Plan.

4.4. Planning Activities

The purpose of the redevelopment effort is to promote the goals identified in the Redevelopment Plan and encouraging private sector investment. The City and CRA will need to continue to promote economic development and redevelopment through additional planning efforts and the creation of new programs in concert with the public improvements that this Redevelopment Plan proposes. The CRA staff, supported by

other City Departments, will be charged with the execution of the Redevelopment Plan. They will need to coordinate and manage the actions called for in the Redevelopment Plan. They must provide leadership and support for administering public development controls and incentives to promote high-quality private development. This may include streamlining development review to minimize the time involved in the approval process, establishing new zoning requirements, initiating financial incentive programs and the provision of additional public facilities through coordinated capital improvement programs.

4.5. Finance and Management

Community redevelopment will not be successful without funding through tax increment financing. Therefore, the ultimate goal of the redevelopment program is to increase the tax base to generate additional revenue for capital improvements and services through implementation of projects and programs, as described in this Redevelopment Plan. Managed effectively, tax increment resources can be leveraged to enable the undertaking of substantial public and private sector improvements. The following finance and management practices should be employed.

- Coordinate with the City Manager, Finance Director and other department heads to strategically devise annual operating and capital improvements budgets to maximize the use of anticipated tax increment revenues.
- Coordinate with appropriate County, State and other public officials who may be sponsoring capital improvements in the District to maximize the leveraging of CRA resources.
- Through the use of tax increment financing and other funding sources, infrastructure improvements such as water, sanitary sewer, electrical, telephone, cable, internet and stormwater conveyance systems should be designed and constructed with the capacity to meet future demand based on the future land use activities identified in the Redevelopment Plan.
- The CRA should leverage tax increment revenues through grants, commercial loans, or other financial mechanisms to expedite the completion of projects.
- The Agency should work with area banks and bond counsels to research bond feasibility for financing major public facilities.
- The Agency should work with area financial institutions to develop favorable loan programs for private sector development and property rehabilitation projects.

- The Agency should routinely undertake project proforma analysis on proposed development and redevelopment projects to determine projected revenues and devise strategies to maximize the use of these resources on a site-specific project or on an area wide programmatic basis.

4.6. Redevelopment Project Implementation

In attempting to attract investment from private developers, the CRA will target strategic development projects, solicit developers and then negotiate a public/private development agreement. The agreement sets forth terms and conditions involving the disposition of land, the nature of the prospective development, City/Agency contributions and other conditions pertaining to the project. Following are fundamental components in this process:

- Contact affected property owners to determine their level of interest in participating in proposed redevelopment activities.
- Master plan targeted public/private projects reinforcing positive aspects of existing activity and providing attractive combinations of buildings and open spaces. These plans can then be used to illustrate the CRA's intention for the site, facilitating proforma analysis when soliciting interest from the private sector.
- Formulate policies and procedures for developer solicitation and form basic public/private development agreements to enable strategic development on selected projects.

4.7. Promotion and Communication

The CRA, staff and Advisory Committee should work with area residents, property owners and businesses to establish channels of communication that foster support for the redevelopment effort and facilitate program implementation.

Staff should provide public information concerning all aspects of the redevelopment program throughout the process using venues such as newsletters, radio, television, newspapers and the Internet as well as presentations to neighborhood and civic organization meetings to generate public support.

SECTION 5: **CAPITAL PROJECTS AND FUNDING**

This section discusses capital improvement projects and provides a listing of the capital projects planned for the Redevelopment Area. The CRA, the City of Tallahassee Underground Utilities and Public Infrastructure Department, Blueprint Intergovernmental Agency, StarMetro and the Capital Regional Transportation Agency (CRTPA), have capital projects planned for the Redevelopment Area and listed in Table 1 below. These projects may be executed by one or more agencies or coordinated with several for implementation.

Capital improvement projects are major projects that address specific infrastructure needs such as roads, streetscape, community centers and other municipal features. Public Infrastructure is the fifth priority area in the Redevelopment Plan, with residents looking to enhance existing infrastructure while promoting new infrastructure in the area. The CRA can provide funding through tax increment financing to support infrastructure projects within the Redevelopment Area provided it coincides with the priorities of the community.

To implement capital improvement projects, projects must first be included in the capital budget for funding. The budget is developed based on anticipated actions and funding conditions as they exist at the time of adoption. While the capital budget may contain many of the projects and strategies outlined in the GFS Strategic Investment Plan, it does not include every project/strategy. Funding may not be limited to the amount of tax increment funds collected each year. The CRA may also use short-term loans and revenue bonds secured by future tax increment revenue to fund projects. Chapter 163.385, Florida Statutes, specifically authorizes the CRA to issue redevelopment revenue bonds to finance the undertaking of any community redevelopment activity that supports implementation of the Redevelopment Plan.

In addition, the CRA may also seek funding support through private and public sources, such as donations and grants. The CRA, working closely with the City, other government entities and the private sector, will always pursue funding resources to implement the goals and strategies prioritized by the community. The CRA will also work closely with the Greater Frenchtown Southside Citizen Advisory Committee which will provide the CRA Board with recommendations regarding the implementation of the Redevelopment Plan and the GFS Strategic Investment Plan, including the development of projects, incentives and recommended funding.

On an annual basis, the CRA will adopt a budget reflecting the Redevelopment Plan priorities for the upcoming year. As a matter of practice, the CRA may also prepare one, three and five-year work programs for budgetary and administrative purposes. The budget and work plans can be adjusted from time to time during the year, as conditions warrant, allowing the CRA to respond to changing conditions. Finally, in addition to the various projects listed in the capital budget, the CRA should be prepared to assist other government bodies, such as Blueprint IA or CRTPA, in efforts that further support implementation of the Redevelopment Plan.

Table 1 on the following page outlines the various capital improvement projects planned and budgeted for the GFS Redevelopment Area.

Additional capital improvement projects include non-motorized projects such as bike lanes, sidewalks, trails and traffic calming. These projects focus on getting people from their neighborhood to activity centers, restaurants, local events, etc. without the use of a vehicle. The Neighborhood Network approach is one of several methods used by the CRTPA to assist citizens with another mode of transportation. The network places priority on pedestrians and bicycles by focusing routes on residential streets with low traffic volume and low speeds. There are several neighborhood routes in the Redevelopment Area planned for improvements as part of the 2040 Long Range Transportation Plan (LRTP). These routes are listed in Table 2 (see page 57).

Table 1: Capital Budget (1)

Budgeted City of Tallahassee Projects	Cost (\$M)	Source	Year(s)
Railroad Avenue Supplemental Stormwater Outfall	2.1	City/FSU	2020
Lower Central Drainage Ditch Erosion Control	11.1	City	2020
SPI (Small Projects Initiative) - 2027 Holmes St., 2016 Warwick St.	0.1	City	2021
Country Club/Putnam Drive Drainage and Sidewalk Improvements	3.1	City	2020
Copeland Street Drainage Improvement	0.5	City	Unknown
CRTPA 2040 Projects (2)	Cost (\$M)	Source	Years(s)
1554 Orange Avenue Road Widening	See Blueprint Projects		
StarMetro Projects	Cost (\$M)	Source	Years(s)
South City Transfer Facility	TBD	TBD	2022
Redevelopment of C.K. Steele Plaza	17.5	City/Blueprint	2025
Bus Stop Upgrades	TBD	City	2020-2024
BluePrint Projects (3)	Cost (\$M)	Source	Years(s)
Capital Cascades Trail: Seg. 3 (FAMU Way and Subprojects)	67.7	BP 2000	Ongoing
Capital Cascades Trail: Seg. 4	18.5	BP 2000	FY 2020 - 2024
Magnolia Drive Trail	11.4	BP 2000	Ongoing
Implementation of the Greenways Master Plan – Phase 1	15.8	BP 2020	Ongoing
Airport Gateway	67.2	BP 2020	FY 2020 - 2029
Orange-Meridian Placemaking	3.7	BP 2020	FY 2020 - 2023
FAMU Entry Points	1.8	BP 2020	FY 2035 - 2036
Monroe-Adams Corridor Placemaking	8.2	BP 2020/FDOT	FY 2020 - 2024
N. Monroe Gateway: 7 th Ave to I-10	11.4	FDOT/CRTPA	Ongoing
Orange Ave Widening: Adams to Springhill	33.1	FDOT/CRTPA	Ongoing (PD&E)
Planned GFS CRA Capital Projects (4)	Budget (\$M)	Source	Year(s)
Redevelopment Area Business Façade Incentives	1.5	TIF	2021-2025
Bond Neighborhood First Plan	6.5	TIF	2019-2022
Frenchtown Neighborhood Plan	6.5	TIF	2020-2023
Other Neighborhood Plans	3.0	TIF	2021-2025
Infrastructure Improvements	0.5	TIF	2024-2025
Affordable Housing Incentives	5.5	TIF	2021-2025
Redevelopment Projects	2.4	TIF	2021-2025
Emergency/Disaster Fund	5.0	TIF	2021-2025
Total Project (\$M)	304.1		
Other Sources (\$M)	273.2		
TIF Sources (\$M)	30.9		
(1) Project Timeline may be impacted due to Covid-19 Pandemic			
(2) Capital Region Transportation Planning Agency Year 2040 Long Range Transportation Plan, Cost Feasible Plan			
(3) Subject to change based on Blueprint IA Board Annual Capital Improvement Program process			

(4) Anticipated CRA projects of the Greater Frenchtown Southside Community Redevelopment Area at the time of plan adoption. However, the Agency may, from time to time, adjust the capital budget based upon changes in circumstances related to implementation of the redevelopment area plan. Funds listed represent the TIF portion of the project. Where appropriate, TIF will be leveraged with other funds (i.e., Agency, City, County, Blueprint 2000, State, Federal, etc.) to enhance the success of this initiative/project.

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Table 2: Non-Motorized Needs Plan (1)

CRTPA 2040 Adopted Nonmotorized Needs Plan			
Project Name	From	To	Description/Type
MLK Jr. Blvd	W. Tennessee St	W. Brevard St	Bike lanes
MLK Jr. Blvd	Fourth Ave	Tharpe St	Bike Lanes
Jackson Bluff Rd	Capital Cir SW	Lake Bradford Rd	Bike Lanes
Woodward Ave	Tennessee St	Alabama St	Bike Lanes
Fourth Ave	Central St	Adams St	Multi-Use Path
Iamonia St	Stuckey St	Roberts Ave	Multi-Use Path
Neighborhood Network Bicycle & Pedestrian Improvements			
Route 2A			
Route 2B			
Route 2D			
Route 3A			
Route 3E			
Route 3F			
Route 5F			
Route 5G			
Route 5H			
Route 2K			
Route 2N			
<i>Source: Capital Region Transportation Planning Agency Year 2040 Long Range Transportation Plan & Cost Feasible Plan</i>			
<i>Source: Tallahassee - Leon County Bicycle and Pedestrian Master Plan</i>			
<i>(1) Cost of non-motorized needs are to be determined.</i>			

SECTION 6:

PROJECTIONS OF TAX INCREMENT FINANCE RETURNS

6.1. WHAT IS TAX INCREMENT FINANCING?

Tax increment financing (TIF) is a method available to community redevelopment agencies (CRA) in Florida and in many other states to help finance local redevelopment projects and programs by encouraging public-private partnerships. In Florida, tax increment financing is derived from the Community Redevelopment Act of 1969, which is codified as Part III, Chapter 163 of the Florida Statutes. Once a CRA's local governing authority, such as the City of Tallahassee City Commission, has approved a community redevelopment plan and established a trust fund for the redevelopment plan, they may collect tax increment revenues to fund redevelopment projects and programs within the redevelopment area.

The tax increment revenues for a trust fund are provided from increases in the redevelopment district's annual assessed taxable value. The assessed value of the district on the date the trust fund is established is set as the baseline value and any increases (the tax increment revenues) above the baseline value are available for improvements to the area. The local governments, in this case the City of Tallahassee and Leon County, continue to receive ad valorem (property) taxes from the baseline value but any increases above the baseline value are provided to the CRA. The property appraiser determines any increase (the tax increment) above the baseline value and provides that information to the CRA, city and county. The CRA, in coordination with the City and County, determines the amount of tax increment due to the CRA based on the millage rates for the city and county. Of this amount, the City and County are required to contribute up to 95 percent of the tax increment to the CRA by December 31st of each year. The City and County retain 5 percent of the tax increment as a collection fee. As an example, Table 3 outlines how the tax increment was calculated in FY 2017. This example illustrates how tax increment was calculated using two different millage rates. Subsequent to FY 2017, the County uses the same millage rate as the City to calculate the tax increment.

Background Information:

- The 2016 taxable value, which was determined by the Leon County Property Appraiser, was used to determine the tax increment the CRA received in FY 2017, which started on October 1, 2016.



- Because the GFS Community Redevelopment Plan was adopted in June 2000, the 1999 value of the properties was used to establish the baseline value.
- The City's millage rate in 2016 was 4.1 mills per thousand dollars of value, or 0.0041.
- The County's millage rate in 2016 was 8.3144 mills per thousand dollars of value, or 0.008314.
- The CRA collected 95 percent of tax increment generated in taxable value from 2015 to 2016.

Table 3

2016 Taxable Value (FY 2017 TIF Revenue)	\$349,531,411
1999 Baseline Value	<u>-\$167,640,940</u>
Change in Taxable Value	\$181,890,471
Tax Increment from City of Tallahassee: $\$181,890,471 \times 0.0041 \text{ mills} \times .95 =$	\$708,463
Tax Increment from Leon County: $\$181,890,471 \times 0.0083144 \times .95 =$	<u>\$1,436,695</u>
Total Tax Increment Received by the CRA:	\$2,145,158

6.2. HOW CAN TIF BE USED?

Funds from the redevelopment trust fund may be used by the community redevelopment agency for the financing or refinancing of redevelopment projects and programs within an approved redevelopment district provided the project and/or programs are consistent with the approved community redevelopment plan. Section 163.387(6)(c), F.S., identifies the following eligible expenses:

- Administrative and overhead expenses directly or indirectly necessary to implement a community redevelopment plan adopted by the agency.
- Expenses of redevelopment planning, surveys and financial analysis, including the reimbursement of the governing body or the community redevelopment agency for such expenses incurred before the redevelopment plan was approved and adopted.
- The acquisition of real property in the redevelopment area.

- The clearance and preparation of any redevelopment area for redevelopment and relocation of site occupants within or outside the community redevelopment area (as provided in s. 163.370).
- The repayment of principal and interest or any redemption premium for loans, advances, bonds, bond anticipation notes and any other form of indebtedness.
- All expenses incidental to or connected with the issuance, sale, redemption, retirement, or purchase of bonds, bond anticipation notes, or other form of indebtedness, including funding of any reserve, redemption, or other fund or account provided for in the ordinance or resolution authorizing such bonds, notes, or other form of indebtedness.
- The development of affordable housing within the community redevelopment area.
- The development of community policing innovations.
- Expenses that are necessary to exercise the powers granted by the local government to the community redevelopment agency under s. 163.370, as delegated under s. 163.358.

6.3. HOW TIF CANNOT BE USED?

However, as described in F.S. 163.370(3) and summarized below, tax increment funds may not be used for the following purposes:

- To construct or expand administrative buildings for public bodies or police and fire buildings unless each taxing authority involved agrees or unless the construction or expansion is contemplated as part of a community policing innovation.
- Installation, construction, reconstruction, repair, or alteration of any publicly owned capital improvements or projects if such projects or improvements were approved by the governing body (in adopted capital improvement plan and/or budget) and scheduled to be installed, constructed, reconstructed, repaired, or altered within three years of the approval of the community redevelopment plan.
- General government operating expenses unrelated to the planning and carrying out of a community redevelopment plan.

6.4. GFS DISTRICT TIF REVENUES AND PROJECTIONS

TIF revenue is based on the annual increase (or decrease) in assessed/taxable property values and local government millage rates. The GFS District has been receiving TIF revenue since FY 2002. The TIF revenue listed in Table 4 includes actual (Final) revenue received from FY 2002 to FY 2020, the Estimated revenue for FY 2021 and staff projections of revenue from FY 2022 to FY 2038. With the exception of staff projections, the Estimated, Preliminary and Final taxable values are provided by the

Leon County Property Appraiser. From FY 2002 to FY 2020, the GFS District has generated \$32.1 million in tax increment for reinvestment in the district. The FY 2021 Estimated Taxable Value, if it does not significantly change prior to the Final Taxable Value notice in October, would increase that amount by \$3.8 million to \$35.9 million. Assuming an annual increase in taxable value of 4.0 percent starting in FY 2021, the GFS District is projected to generate approximately \$142.9 million in tax increment during the district's 37-year term.

From FY 2002 to FY 2020, the Final Taxable Value of the GFS District increased by over \$345.1 million, an average annual increase in taxable value of approximately 7.1 percent. Approximately \$46.7 million of the increase came from two expansions of the GFS District boundary in FY 2017 and 2018, which added approximately 403 acres of commercial, office and residential properties to the district. The district has also seen losses in taxable value. Between FY 2009 and 2013, as part of recession from the housing finance crisis, the taxable value of the GFS District dropped by approximately 31.8 percent, from \$419.5 million to \$286.2 million.

The amount of tax increment the CRA receives is dependent not only on the increase in taxable value from one year to the next, but the individual, annual millage rates adopted by the City and County which have varied over the years. In FY 2018, the City TIF contribution was based on 4.1 mills per thousand of taxable value and County contribution was based on 8.3144 mills of taxable value. In May 2018 the CRA, City and County approved an amendment to the interlocal agreement governing the GFS District that established millage parity, with the County contributing tax increment at the same millage rate as the City. Starting in FY 2019 the TIF contribution to the GFS District for both the City and County has been 4.1 mills each. This reduces the amount of tax increment the district received prior to the establishment of TIF parity by approximately 33.8 percent.

CRA investment in the GFS District has included, but has not been limited to, large-scale mixed-use developments, hotels, small-scale business improvement grants, large and small-scale affordable housing projects, infrastructure projects and large and small promotional/special event grants. Development projects currently under construction in the GFS District or under some level of permit review that may add taxable value to the GFS District in the next two to three years are listed below. None of these developments are currently receiving CRA financial assistance.

- Hyatt House at Tallahassee – 120 rooms and 6,247 square feet of retail space on west side of Railroad Avenue south of Gaines Street. Construction expected to be completed in early 2021. Estimated value is \$16.6 million.

- Hotel (Un-named)– 110 rooms on east side of Railroad south of Gaines Street. Submitted for Pre-Development review, no details on construction start/end date or estimated value.
- Gaines Street Hotel – 162 rooms with small retail component on west side of Stone Valley Way south of Gaines Street. Submitted for Pre-Development review, no details on construction start/end date or estimated value.
- Bronough Street Multi-Family Apartments – 12 apartments (6 efficiencies and 6 three-bedroom). Site plan has been approved but no construction activity.
- Magnolia Apartments – 110 affordable/workforce housing apartments. Submitted for Pre-Development review, no details on construction start/end date or estimated value.

Since late FY 2019, the CRA Board has focused on neighborhood investments based on multi-year investment plans developed and implemented by the neighborhoods with assistance from the City. These projects will have a significant, positive impact on the quality of life of residents in the district by improving housing, economic opportunities and neighborhood connectivity. At this point it is not clear how the COVID-19 pandemic might impact future taxable values increases in the GFS District. As a result, staff is projecting annual taxable values in the GFS District will increase by a conservative 4.0 percent from FY 2022 through FY 2038 when the district will sunset.



**TABLE 4: Greater Frenchtown/Southside Community
Redevelopment Area
Annual Tax Increment Income and Projections**

Certified Tax Year Value	Fiscal Year Payment	Annual Taxable Value	Base Value Change	Tax Increment Revenue ²		Tax Increment Change (%)	City Contribution	County Contribution
	1999 Base Value¹	\$167,640,940						
2001	FY 2002	\$189,154,313	\$21,513,373	\$240,552	Final	0.00%	\$65,401	\$175,151
2002	FY 2003	\$202,219,451	\$34,578,511	\$380,253	Final	58.08%	\$105,119	\$275,134
2003	FY 2004	\$225,835,188	\$58,194,248	\$668,463	Final	75.79%	\$204,553	\$463,910
2004	FY 2005	\$254,334,899	\$86,693,959	\$1,008,077	Final	50.81%	\$304,729	\$703,348
2005	FY 2006	\$294,147,999	\$126,507,059	\$1,471,024	Final	45.92%	\$444,672	\$1,026,352
2006	FY 2007	\$358,387,589	\$190,746,649	\$2,118,337	Final	44.00%	\$670,474	\$1,447,862
2007	FY 2008	\$398,730,490	\$231,089,550	\$2,169,357	Final	2.41%	\$695,619	\$1,473,738
2008	FY 2009	\$419,514,411	\$251,873,471	\$2,646,793	Final	22.01%	\$768,447	\$1,878,346
2009	FY 2010	\$351,798,085	\$184,157,145	\$2,020,664	Final	-23.66%	\$647,312	\$1,373,352
2010	FY 2011	\$339,625,729	\$171,984,789	\$1,887,103	Final	-6.61%	\$604,527	\$1,282,576
2011	FY 2012	\$305,741,420	\$138,100,480	\$1,515,307	Final	-19.70%	\$485,423	\$1,029,884
2012	FY 2013	\$286,243,835	\$118,602,895	\$1,353,696	Final	-10.67%	\$416,889	\$936,807
2013	FY 2014	\$286,557,287	\$118,916,347	\$1,357,273	Final	0.26%	\$417,991	\$939,282
2014	FY 2015	\$292,635,280	\$124,994,340	\$1,426,646	Final	5.11%	\$439,355	\$987,291
2014	FY 2016	\$340,271,858	\$172,630,918	\$2,052,353	Final	43.86%	\$688,797	\$1,363,556
2016	FY 2017	\$349,531,411	\$181,890,471	\$2,145,158	Final	4.52%	\$708,463	\$1,436,695
	2017 Base Value³	\$173,275,771						
2017	FY 2018	\$393,448,763	\$220,172,992	\$2,595,675	Final	21.00%	\$857,574	\$1,738,101
	2018 Base Value⁴	\$214,387,105						
2018	FY 2019 ⁵	\$497,509,432	\$283,122,327	\$2,263,563	Final	-12.79%	\$1,102,761	\$1,160,802
2019	FY 2020	\$559,501,602	\$345,114,497	\$2,759,190	Final	21.90%	\$1,344,221	\$1,414,969
2020	FY 2021	\$685,933,808	\$471,546,703	\$3,770,016	Estimate	36.63%	\$1,836,674	\$1,933,341
2021	FY 2022	\$713,371,160	\$498,984,055	\$3,989,378	Projection	5.82%	\$1,943,543	\$2,045,835
2022	FY 2023	\$741,906,007	\$527,518,902	\$4,217,514	Projection	5.72%	\$2,054,686	\$2,162,827
2023	FY 2024	\$771,582,247	\$557,195,142	\$4,454,775	Projection	5.63%	\$2,170,275	\$2,284,500
2024	FY 2025	\$802,445,537	\$588,058,432	\$4,701,527	Projection	5.54%	\$2,290,488	\$2,411,040
2025	FY 2026	\$834,543,358	\$620,156,253	\$4,958,149	Projection	5.46%	\$2,415,509	\$2,542,641
2026	FY 2027	\$867,925,093	\$653,537,988	\$5,225,036	Projection	5.38%	\$2,545,530	\$2,679,506
2027	FY 2028	\$902,642,096	\$688,254,991	\$5,502,599	Projection	5.31%	\$2,680,753	\$2,821,845
2028	FY 2029	\$938,747,780	\$724,360,675	\$5,791,264	Projection	5.25%	\$2,821,385	\$2,969,879
2029	FY 2030	\$976,297,691	\$761,910,586	\$6,091,475	Projection	5.18%	\$2,967,642	\$3,123,833
2030	FY 2031	\$1,015,349,599	\$800,962,494	\$6,403,695	Projection	5.13%	\$3,119,749	\$3,283,946
2031	FY 2032	\$1,055,963,583	\$841,576,478	\$6,728,404	Projection	5.07%	\$3,277,940	\$3,450,464
2032	FY 2033	\$1,098,202,126	\$883,815,021	\$7,066,101	Projection	5.02%	\$3,442,460	\$3,623,642
2033	FY 2034	\$1,142,130,211	\$927,743,106	\$7,417,306	Projection	4.97%	\$3,613,559	\$3,803,747
2034	FY 2035	\$1,187,815,420	\$973,428,315	\$7,782,559	Projection	4.92%	\$3,791,503	\$3,991,056
2035	FY 2036	\$1,235,328,037	\$1,020,940,932	\$8,162,423	Projection	4.88%	\$3,976,565	\$4,185,858
2036	FY 2037	\$1,284,741,158	\$1,070,354,053	\$8,557,481	Projection	4.84%	\$4,169,029	\$4,388,452
2037	FY 2038	\$1,336,130,805	\$1,121,743,700	\$8,968,341	Projection	4.80%	\$4,369,192	\$4,599,149
				\$141,867,526			\$64,458,810	\$77,408,716

Notes:

1. The baseline of properties in the GFS District when the redevelopment plan was adopted and the trust fund established in June 2000.
2. Tax increment revenue descriptions: Final is based on the Final Tax Roll Value issued by the Leon County Property Appraiser (LCPA) in October, Preliminary is based on the Preliminary Tax Roll Value issued by the LCPA in July, Estimate is based on the Estimated Taxable Value prepared by the LCPA in June, and Projections are staff assumptions based on anticipated increases or decreases in property values.
3. The revised baseline value following the expansion of the GFS boundary includes the 26 parcels on the east side of S. Monroe Street between Van Buren and Perkins Streets in October 2017. The millage rate for the 26 new parcels for both the City and County in FY 2018 was based on the City's millage rate of 4.1 mils.
- 4 The revised baseline value following the addition of 552 Southside parcels to the GFS District in 2018.
5. Starting in FY 2019 the County's tax increment contribution is based on the City's millage rate, which is currently 4.1 mils.

SECTION 7: **STATUTORY REQUIREMENTS**

This section addresses the specific requirements of Chapter 163, Part III, Florida Statutes, as they relate to the preparation and adoption of the Greater Frenchtown/Southside Community Redevelopment Plan in accordance with Sections 163.360 and 163.362. Provided below is a brief synopsis of each Sub-Section requirement from 163.360 and 163.362 and a brief description of how the redevelopment plan and adoption process meet those requirements.

163.360 – COMMUNITY REDEVELOPMENT PLANS

Section 163.360 (1), Determination of Slum, Blight or Affordable Housing Shortage by Resolution

This section requires that a local governing body determine by resolution an area to be a slum, blighted and/or having a shortage of housing affordable to residents of low or moderate income, including the elderly and designate such area as appropriate for community redevelopment before a redevelopment area can be established.

Action:

On August 26, 1998, July 13, 2016 and May 23, 2018, the City of Tallahassee City Commission adopted Resolution Numbers 98-R-0039, 16-R-29 and 18-R-0023 respectively, establishing the conditions of blight in the Greater Frenchtown/Southside Redevelopment Area and designating the area as appropriate for community development.

Section 163.360 (2)(a), Conformance with the Comprehensive Plan

The Local Planning Agency is charged with determining that the Greater Frenchtown/Southside Community Redevelopment Plan is in conformance with the adopted Comprehensive Plan.

Action:

On January 5, 2021, the Tallahassee/Leon County Local Planning Agency found that the Greater Frenchtown/Southside Community Redevelopment Plan conforms with the City's Comprehensive Plan.

Section 163.360 (2)(b), Completeness

This section requires that the redevelopment plan be sufficiently complete to address land acquisition, demolition and removal of structures, redevelopment, improvements and rehabilitation of properties within the redevelopment area as well as zoning or planning changes; land uses, maximum densities and building requirements.

Action:

These issues are addressed in the Development Plan section of the Redevelopment Plan and in the GFS Investment and Strategic Plan.

Section 163.360 (2)(c), Development of Affordable Housing

This section requires the redevelopment plan to provide for the development of affordable housing or to state the reasons for not addressing affordable housing.

Action:

The Greater Frenchtown/Southside Community Redevelopment Plan anticipates the need to maintain and provide affordable housing within the redevelopment area. The redevelopment agency will coordinate with the local housing authority to seek opportunities for the development of affordable housing. Specifically, affordable housing development is addressed in Section II, Priority Area 2, Impact on Poverty and in the GFS Investment and Strategic Plan.

Section 163.360 (3), Community Policing Innovations

The redevelopment plan may provide for the development and implementation of community policing procedures.

Action:

The Greater Frenchtown/Southside Redevelopment Plan supports the use of community policing as stated in Section II, Priority Area 3, Public Safety of the Development Plan.

Section 163.360 (4), Plan Preparation and Submittal Requirements

The community redevelopment agency must prepare a community redevelopment plan. Prior to considering this plan, the redevelopment agency will submit the plan to the local planning agency for review and recommendation as to its conformity with the comprehensive plan.

Action:

The City Commission has authorized the preparation of this Community Redevelopment Plan through the services of the Community Redevelopment Agency. On month, day, year, the Local Planning Agency determined that the redevelopment plan conformed with the City's Comprehensive Plan.

Section 163.360 (5)(6)(7)(a)(b)(c)(d)(e), Plan Approval

163.360 (5). The community redevelopment agency will submit the redevelopment plan, along with written recommendations, to the governing body and each taxing authority operating within the boundaries of the redevelopment area.

Action:

The Tallahassee Community Redevelopment Agency submitted the Greater Frenchtown/Southside Community Redevelopment Plan, along with written recommendations, to the City of Tallahassee City Commission and the Leon County Board of Commissioners on or near month, day, year. Following this, the City Commission will proceed with a public hearing on the redevelopment plan as outlined in subsection (6), below.

163.360 (6)(a). The governing body shall hold a public hearing on the community redevelopment plan after public notice by publication in a newspaper having a general circulation in the area of operation of the Greater Frenchtown/Southside Community Redevelopment Area.

Action:

A public hearing on the Greater Frenchtown/Southside Community Redevelopment Plan was held on month, day, year in the Tallahassee City Commission Chambers, City Hall. A public hearing notice describing the time, date, place and purpose of the public hearing, identifying generally the redevelopment area covered by the plan and outlining the general scope of the plan was published in the Tallahassee Democrat on month, day, year.

163.360 (7). Following the public hearing described above, the City Commission may approve the redevelopment plan if it finds that:

(a) A feasible method exists for the location of families who will be displaced from the Redevelopment area in decent, safe and sanitary dwelling accommodations within their means and without undue hardship to such families;

Action:

To minimize the relocation impact, the Agency will provide supportive services and equitable financial treatment to any individuals, families and businesses subject to relocation. When feasible, the relocation impact will be mitigated by assisting relocation within the immediate neighborhood and by seeking opportunities to relocate within new/redeveloped buildings that will contain residential and commercial space.

(b) The Redevelopment Plan conforms to the general or comprehensive plan of the county or municipality as a whole;

Action:

The Tallahassee/Leon County Planning Commission found the Greater Frenchtown/Southside Community Redevelopment Plan conforms to the City's Comprehensive Plan on month, day, year.

(c) The Redevelopment Plan gives due consideration to the utilization of community policing procedures and to the provision of adequate park and recreational areas and facilities that may be desirable for neighborhood improvement, with special consideration for the health, safety and welfare of children residing in the general vicinity of the site covered by the Plan;

Action:

The need to utilize community policing procedures are contained in the Development Plan, Section II, Priority Area 3, Public Safety. The need for improved recreational opportunities are contained in the Development Plan, Section II, Priority Area 4, Quality of Life.

(d) The Redevelopment Plan will afford maximum opportunity consistent with the sound needs of the county or municipality as a whole, for the rehabilitation or redevelopment of the Redevelopment Area by private enterprise.

Action:

The need for, and role of, private enterprise/investment to ensure the successful rehabilitation or redevelopment of the redevelopment area is described throughout the Redevelopment Plan Elements section of the Greater Frenchtown/Southside Community Redevelopment Plan.

(e) Maintenance of coastal area evacuation time and protection of property against exposure to natural disasters.

Action:

Not applicable. This is for redevelopment areas that are not located in a coastal tourist area.

Section 163.360 (8)(a)(b), Land Acquisition

These sections of the statute establish requirements for the acquisition of vacant land for the purpose of developing residential and non-residential uses. The Redevelopment Plan supports future development of both residential and non-residential uses at various locations in the redevelopment area as defined in the Redevelopment Plan. In addition to the potential acquisition of vacant land by the Redevelopment Agency for residential and non-residential uses, the GFS Investment and Strategic Plan also identifies strategies that will promote and facilitate private sector investment in vacant land acquisition for these purposes.

Section 163.360 (9), Full Force and Effect

Upon approval by a governing body of a community redevelopment plan or any modification thereof, the plan and/or modification shall be deemed in full force and effect.

Action:

None, this sub-section will apply once the City Commission adopts the Greater Frenchtown/Southside Community Redevelopment Plan.

Section 163.360 (10), Need as a Result of Emergency

Provides guidance for development of a redevelopment plan when an area has been designated as blighted as the result of an emergency under Chapter 252.34(4).

Action:

Not Applicable.

Chapter 163.362 - Contents of Community Redevelopment Plans

Every community redevelopment plan shall:

Chapter 163.362 (1) Legal Description

Contain a legal description of the boundaries of the redevelopment area and the reasons for establishing such boundaries shown in the plan.

Action:

A legal description of the boundaries of the redevelopment area and the reasons for establishing the boundaries are contained in Resolutions 98-R-0039, 16-R-0029 and 18-R-0023, adopted by the City of Tallahassee City Commission on August 26, 1998, July 13, 2016 and May 23, 2018 respectively. Appendix E contains the legal description of the redevelopment area.

Chapter 163.362 (2) Show By Diagram and General Terms:

(a) Approximate amount of open space and the street layout.

Action:

This task is accomplished through the Redevelopment Plan maps and diagram.

(b) Limitations on the type, size, height and proposed use of buildings.

Action:

The City's zoning ordinance and land development regulations will continue to provide the regulatory framework for any building dimension or style limitations.

(c) The approximate number of dwelling units.

Action:

Based on current development proposals, the future land use concepts contained in the Redevelopment Plan and the expressed desire to increase residential occupancy in the Redevelopment Area, it can be reasonably expected that more than 3,750 residential dwelling units will be developed over the 18 year period.

(d) Such property as is intended for use as public parks, recreation areas, streets, public utilities and public improvements of any nature.

Action:

A current summary of these uses and facilities is contained in the Existing Conditions and Inventory Report in Appendix B. Proposed future uses and activities of this nature are described in the Redevelopment Plan.

Chapter 163.362 (3) Neighborhood Impact Element

To minimize the relocation impact, the Agency will provide supportive services and equitable financial treatment to any individuals, families and businesses subject to relocation. When feasible, the relocation impact will be mitigated by assisting relocation



within the immediate neighborhood and by seeking opportunities to relocate within new/redeveloped buildings that will contain residential and commercial space.

The Neighborhood Impact Element is included as Appendix A to the Greater Frenchtown/Southside Community Redevelopment Plan.

Chapter 163.362 (4) Publicly Funded Capital Projects

Identify specifically any public funded capital projects to be undertaken within the community redevelopment area.

Action:

A list of publicly funded projects located within the boundaries of the redevelopment area is contained in the Capital Projects section of the plan. Information for this section was obtained from the City's Capital Improvement Plan and the Capital Region Transportation Planning Agency Long-Range Plan, which defines anticipated capital expenditures for City Departments through 2024 and transportation projects through 2030.

Chapter 163.362 (5)(6) Safeguards and Retention of Control

Contain adequate safeguards that the work of redevelopment will be carried out pursuant to the plan. Provide for the retention of controls and establishment of any restrictions or covenants running with land sold or leased for private use for such periods of time and under such conditions as the governing body deems necessary to effectuate the purposes of this part.

Action:

The following safeguards and procedures will help ensure redevelopment efforts in the redevelopment area are carried out pursuant to the redevelopment plan:

The Greater Frenchtown/Southside Community Redevelopment Plan and the GFS Investment and Strategic Plan is the guiding document for future development, redevelopment and ancillary programs, projects and activities in and for the redevelopment area. In order to assure that redevelopment will take place in conformance with the projects, goals and policies expressed in this plan, the Tallahassee Community Redevelopment Agency will utilize the regulatory devices, instruments and systems used by the City of Tallahassee to permit development and redevelopment within its jurisdiction. These include but are not limited to the Comprehensive Plan, the Land Development Code, the Zoning Code, adopted design guidelines, performance standards and City authorized development review, permitting and approval processes. Per Florida

Statute, the Tallahassee City Commission retains the vested authority and responsibility for:

1. The power to grant final approval to Redevelopment Plans and modifications.
2. The power to authorize issuance of revenue bonds as set forth in Section 163.385.
3. The power to approve the acquisition, demolition, removal or disposal of property as provided in Section 163.370(3) and the power to assume the responsibility to bear loss as provided in Section 163.370(3).

The Redevelopment Agency Board shall be fully subject to the Florida Sunshine Law and will convene, at a publicly noticed meeting, at least on a quarterly basis in a public forum.

In accordance with Section 163.356(3)(c), by March 31 of each year, the Redevelopment Agency shall file an Annual Report with the City of Tallahassee detailing the Agency's activities for the preceding fiscal year. The report shall include a complete financial statement describing assets, liabilities, income and operating expenses. At the time of filing, the Agency shall publish in a newspaper of general circulation a notice that the report has been filed with the City and is available for inspection during business hours in the office of the City's Treasurer-Clerk and the Tallahassee Community Redevelopment Agency.

The Tallahassee Community Redevelopment Agency shall maintain adequate records to provide for an annual audit, which shall be conducted by an independent auditor and will be included as part of the City of Tallahassee Comprehensive Annual Financial Report for the preceding fiscal year. A copy of the Agency audit, as described in the CAFR, will be forwarded to each taxing authority.

The Agency shall provide adequate safeguards to ensure that all leases, deeds, contracts, agreements and declarations of restrictions relative to any real property conveyed shall contain restrictions and/or covenants to run with the land and its uses, or other provisions necessary to carry out the goals and objectives of the redevelopment plan.

The redevelopment plan may be modified, changed, or amended at any time by the Tallahassee Community Redevelopment Agency and City Commission provided that; if modified, changed, or amended after the lease or sale of property by the Agency, the modification must be consented to by the developer or redevelopers of such property or their successors in interest affected by the proposed modification. Where the proposed modification will substantially change the plan as previously approved by the governing body, the City Commission will similarly approve the modification. This means that if a developer acquired title, lease rights, or other form of development agreement from the

Agency to a piece of property within the redevelopment area with the intention of developing it in conformance with the redevelopment plan, any amendment that which might substantially affect his/her ability to proceed with that development would require his/her consent.

When considering modifications, changes, or amendments in the redevelopment plan, the Agency will take into consideration the recommendations of interested area property owners, residents and business operators. Proposed minor changes in the Plan will be communicated by the agency responsible to the affected property owner(s).

Chapter 163.362 (7) Assurance of Replacement Housing for Displaced Persons

Provide assurances that there will be replacement housing for the relocation of persons temporarily or permanently displaced from housing facilities within the community redevelopment area.

Action:

To minimize the relocation impact, the Agency will follow the City's Temporary Relocation Policy and provide supportive services and equitable financial treatment to any individuals, families and businesses subject to relocation.

Chapter 163.362 (8) Element of Residential Use

Provide an element of residential use in the redevelopment area if such use exists in the area prior to the adoption of the plan or if the plan is intended to remedy a shortage of housing affordable to residents of low to moderate income, including the elderly.

Action:

There are residential uses of various types and character, including, single-family, multi-family, rental units, owner occupied units and detached units in existence in the redevelopment area at the time of this writing. The efforts undertaken by the Agency, as described in this Redevelopment Plan, are intended to retain and enhance a high quality of residential use, particularly with regard to developing and maintaining sustainable neighborhoods. Redevelopment program activities will strive to cultivate the positive neighborhood characteristics cited by the community during public workshops and reduce or eliminate any negative characteristics.

The establishment of a revitalized and expanded residential base within the redevelopment area and adjacent neighborhoods is essential to achieve a successful



economic redevelopment program. Residents living within the redevelopment area will comprise components of the work force and the market, which will generate economic activity.

Chapter 163.362 (9) Statement of Projected Costs

Contain a detailed statement of the projected costs of development, including the amount to be expended on publicly funded capital projects in the community redevelopment area and any indebtedness of the community redevelopment agency or the municipality proposed to be incurred for such redevelopment if such indebtedness is to be repaid with increment funds.

Action:

Project costs and funding sources are described in the Capital Projects section of the redevelopment plan. Included are projects identified in the City's Capital Improvements Plan, Florida Department of Transportation and the Blueprint 2000 Plan.

Chapter 163.362 (10) Duration of Plan

Provide a time certain for completing all redevelopment financed by increment revenues.

Action:

The Greater Frenchtown/Southside Community Redevelopment Plan shall remain in effect and serve as a guide for the future redevelopment activities in the redevelopment area through 2038.

Chapter 163.362 (11) Statutory Predisposition

This section provides relief to some of the subsections of Section 163.360, if the redevelopment plan was adopted before Chapter 84-356, Laws of Florida, became a law.

Action:

Not Applicable.

SECTION 8

APPENDIX A: EXISTING CONDITIONS

This appendix contains information related to the Greater Frenchtown/Southside Community Redevelopment Area (GFS District). This database of community goals, land use and demographic conditions, studies, regulations, programs, and policies has been used to analyze opportunities and constraints within the GFS District and formulate the Community Redevelopment Plan (Redevelopment Plan) concepts. The appendix consists of the following components:

- Community Vision Statements/Goals
- Plans Compatibility Report
- Inventory of Existing Conditions
 - Population and Demographics
 - Land Use
 - Future Land Use
 - Land Development Regulations
 - Historic Properties
 - Public Facilities
 - Mobility
 - Parking
 - Environmental Characteristics

Table A.1 highlights twelve community goals which were derived from vision statements residents recorded at community workshops. Residents and business owners later prioritized the twelve goals by order of importance.

Table A. 1

Number	Rank	Community Goals	City Priority Area
1	1	Encourage a thriving economic base	Economic Development
2	2	Facilitate quality, affordable, mixed-income housing	Impact on Poverty
3	3	Increase neighborhood safety	Public Safety
4	4	Encourage quality education	Impact on Poverty
5	5	Promote a healthy community	Quality of Life
6	6	Improve open space and neighborhood beautification	Quality of Life
7	7	Enhance existing and promote new infrastructure	Public Infrastructure
8	7	Support arts, culture and entertainment opportunities	Quality of Life
9	7	Emphasize historical significance	Economic Development
10	8	Support social services	Impact on Poverty
11	9	Enhance transportation opportunities	Public Infrastructure
12	10	Facilitate citizen/community participation	Public Trust

Plans Compatibility Report

Consistency between the Redevelopment Plan and existing plans and programs is essential for achieving greater community goals. Implementation of the Redevelopment Plan will be accomplished in coordination with existing plans and programs. It is not the intent of the GFS Redevelopment Plan to replace, or for the CRA to be responsible for, the implementation of previously approved plans and programs. The most significant plans affecting the GFS District are described below:

- **Finding of Necessity for Redevelopment, Tallahassee, FL**, adopted in 1998 and as amended. A survey was conducted in 1998 in a 581 block study area in Tallahassee to determine the extent of the physical blight. A second finding of necessity for an additional 26 parcels along South Monroe Street was adopted in

2016. A third finding of necessity was adopted in 2018 adding three southside areas, including South City to the GFS District.

- **City of Tallahassee Five-Year Strategic Plan** adopted in April 2019 and as amended. The City's strategic plan encompasses the City's mission, vision and organizational values. The Plan focuses on seven priority areas over a five-year period (2020-2024): Economic Development, Impact on Poverty, Organizational Effectiveness, Public Infrastructure, Public Safety, Public Trust and Quality of Life. The six priority areas in the GFS Redevelopment Plan are closely related and tied to the City's priority areas.
- **Bond Neighborhood First Plan** adopted in 2018 and as amended. The Bond Neighborhood First Plan was developed through a multi-step planning process guided by the City's Parks Recreation and Neighborhood Affairs Department designed to assist the neighborhood with developing an action plan to address four priority areas: Community Beautification, Economic Development and Resident Empowerment, Land Use and Neighborhood Safety and Crime Prevention. The CRA Board committed \$6.4 million over three years for the implementation of the Bond Plan. The goals, objectives, and strategies outlined in the GFS Redevelopment Plan and the GFS Strategic Investment Plan are directly related to the strategies in the Bond Plan.
- **Other Bond Sub-Area Plans and Projects**
 - The FAMU Master Plan: One of the major objectives of the plan is to clearly identify a sense of place for FAMU within the community. This would be accomplished, in large part, by identification of primary entrances along the perimeter of campus which include parts of the Bond Neighborhood.
- **Frenchtown Neighborhood First Plan** anticipated adoption date December 2020. The Frenchtown Neighborhood First Plan is being developed through the same multi-step planning process as the Bond Plan, guided by the City's Parks Recreation and Neighborhood Affairs Department. The Frenchtown community has developed three priority areas: (1) Land Use & Transportation and Placemaking & Neighborhood Image; (2) Economic Development & Community Reinvestment and Housing and (3) Neighborhood Safety & Crime Prevention and Health & Resident Empowerment. The goals, objectives and strategies outlined in the GFS Redevelopment Plan and the GFS Strategic Investment Plan are directly related to the strategies in the Frenchtown Plan.

- **Frenchtown Placemaking Plan** adopted in September 2019 and as amended. The purpose of this document is to identify opportunities to strengthen the Frenchtown Community. There are two overarching goals for this plan, (1) Ensure that development patterns in the Frenchtown community moving forward are consistent with the vision of the community; and (2) Ensure that funding from the sale of The Standard parcel, Community Redevelopment Agency (CRA) Funding and other funding being allocated through this process will be used in a way that produces tangible outcomes.
- **Other Frenchtown Sub-Area Plans and Projects**
 - The Florida State University Master Plan; (revised in 2015). Relevant components of the Plan include the following:
 - The Arena District is a 30-acre site including the Donald L. Tucker Civic Center and adjacent properties. The plans call for a new College of Business and a hotel with a convention center.
 - An “Outer Traffic Loop,” bounded by Tennessee Street, Macomb Street, Gaines Street and Stadium Drive. The purpose of the loop is to remove through traffic from entering the campus.
 - Redevelopment along Tennessee Street will have an orientation to the street to visually and functionally tie the campus to the pedestrian and vehicular traffic.
- **The Providence Community Neighborhood Renaissance Plan** adopted by City Commission Resolution 03-R-39, 2003. The Plan includes five major themes: getting everyone involved, keeping the neighborhood clean and safe, taking care of our people, we must own our own neighborhood and a face for the future. The Providence Community is working with the City's Parks, Recreation and Neighborhood Affairs Department to update their Renaissance Plan into a Neighborhood First Plan.
- **Other Providence Sub-Area Plans and Projects**
 - **Providence Neighborhood Overlay:** This overlay (Section 10-168(c)) applies to portions of the Providence Community sub-area, based on the Providence Renaissance Plan (See map 9). The overlay prohibits cocktail lounges and bars; retail package liquor stores; pet day care; and hotels, motels, inns, single room occupancy hotels and boarding houses in those portions of the overlay zoned Central Urban -45. Allowed uses in portions of the overlay zoned Central Urban-26 or Central Urban-18 are limited to residential; passive recreation; active recreation, limited to daytime hours; community facilities; personal services; and accessory uses.

- Airport Gateway: Springhill Road to Lake Bradford Road/Blueprint: This project creates a gateway into Tallahassee from the airport. The improvements along Lake Bradford Road are intended to complement the Gaines Street redevelopment and support further redevelopment by creating an attractive and safe pedestrian, bicycle and vehicular environment within walking distance to FSU, FAMU and Gaines Street.
- Leon County Research and Development Authority Strategic Plan 2019 – 2021: Vision Statement: The LCRDA will be an economic driver for the community through the creation of vibrant programs, a collaborative environment, and inviting state of the art spaces where creative people want to live, work and play.
- **City of Tallahassee Downtown Community Redevelopment Plan** adopted 2004 and as amended. There are many similar themes between the Downtown Community Redevelopment Plan and the GFS Redevelopment Plan. The following elements of the Downtown Redevelopment Plan may specifically influence the GFS Redevelopment Plan:
 - Streetscape improvements on Tennessee Street and Monroe Street
 - Gaines Street Revitalization. Gaines Street Area improvements such as streetscaping and gateway treatments, high density developments, reuse of warehouses, plans for pedestrian connectivity and expansion of student housing. It is noted that many of these projects have been achieved since the adoption of the Downtown Plan in 2004.
- **Greater Frenchtown/Southside CRA Investment Plan** adopted in 2015 for Fiscal Years 2016 – 2021, and as amended. To efficiently implement the GFS Redevelopment Plan, the Investment Plan has been revised and renamed the
- **Greater Frenchtown/Southside Strategic Investment Plan**. The GFS Strategic Investment Plan is a tool to implement the GFS Redevelopment Plan. It is a five-year plan that establishes funding for both programs and projects that may be implemented throughout the GFS District.
- **City of Tallahassee Sidewalk Program** adopted April 2015 and as amended. This is a prioritized list of proposed sidewalks in the City. Sidewalk projects within the CRA that are ranked within the first 50 projects in the sidewalk program are listed in the narrative of the Redevelopment Plan for the relevant sub-area. (The projected cost for the first 50 projects is approximately \$20 million.)
- **Tallahassee-Leon County Comprehensive Plan**. The Comprehensive Plan is adopted by the City and sets the foundation for future development in the community. It establishes goals, objectives and policies for several key issues,

including land use, infrastructure, housing, parks and open space. Pursuant to State law, all development must be consistent with the Comprehensive Plan.

Future Land Use Categories: Redevelopment is significantly affected by the future land use element of the Comprehensive Plan. Future land use categories established in the element identify the broad range of uses and densities and intensities that may be allowed on a property. The categories that apply to private property within the Area are **Residential Preservation, High Intensity Activity Center, Central Urban, Central Core, Suburban, and University Transition**. (See Map B.3, Future Land Use)

The Residential Preservation category is intended to protect existing stable and viable residential areas from incompatible land use intensities and density intrusions. The Comprehensive Plan includes policies that are intended to protect existing residential areas from the encroachment of incompatible uses that are destructive to the character and integrity of the residential environment.

The other future land use categories applicable to private property generally allow mixed use development at higher densities (ranging from 45 to 150 dwelling units per acre) and intensities (ranging from approximately 20,000 square feet of non-residential development per acre to no limit). See the future land use section of this appendix for a description of each category.

Southern Strategy: The portion of the GFS District south of FAMU Way falls within the Comprehensive Plan's Southern Strategy (The Southern Strategy Area is shown on Map B.3A). Future Land Use Element Goal 11 states: *"The goal of the Southern Strategy is to encourage quality land development and redevelopment which results in increased population growth toward the southern part of the Tallahassee urban area, to retain and increase employment opportunities and to attain an income mix in the Southern Strategy Area that is comparable to the remainder of the urbanized County. To achieve this goal, the Southern Strategy will seek to reverse the trend of population loss in the urban core area, reverse the continued increase of families that are living below the poverty level in this area and to stop the further physical deterioration of this vital part of the community. This goal is also to be achieved through considered land development decisions, capital investments and policies by all levels of*

government so as to serve as a catalyst for private sub-area investment in the area. Such decisions are to be based on a sound balance of social, economic and physical development criteria that are designed to make better use of the available resources to the south, while lessening development pressure in the north and east. “

General Goals, Objectives, and Policies: The Comprehensive Plan also contains goals, objectives and policies that discourage urban sprawl, promote increased mobility choices (including transit, walking and cycling) and protect existing residential areas from the encroachment of incompatible uses.

- **Tallahassee Land Development Code.** The Land Development Code contains regulations regarding the use of land (the Zoning Code) and requirements for development (such as parking and stormwater management requirements). The Zoning Code, including the Multimodal Transportation District Zoning Overlay, is described in greater detail in the land development regulation section of this appendix.
- **Blueprint Intergovernmental Agency.** Blueprint is the name of the agency funded through the one penny sales tax for a variety of infrastructure projects throughout the City and County. These infrastructure projects include road widenings, stormwater improvements and parks and trails. Blueprint also funds improvements to specifically designated “Placemaking” areas. In these areas, a variety of coordinated improvements are intended to create a unique sense of place. Blueprint infrastructure and Placemaking projects within the CRA district are noted below.
 - **South Adams and South Monroe Placemaking, Blueprint:** The Blueprint project is intended to create a more pedestrian, bicycle and transit friendly environment through the installation of South Monroe Street medians from FAMU Way/Oakland Avenue to Magnolia Avenue. Other streetscape improvements may include: sidewalks; lighting; signage; landscaping; underground utilities; intersection crossings at South Monroe Street and Adams Street; and on-street parking (where possible) on Harrison Street, Pershing Street, Jennings Street, Perkins Road and Kestner Street.
 - **FAMU Entry Way, Blueprint:** This project is intended to provide a prominent gateway to FAMU through intersection enhancements to make access to the campus easier and safer. Intersections designated for improvement include Palmer Avenue/Adams Street, Osceola Street/Adams Street, and Perry

Street/Gamble Street. The project also includes signage to beautify and emphasize the entrances to Florida A&M University.

- Orange Avenue/Meridian Road Placemaking/Blueprint: This project is intended to promote the revitalization of the commercial area from Orange Avenue north to the Town South shopping center through stormwater improvements and enclosure of the East Drainage Ditch, beautification of a stormwater facility south of Orange Avenue and construction of a StarMetro Superstop (improved bus shelter where several routes intersect).
- Magnolia Drive-Use Trail, Blueprint and Florida Department of Transportation: This project is intended to improve pedestrian and cycling mobility through construction of 10-foot multi use trail from South Adams to Meridian.
- **Economic Development Strategic Plan** adopted October 2016, and as amended. The one penny sales tax that funds Blueprint infrastructure projects also earmarks \$90 million for economic development. The City and County Commissions have recently adopted a strategic plan to guide the use of these funds to support the expansion of existing businesses, help create new businesses and to recruit businesses.
- **Capital Area Cultural Plan** adopted January 2014 and as amended. The Cultural Plan contains numerous recommendations related to the CRA plan priority areas of economic development and quality of life. Key Cultural Plan recommendations that potentially support activities in the Redevelopment Area are listed below:
 - City of Tallahassee and Leon County should continue to identify and support districts with cultural components by providing appropriate wayfinding, parking opportunities and transportation links for ease of accessibility to arts, culture and heritage entities.
 - Promote more “Art in Public Spaces,”
 - Make funding available for current and future festivals, subject to annual assessment and evaluation determined by the grantor.
- **Capital Region Transportation Planning Agency (CRTPA), Year 2040 Long-Range Transportation Plan,** adopted 2015 and as amended. The CRTPA is responsible for all aspects of transportation planning in a multi-county area. The Year 2040 Long-Range Plan is a list of transportation projects encompassing roadway, transit, bicycle and pedestrian improvements that are needed and can be funded up to the Year 2040. Each year the CRTPA approves a five-year funding plan drawn from projects from the long-range plan. Projects listed in the five-year plan are noted in the narrative in the Redevelopment Plan for the relevant sub-area.

- **Leon County School Board Safe Routes to School:** The Safe Routes to School Plan contains an analysis of each school zone in the Redevelopment Area. The analysis includes an assessment of safety issues related to student travel to and from school and identifies programs, policies and projects to improve conditions. Projects in the Safe Routes Plan that are within the Redevelopment Area are noted in the narrative in the Redevelopment Plan for the relevant sub-area.

- **FAMU Way/Lake Bradford Sub-Area Plans and Projects**
 - **Lake Bradford Road commercial corridor zoning overlay:** This overlay (Section 10-168(b)) applies to the portion of Lake Bradford Road located within the Gaines Street Revitalization Plan area (see Map 5). The overlay allows highway commercial services and related uses, including drive-in facilities, such uses are not allowed elsewhere in the Gaines Street revitalization area.
 - **Airport Gateway: Springhill Road to Lake Bradford Road, Blueprint:** This project creates a gateway into Tallahassee from the airport. The improvements along Lake Bradford Road are intended to complement the Gaines Street redevelopment and support further redevelopment by creating an attractive and safe pedestrian, bicycle, and vehicular environment within walking distance to FSU, FAMU and Gaines Street.
 - **The FSU Master Plan:** FSU owns numerous properties adjacent to the FAMU Way/Lake Bradford sub-area. Major properties include the Donald L. Tucker Civic Center and the O'Connell block immediately to the Civic Center's south. FSU's plans for this area, now referred to as the "Arena District" are described above. Additionally, the Master Plan calls for an Academic Support Building to be constructed on FSU property east of Lake Bradford Road, south of Gaines Street. The Master Plan also calls for FSU to continue to work with the City to promote quality development along the Gaines Street corridor.
 - **The FAMU Master Plan:** One of the major objectives of the plan is to clearly identify a sense of place for FAMU within the community. This would be accomplished, in large part, by identification of primary entrances along the perimeter of campus.

- **South Monroe/South Adams Sub-Area Plans and Projects**
 - **The FAMU Master Plan:** One of the major objectives of the plan is to clearly identify a sense of place for FAMU within the community. This would be accomplished, in large part, by development of a perimeter roadway system.

- South Monroe/Adams Corridor Action Plan (adopted June 2011): The Plan contains goals and objectives to:
 - Make safe, comfortable streets for pedestrians, transit users and cyclists and a suitable gateway to the Capital City.
 - Improve the appearance, comfort and safety of public streets and private property.
 - Encourage urban infill and mixed-use buildings.
 - Inform the public of business incentives, redevelopment assistance, Codes and Code Enforcement.
 - Support local business and bring in new business.
 - Implement an initial Placemaking Project.
 - Follow with similar improvements to all east-west streets in the Corridor.
- **South City Sub-Area Plans and Projects**
 - Tallahassee Housing Authority Orange Avenue Apartments Rehabilitation includes demolishing 200 public housing units, replacing them with 240 new public housing units, as part of a 500-unit mixed income development.
 - StarMetro Superstop, a Blueprint project near Orange Avenue and S. Meridian Street transforming a temporary park into a bus transfer station.

Inventory of Existing Conditions

The Inventory Summary documents the existing conditions in the Redevelopment Area. This data was used in preparation of the recommendations in the Redevelopment Plan.

Population and Demographics: Redevelopment Area Compared to the City of Tallahassee

The following analysis provides data on the socioeconomic conditions in the Redevelopment Area. It is not the role of the CRA to directly address such issues of household income and employment. This data, however, provides a context for developing strategies within the Redevelopment Area.

The estimated population of the Redevelopment Area in 2019 was 13,236; this is 6.8 percent of the total City of Tallahassee population of 195,713. Table A.2 shows key demographic characteristics in the Redevelopment Area and the City of Tallahassee in 2000 and 2019.

Table A.2: City of Tallahassee and Redevelopment Area Demographics

	Redevelopment Area			City of Tallahassee		
	2000	2019 ¹	Percent Change	2000	2019	Percent Change
Population	8,951	13,236	47.9%	150,624	195,713	29.9%
Enrolled in College	2,678	3,374	26.0%	45,144	52,320	15.9%
Percent Enrolled in College	30%	28.0%	-6.7%	30%	28.7%	-4.3%
Percent Age 18-24	30%	22.7%	-24.3%	30%	27.1%	-9.7%
Percent Age 25-44	28%	28.2%	0.1%	28%	27.5%	-1.8%
Median Household Income	\$17,818	\$23,462	31.7%	\$30,571	\$45,299	48.2%
Persons below Poverty Level	44.8%	48.6%	8.5%	24.7%	26.7%	8.1%
Owner Occupied Units	28.2%	16.5%	-41.5%	43.9%	36.6%	-16.6%
Residential Vacancy	15.6%	19.3%	23.7%	7.6%	11.3%	48.7%
Of Families with Children, Percent Single Parent Family	69%	87.3%	26.5%	41%	44.7%	9.0%

Sources: Tallahassee-Leon County Planning Department Analysis of ESRI Community Analyst and U.S. Census Bureau. 2013-2019 American Community Survey

A comparison between 2000 and 2019 shows several significant findings:

- The population of the Redevelopment Area has grown at a higher rate, 47.9 percent, than the City at 29.9 percent. The data for 2000 represent the original boundaries of the District. In 2016 and 2018, the Redevelopment Area was expanded to include four new areas (all on the Southside), increasing the population of the area in 2019.
- The percentage change in median household income is lower, at a rate of 31.7 percent, in the Redevelopment Area than in the City with a rate of 48.7 percent.
- The percentage of owner-occupied units in the Redevelopment Area is 16.5 percent compared to the City with 36.6 percent. The percentage of owner-occupied units is less than half the percentage in the City.
- Vacancy rates are higher in the Redevelopment Area, at a rate of 19.3 percent, compared to the City with 11.3 percent.

¹ Data for "Enrolled in College" "Percent Enrolled in College", Persons below Poverty level, and Of Families with Children, Percent Single Parent Family are from 2017. All other data is from 2019.

Population and Demographics: Redevelopment Area

The following section describes the demographic characteristics of the Redevelopment Area. First, the attributes of the northern and southern sections are examined. Then, the Redevelopment Area is divided into eight sub-areas.

Greater Frenchtown and Southside

Table A.3 shows the characteristics of Greater Frenchtown and Southside in 2000 and 2019. It is not possible to determine a trend based on two data sets. However, there are some preliminary observations that can be made looking at the historic data.

- In 2000, the two areas had similar population. Over the last 19 years, the population of both areas has increased with Southside having a higher percentage increase due to the expanded boundaries of the Redevelopment Area all occurring on the Southside.
- The number of housing units in Greater Frenchtown has stayed relatively constant while the number of units in Southside has increased over 74%, primarily due to construction of student housing and expanded boundaries.
- Single family homes as a percentage of the total housing stock has decreased in both Greater Frenchtown and Southside. Attached single family and multifamily homes as a percentage of the total housing stock has increased in both areas.

Table A.3: Greater Frenchtown/Southside Area Demographics 2000 and 2019

	Greater Frenchtown 2000		Greater Frenchtown 2019		Change	Southside 2000		Southside 2019		Change
Total Population (2019)	4,861		5,767		18.6%	4,090		7,470		82.6%
	Number	Percent (%)	Number	Percent (%)		Number	Percent (%)	Number	Percent (%)	
White (2019)	1,685	35%	2,105	36.5%	24.9%	470	11%	627	8.4%	33.4%
Black/African American (2019)	2,947	61%	3,322	57.6%	12.7%	3,534	86%	6,476	86.7%	83.2%
Other (includes 2+ races) (2019)	229	5%	340	5.9%	48.5%	86	2%	366	4.9%	325.6%
Hispanic (2019)	154	3%	363	6.3%	135.7%	46	1%	217	2.9%	371.7%
Male (2019)	2,379	49%	3,051	52.9%	28.2%	1,889	46%	3,349	44.8%	77.3%
Female (2019)	2,482	51%	2,718	47.1%	9.5%	2,201	54%	4,121	55.2%	87.4%
Under 5 years old (2019)	272	6%	255	4.4%	-6.3%	356	9%	728	9.7%	104.5%
Age 5 to 17 (2019)	480	10%	524	9.1%	9.2%	671	16%	1,490	19.9%	122.1%
Age 18 to 24 (2019)	1,447	30%	1,475	25.6%	1.9%	1,271	31%	1,530	20.5%	20.4%
Age 25 to 44 (2019)	1,393	29%	1,623	28.1%	16.5%	1,109	27%	2,106	28.2%	89.9%
Age 45 to 64 (2019)	737	15%	1,252	21.7%	69.9%	378	9%	1,098	14.7%	190.5%
Age 65 or older (2019)	531	11%	640	11.1%	20.5%	305	7%	518	6.9%	69.8%
Persons age 25 or older (2019)	2,661	55%	3,515	61.0%	32.1%	1,792	44%	3,722	49.8%	107.7%
Single Parent Families (2017)	-	69%	282	87.3%	-	-	79%	533	77.0%	-
No High School degree (2019)	754	28%	537	15.3%	-28.8%	445	25%	547	14.7%	22.9%
High School degree only (2019)	650	24%	896	25.5%	37.8%	394	22%	1,038	27.9%	160.8%
Some College (2019)	630	24%	769	21.9%	22.1%	584	33%	878	23.6%	50.3%
Associate's Degree (2019)	380	14%	492	14.0%	29.5%	247	14%	435	11.7%	76.1%
Bachelor's Degree (2019)	248	9%	481	94.0%	94.0%	121	7%	592	15.9%	389.3%
Graduate Degree or higher (2019)	1,516	31%	337	9.6%	-77.8%	1,163	28%	231	6.2%	-80.1%
Unemployment (2019)	-	15%	-	12.4%	-	-	22%	-	11.5%	-
Median Household Income (2019)	\$20,687	-	\$24,051	-	-16.3%	\$13,885	-	\$23,009	-	65.7%
Median Family Income	\$28,512	-	n/a	-	-	\$19,923	-	n/a	-	-
Persons below Poverty Level (2017)	-	43%	-	50.5%	17.4%	-	47%	-	46.9%	0.0%

Table A.3: Greater Frenchtown/Southside Area Demographics 2000 and 2019

	Greater Frenchtown 2000		Greater Frenchtown 2019		Change	Southside 2000		Southside 2019		Change
Families below Poverty Level	238	29%	n/a	-	-	293	41%	n/a	-	-
Total Dwelling Units (2019)	2,670	-	2,818	-	5.5%	2,200	-	3,934	-	78.8%
Total Households (2019)	2,378	-	2,441	-	2.6%	1,734	-	3,005	-	73.3%
Owner Occupied Households (2019)	716	30%	521	18.5%	-27.2%	445	26%	590	15.0%	32.6%
Renter Occupied Households (2019)	1,662	70%	1,745	68.1%	-2.7%	1,289	74%	2,415	61.4%	87.4%
Vacancy Rate (2019)	-	11%	-	13.4%	-	-	21%	-	23.6%	-
Total Housing Units (2017)	2,638	-	2,695	-	2.2%	2,195	-	3,824	-	74.2%
Detached Single Family (2017)	1,161	44%	1,178	43.7%	1.5%	922	42%	1,469	38.4%	59.3%
Attached SF or multi-family (2017)	1,460	55%	1,517	56.3%	3.9%	1,253	57%	2,329	60.7%	85.9%
Mobile Home (2017)	17	1%	0	2.0%	-100%	21	1%	6	0.2%	-71.4%
No Vehicles Available (2017)	576	24%	409	18.2%	-29.0%	493	29%	752	27.0%	52.5%
1 Vehicle (2017)	1,134	48%	1,291	47.4%	13.8%	913	53%	1,249	44.8%	36.8%
2 or more Vehicles (2017)	668	28%	523	34.4%	-21.7%	316	18%	786	28.2%	148.7%

Sources: Tallahassee-Leon County Planning Department analysis of ESRI Business Analyst and U.S. Census Bureau, 2013-2019 American Community Survey

Eight Sub-Areas

Understanding the geographical characteristics of the Redevelopment Area is extremely important when determining investment areas. In order to target redevelopment opportunities, the Redevelopment Area was divided into eight sub-areas:

1. West Tharpe Street
2. Sixth Avenue
3. Frenchtown
4. FAMU Way/Lake Bradford
5. South Monroe/South Adams
6. Bond Community
7. Providence Community
8. South City

Map A.1 shows the geographic locations of each of the eight sub-areas. Table A.4 provides a demographic snapshot of each of the eight sub-areas. A description of each sub-area is included in the Redevelopment Plan.

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Map A.1 Redevelopment Area Sub-Areas

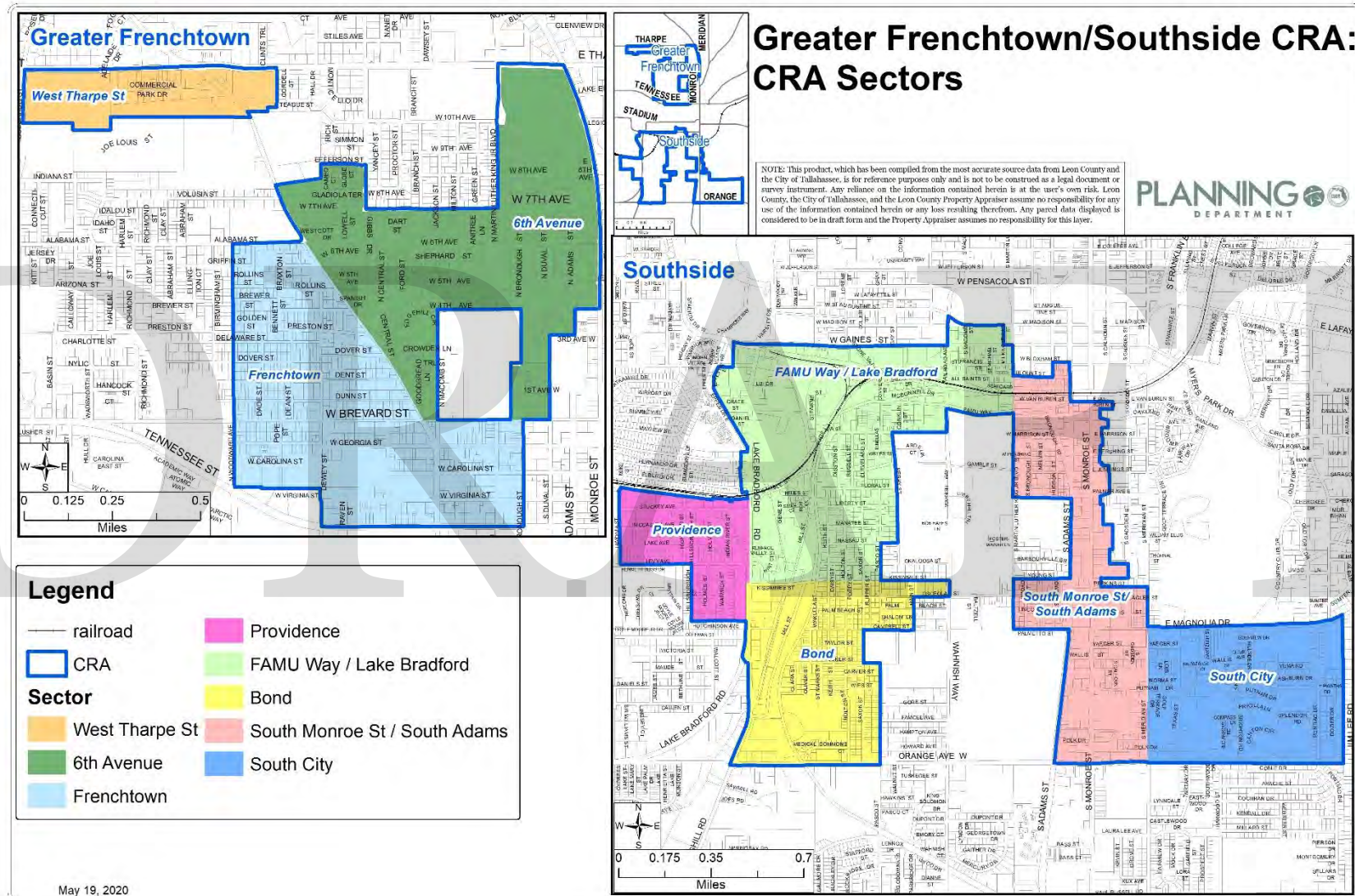


Table A.4 : Sub-area
Demographics

	West Tharpe		6 th Avenue		Frenchtown		FAMU Way/Lake Bradford		Providence		Bond		South Monroe St./ South Adams St.		South City	
Population (2019)	676		1,898		3,192		1,387		935		1,819		900		2,428	
# of Families (2019)	104		368		278		191		172		443		158		534	
Employed Population (2019)	260		1,094		1,314		687		497		579		336		835	
Enrolled in College (2018)	319		337		959		506		120		170		444		656	
Percent Enrolled in College (2018)	44.5%		21.8%		28.5%		37.5%		19.6%		13.9%		46.5%		27.4%	
Median Household Income (2019)	\$16,438		\$32,652		\$19,248		\$19,593		\$27,380		\$18,650		\$30,897		\$25,189	
Persons below Poverty Level (2018)	59.5%		73.7%		60.7%		56.6%		41.8%		53.6%		52.6%		43.2%	
Owner Occupied Units (2019)	13.9%		21.7%		16.9%		13.0%		5.4%		25.5%		15.6%		15.0%	
Residential Vacancy (2019)	7.3%		13.7%		14.2%		25.3%		44.4%		15.3%		27.9%		9.8%	
White (2019)	115	17%	805	42%	1,184	37%	198	14%	69	7%	33	2%	64	7%	268	11%
Black/African American (2019)	523	77%	972	51%	1,829	57%	1,148	83%	816	87%	1,723	95%	812	90%	1,980	82%
Other Race(s) (2019)	38	6%	121	7%	179	6%	42	3%	50	5%	64	3%	24	3%	180	7%
Hispanic Origin (2019)	42	6%	99	5%	223	7%	37	3%	46	5%	29	2%	26	3%	75	3%
Male (2019)	285	42%	891	47%	1,877	59%	751	54%	465	50%	756	42%	315	35%	1,062	44%
Female (2019)	392	58%	1,007	53%	1,315	41%	637	46%	470	50%	1,063	58%	585	65%	1,366	56%
Under 5 Years of Age (2019)	50	7%	114	6%	93	3%	67	5%	77	8%	202	11%	66	7%	318	13%
5 - 17	98	15%	235	12%	188	6%	111	8%	130	14%	438	24%	142	16%	667	27%
18 - 24	312	46%	264	14%	899	28%	547	39%	186	19%	226	12%	335	37%	235	10%
25 - 44	115	17%	665	35%	840	26%	329	24%	351	38%	471	26%	217	24%	738	30%
45 - 64	64	9%	358	18%	830	26%	244	18%	138	15%	291	16%	92	10%	330	14%
65 and over	37	6%	262	14%	342	11%	90	6%	53	6%	189	10%	48	5%	138	6%
0 Vehicles Available (2018)	65		103		286		87		130		168		117		302	
1 Vehicle Available (2018)	76		474		397		265		181		200		161		354	
2+ Vehicles Available (2018)	76		274		294		129		62		146		82		182	

Source: ESRI Business Analyst, U.S. Census Bureau, 2014-2019 American Community Survey

Existing Land Use

There are approximately 1,588 acres of land in the Redevelopment Area, not including public roads and 4,456 parcels of land. The dominant land use, single family homes make up over 29 percent of the total acreage. Vacant land is the next largest land use with approximately 17 percent of the total acreage, followed by multi-family and two-family housing representing nearly 16 percent of the total acreage. These uses account for over 60 percent of land within the Redevelopment Area. Table A.5 shows the total distribution of existing land uses in the Redevelopment Area. Tables A.5A through A.5H shows the existing land uses for each sub-area. Map A.2 illustrates the existing land uses for the Redevelopment Area.

Table A.5 :Existing Land Use (2018)			
Use Description	Parcel Count	Acres	Acreage Percent
Single-Family	2,471	464.6	29.3%
Vacant	844	271.3	17.1%
Multi-Family and Two-Family Dwellings	380	268.3	16.9%
Open Space	94	137.4	8.7%
Retail	224	134.9	8.5%
Warehouse	125	94.1	5.9%
Right-of-Way	80	49.7	3.1%
Religious/Non-profit	79	47.5	3.0%
Office	94	35.7	2.2%
Government Operation	12	26.6	1.7%
Schools/Colleges/Universities	28	25.2	1.6%
Transportation/Communications/Utilities	18	21.3	1.3%
Medical	5	7.1	0.4%
Hotel/Motel	2	4.3	0.3%
Total Parcel Acreage	4,456	1,588.0	81.9%
Public Roads (Non-parcels)		270.0	18.1%
Total Acreage GFS CRA		1,858.0	100.0%

Source: Tallahassee-Leon County Planning Department, 2018

Single Family

There are 2,471 single family parcels in the Redevelopment Area totaling 464 acres, approximately 29 percent of the total Redevelopment Area acreage. These parcels are primarily located in the Frenchtown, Bond, Sixth Avenue, Providence and South City sub-areas and within portions of the South Monroe/South Adams Corridor.

Vacant

There are 271 vacant acres, approximately 17 percent of the total Redevelopment Area acreage. Larger vacant parcels are located in the Tharpe Street sub-area (on Tharpe Street east of Old Bainbridge Road), the FAMU Way/Lake Bradford sub-Area (west side of Lake Bradford Road south of the Gaines Street/Lake Bradford Road intersection), South Monroe/South Adams Street Corridor sub-area (in the vicinity of Wallis Street and South Monroe Street) and within the South City sub-area. There are smaller vacant lots scattered throughout single family areas, primarily in the Southside portion of the Redevelopment Area.

Multi-Family and Two-Family

A total of 268 acres, or 17 percent of the total Redevelopment Area acreage, is designated multi-family or two family and contains a mix of traditional and student-oriented housing. Large contiguous areas of multi-family housing are located along Gaines Street, West Tharpe Street, in the Frenchtown and Providence Community and along the South Adams Corridor.

Retail

Retail uses account for nearly 135 acres, more than eight percent of the total Redevelopment Area acreage. There are three shopping centers: The Lake Ella Shopping Center in the Sixth Avenue sub-area and the Southside Shopping Center and Towne South Shopping Center in the South Monroe/South Adams Corridor. In addition to these supermarket centers, there are commercial corridors along West Tennessee Street, North Monroe Street, South Monroe, South Adams, Lake Bradford Road and Gaines Street. South Monroe Street and Lake Bradford Road include several auto-oriented uses (e.g., car repair and service), as well as a mix of retail and service uses.

Open Space

Open Space accounts for 137 acres, approximately nine percent of the total Redevelopment Area acreage. Open space acreage includes neighborhood parks scattered throughout the Redevelopment Area, the Capital Cascades Trail and part of the St. Marks Bike Trail.

Warehouse

Warehouse uses account for 94 acres, nearly six percent of the total Redevelopment Area acreage. The largest concentrations of warehousing are in the West Tharpe Street sub-area and along South Monroe Street. South of Gaines Street, some properties classified as warehouse are currently mixed-use developments – e.g., some warehouse space mixed with artist's units in Railroad Square. It is expected that much of the

remaining warehouse space in the FAMU Way/Lake Bradford Road sub-area will transition to housing and retail uses.

Religious / Non-Profit

Religious/Non-Profit use accounts for 48 acres, three percent of the total Redevelopment Area acreage. Religious/Non-Profit uses are scattered throughout each of the sub-areas within the Redevelopment Area except for the West Tharpe Street sub-area.

Office

Office use accounts for 36 acres, approximately two percent of the total Redevelopment Area acreage. There is extensive office development Downtown, which borders the Frenchtown and Southside areas and contains the State Capitol, government offices, and the offices of private businesses associated with government activity.

Government Operational

Government Operations account for 27 acres of land, approximately two percent of the total Redevelopment Area acreage. Most of this acreage is associated with stormwater facilities along Lake Bradford Road, FAMU Way and in the Carter Howell Strong Park.

Schools/Colleges/Universities

The Schools/Colleges/Universities category accounts for 25 acres, two percent of the total Redevelopment Area acreage. This includes the new FAMU pharmacy building at M.L. King, Jr. Boulevard and Harrison Street and FSU owned property south of Gaines Street.

Transportation/Communications/Utilities

Transportation/Communications/Utilities uses account for 21 acres, 1.3 percent of the total Redevelopment Area acreage. An electric substation on FAMU Way and a former wastewater treatment facility located on Lake Bradford Road comprise the majority of this acreage.

Medical

There are four medical parcels in the Redevelopment Area, seven acres, comprising 0.4 percent of the total Redevelopment Area acreage. These uses are scattered throughout the Redevelopment Area and include Care Point Health and Wellness and other small private medical operations, such as walk-in clinics.

Hotel/Motel

There are two parcels containing hotel/motel uses comprising 4.3 acres in the Redevelopment Area. This is Four Points Sheraton on West Tennessee Street and the Hampton Inn and Suites on Railroad Avenue.

Table A.5A: West Tharpe Street Sub-Area Existing Land Use (2018)			
Use Description	Parcel Count	Acres	Acreage Percent
Multi-Family and Two-Family Dwellings	1	23.1	38.6%
Vacant	9	16.7	27.8%
Warehouse	13	9.7	16.1%
Retail	6	4.3	7.1%
Single-Family	4	2.4	4.0%
Office	6	2.2	3.6%
Right-of-Way	1	1.1	1.7%
Transportation/Communications/Utilities	2	0.7	1.1%
Total Parcel Acreage	42	60.0	100.0%

Source: Tallahassee-Leon County Planning Department, 2019

Table A.5B: 6th Avenue Sub-Area Existing Land Use (2018)			
Use Description	Parcel Count	Acres	Acreage Percent
Single-Family	540	95.9	44.5%
Vacant	92	19.5	9.0%
Multi-Family and Two Family Dwellings	121	35.9	16.7%
Retail	31	27.4	12.7%
Warehouse	8	3.5	1.6%
Transportation/Communications/Utilities	2	1.1	0.5%
Schools/Colleges/Universities	1	0.3	0.2%
Open Space	14	9.7	4.5%
Office	37	13.9	6.4%
Religious/Non-profit	7	5.2	2.4%
Government Operation	1	1.3	0.6%
Medical	2	2.1	1.0%
Transportation/Communications/Utilities			0.0%
Total Parcel Acreage	856	215.7	100.0%

Source: Tallahassee-Leon County Planning Department, 2019

Table A.5C: Frenchtown Sub-Area Existing Land Use (2018)			
Use Description	Parcel Count	Acres	Acreage Percent
Single-Family	451	83.7	37.9%
Vacant	157	38.1	17.3%
Multi-Family and Two Family Dwellings	160	35.1	15.9%
Open Space	14	19.6	8.9%
Religious/Non-profit	22	15.6	7.1%
Retail	54	14.7	6.7%
Office	14	4.3	2.0%
Government Operation	2	3.0	1.4%
Warehouse	6	2.9	1.3%
Hotel/Motel	1	2.3	1.0%
Medical	1	1.1	0.5%
Schools/Colleges/Universities	1	0.2	0.1%
Total Parcel Acreage	883	220.6	100.0%

Source: Tallahassee-Leon County Planning Department, 2019

Table A.5D: Providence Sub-Area Existing Land Use (2018)			
Use Description	Parcel Count	Acres	Acreage Percent
Single-Family	199	39.1	46.6%
Multi-Family and Two Family Dwellings	48	21.2	25.3%
Vacant	34	11.0	13.0%
Warehouse	3	4.8	5.7%
Religious/Non-profit	4	3.4	4.0%
Retail	4	2.2	2.6%
Open Space	1	1.0	1.2%
Office	3	0.8	0.9%
Transportation/Communications/Utilities	1	0.5	0.6%
Total Parcel Acreage	297	83.9	100.0%

Source: Tallahassee-Leon County Planning Department, 2019

Table A.5E: FAMU Way/Lake Bradford Sub-Area Existing Land Use (2018)

Use Description	Parcel Count	Acres	Acreage Percent
Multi-Family and Two Family Dwellings	198	88.2	22.4%
Vacant	255	88.2	22.4%
Open Space	33	69.5	17.6%
Single-Family	253	40.5	10.3%
Warehouse	50	31.8	8.1%
Retail	48	23.1	5.8%
Transportation/Communications/Utilities	11	18.5	4.7%
Government Operation	4	13.4	3.4%
Schools/Colleges/Universities	11	9.5	2.4%
Religious/Non-profit	12	7.1	1.8%
Office	8	2.8	0.7%
Hotel/Motel	1	2.0	0.5%
Total Parcel Acreage	884	394.5	100.0%

Source: Tallahassee-Leon County Planning Department, 2019

Table A.5F: Bond Sub-Area Existing Land Use (2018)

Use Description	Parcel Count	Acres	Acreage Percent
Single-Family	373	56.7	30.2%
Vacant	121	37.7	20.0%
Multi-Family and Two Family Dwellings	59	31.4	16.7%
Open Space	14	25.6	13.6%
Warehouse	10	16.8	8.9%
Religious/Non-profit	23	7.5	4.0%
Retail	10	5.5	2.9%
Government Operation	1	2.6	1.4%
Office	4	2.0	1.1%
Schools/Colleges/Universities	4	1.8	0.9%
Transportation/Communications/Utilities	1	0.4	0.2%
Total Parcel Acreage	620	187.9	100.0%

Source: Tallahassee-Leon County Planning Department, 2019

**Table A.5G: South Monroe Street/South Adams Sub-Area
Existing Land Use (2019)**

Use Description	Parcel Count	Acres	Acreage Percent
Retail	71	57.7	22.8%
Vacant	141	40.4	15.9%
Single-Family	176	33.2	13.1%
Warehouse	42	31.0	12.2%
Multi-Family and Two-Family Dwellings	61	26.4	10.4%
Right-of-Way	10	15.6	6.2%
Office	26	12.2	4.8%
Open Space/Parks/Resource Protection	11	11.0	4.3%
Schools/Colleges/Universities	8	9.9	3.9%
Government Operation	4	6.3	2.5%
Medical	3	6.0	2.4%
Religious/Non-profit	6	3.8	1.5%
Transportation/Communications/Utilities	1	0.2	0.1%
Total Parcel Acreage	560	253.6	100.0%

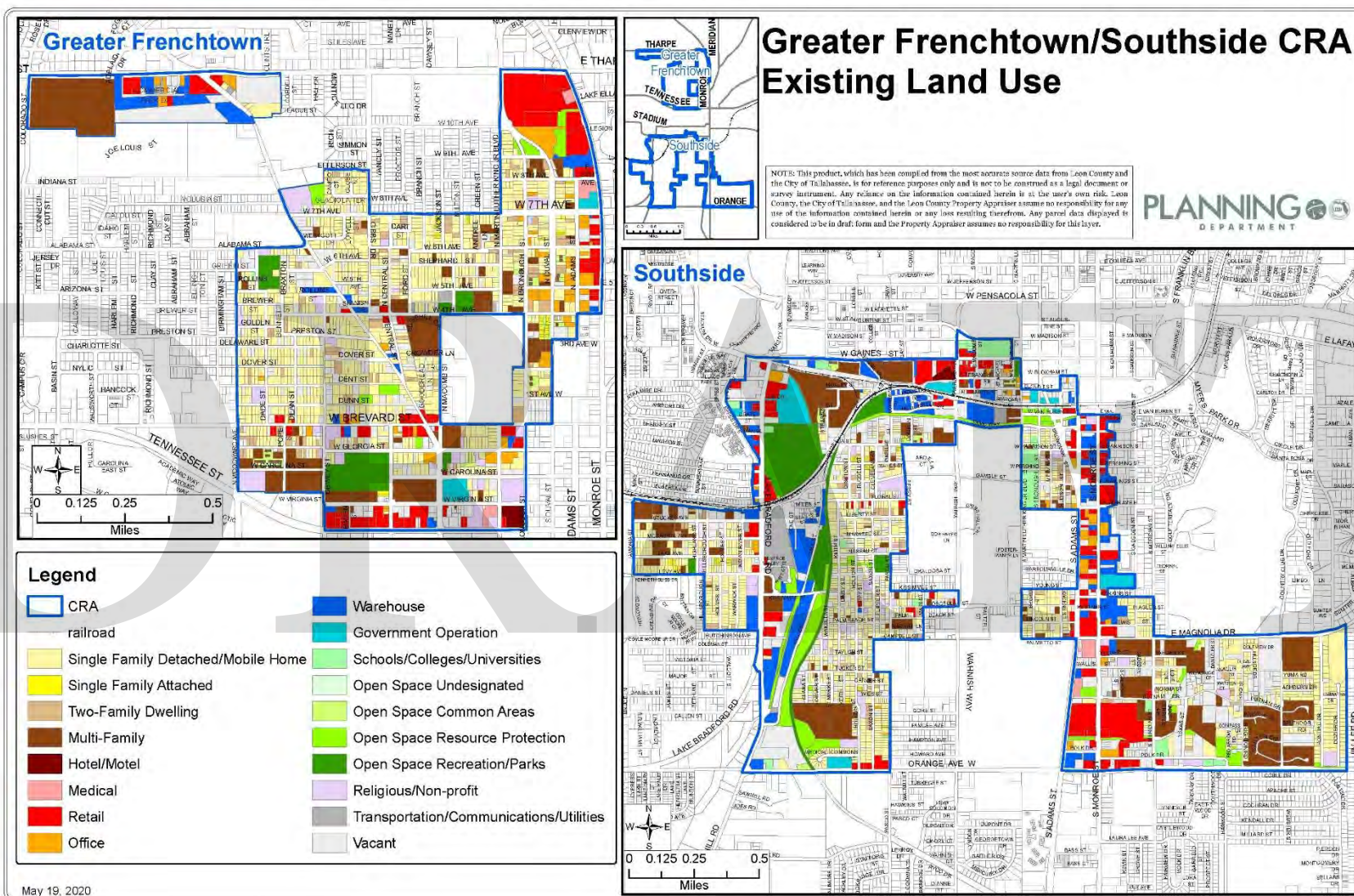
Source: Tallahassee-Leon County Planning Department, 2019

Table A.5H: South City Sub-Area Existing Land Use (2019)

Use Description	Parcel Count	Acres	Acreage Percent
Single-Family	235	68.9	34.1%
Multi-Family and Two-Family Dwellings	30	63.6	31.4%
Vacant	105	54.0	26.7%
Open Space/Parks/Resource Protection	12	6.8	3.4%
Religious/Non-profit	5	4.9	2.4%
Schools/Colleges/Universities	3	3.6	1.8%
Retail	1	0.5	0.2%
Total Parcel Acreage	391	202.2	100.0%

Source: Tallahassee-Leon County Planning Department, 2019

Map A.2 Greater Frenchtown/Southside Existing Land Use



Future Land Use

Within the Community Redevelopment Area, there are nine future land use categories designated on the Comprehensive Plan Future Land Use Map:

1. Central Urban
2. Central Core
3. Educational Facilities
4. Government Operation
5. Recreation / Open Space
6. Recreation / Open Space / Stormwater Facilities
7. Residential Preservation
8. University Transition
9. Suburban

The future land use designations provided by the Tallahassee-Leon County Planning Department are intended to help shape growth in such a way that meets the goals of the community. Map B.3 shows the future land use designations within the Redevelopment Area.

Provided below, from the Future Land Use Element of the Comprehensive Plan, is a general description and intention of the nine land use categories.²

CENTRAL CORE: Policy 2.2.10: [L]: *The Central Core of Tallahassee is intended to expand into a vibrant 18-hour urban activity center with quality development. The emphasis in this area is intended to shift from cars to pedestrian, bike and transit modes of transportation.... Residential development may be permitted up to 150 units per acre.*

CENTRAL URBAN: Policy 2.2.8: [L]: *Characterized by older developed portions of the community that are primarily located adjacent to or in close proximity to the urban core and major universities. Intended to provide a variety of residential types (up to 45 DU/AC), employment (includes light manufacturing), office and commercial activities. Infill and potential redevelopment and/or rehabilitation activity should be encouraged.... Land use intensity is intended to be higher (up to 20,000 sq. ft. for minor commercial uses; up to 100,000 sq. ft. for neighborhood commercial uses; and up to 200,000 sq. ft. for community commercial uses) due to the*

² Tallahassee-Leon County Comprehensive Plan. 2020. Land Use Element.

presence of requisite capital infrastructure and location of employment and activity centers.

GOVERNMENT OPERATIONAL: Policy 2.2.16: [L]: *Contains facilities, which include those defined on the Land Use Development Matrix as Community Services, Light Infrastructure, Heavy Infrastructure, and Post-Secondary, that provide for the operation of and provision of services on property owned or operated by local, state and federal government. The government facilities may include services and uses provided by private entities operating on property owned by the local, state, or federal government....*

RECREATION/OPEN SPACE: Policy 2.2.14: [L]: *This category contains:*

- (1) Government owned lands which have active or passive recreational facilities, historic sites, forests, cemeteries, or wildlife management areas.*
- (2) Privately owned lands which have golf courses, cemeteries, or wildlife management areas.*

RECREATION/ OPEN SPACE / STORMWATER FACILITIES: Policy 2.2.15: [L]: *This is a sub-category of the Institutional Recreation/Open Space category. This category is intended for government owned stormwater facilities.*

Included in this category are the following:

- (1) Government owned lands which serve as structural or non-structural stormwater facilities.*
- (2) The primary function of land in this category is stormwater attenuation, stormwater treatment for water quality, or stormwater conveyance.*
- (3) These areas may be used for passive parks that do not contain any permanent structure. Allowable open space uses include parks, nature preserves, cultivation, grazing, and unimproved pervious parking areas.*

RESIDENTIAL PRESERVATION: Policy 2.2.3: [L]: *Characterized by existing homogeneous residential areas within the community which are predominantly accessible by local streets. The primary function is to protect*

existing stable and viable residential areas from incompatible land use intensities and density intrusions. Future development primarily will consist of infill due to the built out nature of the areas. Commercial, including office as well as any industrial land uses, are prohibited. Future arterial and/or expressways should be planned to minimize impacts within this category. Single family, townhouse and cluster housing may be permitted within a range of up to six units per acre. Consistency with surrounding residential type and density shall be a major determinant in granting development approval....

SUBURBAN: Policy 2.2.5: [L]: *To create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance....*

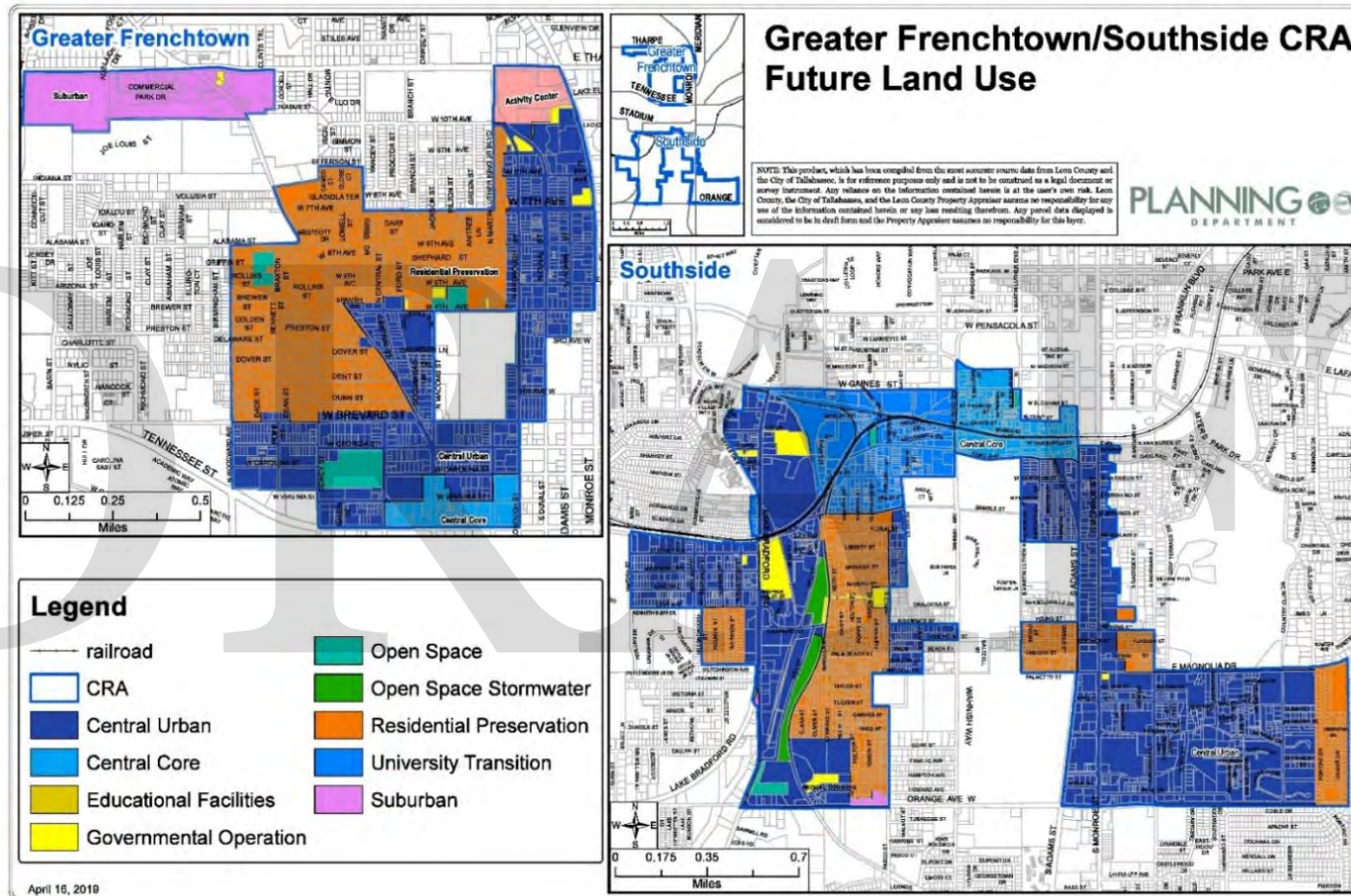
To complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby.

UNIVERSITY TRANSITION: Policy 2.2.17:[L]: *The University Transition land use category may only be applied through amendment to the Future Land Use Map to lands located generally within the rectangle created by the Florida State University main campus and Florida A & M University, Tallahassee Community College/Lively Technical Institute campuses and Innovation Park. Specifically, lands lying west of South Adams Street, South of West Tennessee Street, north of Orange Avenue and adjoining Innovation Park and Tallahassee Community College to the east. It is intended to be a compact land use category that provides higher density residential opportunities near the campuses, serving both to provide opportunities for student housing near the universities and to protect existing residential neighborhoods located away from the campuses from student housing encroachment. However, it is not intended that this category be applied in a manner that would encourage or facilitate the premature conversion of existing viable single-family residential neighborhoods. The category is intended to transition from present industrial and lower density residential uses to those more compatible with vibrant urban areas and shall remain within a compact area located in close proximity land owned by the universities and existing areas designated as University Transition.*

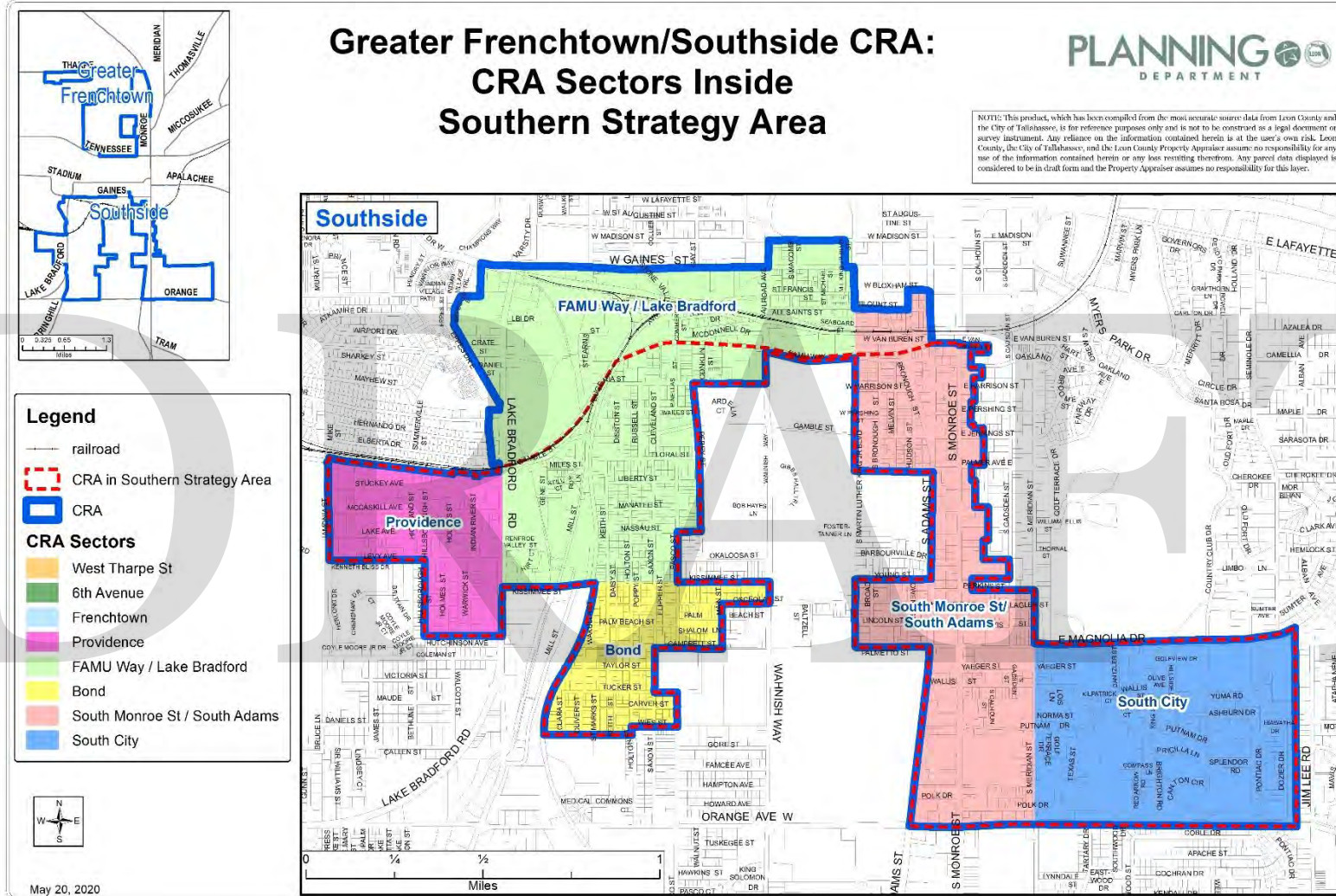
Higher density residential redevelopment of up to 50 DU/AC is allowed to provide housing for students and close in housing opportunities to the downtown for professionals. Retail commercial limited to a smaller scale classification to provide essential services to immediate residents and ancillary needs of universities such as book stores and photo copying establishments may be permitted. State and private offices properly designed and scaled to surrounding uses may be permitted as well as central parking facilities, artistic studios and workshops. Restaurants, movie theaters, lounges and other entertainment commercial uses shall be permitted as commercial. Development regulations which allow flexibility in their design and operation to permit such uses as outdoor café and gardens shall be incorporated into zoning code. Pedestrian pathways and access systems shall be designed to connect universities, downtown, civic/arts center, and residential and commercial areas to cut down on dependence on automobile travel. Design controls shall be employed to provide land use compatibility by offsetting potential negative impacts.

The areas within the Gaines Street Revitalization Plan Study Area will have up to 100 DU/AC.

Map A.3 Future Land Use: Future Land Use Categories



Map A.3A: Future Land Use: Southern Strategy



Land Development Regulations

Zoning

The Zoning Code primarily affects development in the Redevelopment Area through two mechanisms: zoning districts, which list specific allowed uses and the density and intensity of development; and the Multimodal Transportation District Overlay, which is intended to promote transit, walking and cycling through design standards. Each of these mechanisms is discussed below:

Zoning districts implement the future land use categories described in the previously in the appendix. The following zoning districts are applied within the Redevelopment Area. Note that densities and development standards are subject to change subject to amendments to the Tallahassee Land Development Regulations.

- The Residential Preservation future land use category is implemented by zoning districts RP-1 and RP-2. These districts allow residential development up to 3.6 and 6.0 dwelling units per acre, respectively.
- The Central Urban future land use category is implemented by zoning districts that allow residential at densities from 4 to up to 18, 26 or 45 dwelling units per acre (CU-18, CU-26, and CU-45) and non-residential between 20,000 and 60,000 square feet per acre.
- The University Transition future land use category is implemented by the University Transition (UT) zoning district. It allows residential densities of up to 50 dwelling units per acre and has no cap on the amount of non-residential development.
- The Central Core future land use category is implemented by the Central Core zoning district. The Central Core district allows residential density of up to 150 dwelling units per acre and has no cap on the amount of non-residential development.
- The Suburban future land use category is implemented through a variety of zoning districts that reflect the diverse character of this category. Zoning districts within the Area include the following:
 - Urban Pedestrian-1 and Urban Pedestrian-2 are intended to promote higher density mixed use neighborhoods (up to 16 to 20 dwelling units per acre and non-residential development up to 20,000 to 40,000 square feet per acre, respectively);
 - Medium Density Residential-1, which allows between 8 and 20 dwelling units per acre and non-residential up to 20,000 square feet;
 - Office-Residential-3, which allows between 8 and 20 dwelling units per acre and non-residential up to 20,000 square feet; and

- Manufacturing-1, which allows light industrial uses between 10,000 and 20,000 square feet per acre, depending on the use.
- The All Saints Zoning Districts implement the Gaines Street Vitalization Plan.
- ASN-A: Infill/Low Intensity District recognizes the significance of historical characteristics by encouraging the restoration and adaptive reuse of the existing structures for residential and complementary nonresidential uses. It allows residential densities between 8 and 50 dwelling units per acre and has no cap on the amount of non-residential development.
- ASN-B: Infill/Moderate Intensity District recognizes the area's historical industrial land use. The ASN-B district allows residential densities between 16 and 50 dwelling units per acre and has no cap on the amount of non-residential development.
- ASN-C: Corridor Mixed-Use District is established for the purpose of creating a high-intensity urban activity corridor that will be a primary local destination for living, working, shopping and entertainment. It allows residential densities between 16 and 75 dwelling units per acre and has no cap on the amount of non-residential development.
- ASN-D: Civic Center Corridor Mixed-Use District: The area is envisioned as a primary local destination for living, working, shopping and entertainment with a very urban character. It allows residential densities between 16 and 100 dwelling units per acre and has no cap on the amount of non-residential development.
- The Lake Bradford Road Commercial Corridor Overlay authorizes the highway commercial uses and drive-ins along portions of the Lake Bradford Road within the Gaines Street Revitalization Area.
- The Providence Neighborhood Overlay restricts uses within the Providence Neighborhood Plan area.

Map A.4 shows zoning within the Redevelopment Area.

Multimodal Transportation District (MMTD) Overlay

The Multimodal Transportation District (MMTD) Overlay applies throughout the Redevelopment Area. The MMTD Overlay contains site design standards that apply in addition to the use, density and intensity standards contained in the zoning districts. (See also, Parking Section) The MMTD Overlay regulates aspects of site design such as sidewalk widths and landscaping, a building's proximity to the street and the maximum amount of parking allowed. The Tallahassee-Leon County

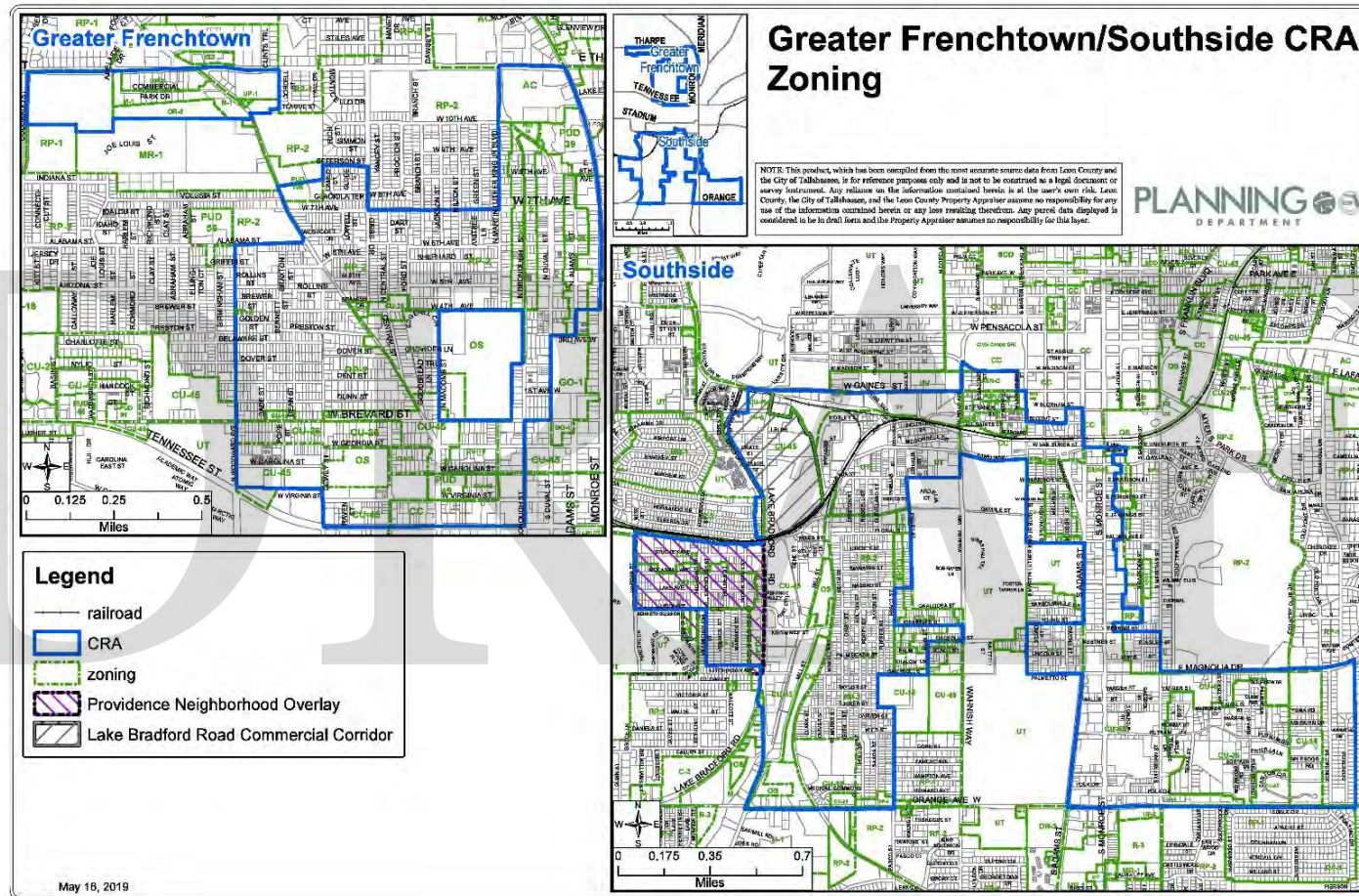


Planning Department is currently evaluating the effectiveness of the Overlay and ways to improve its implementation.

Residential density bonuses up to 25% are allowed in all zoning districts within the MMTD Overlay, except Residential Preservation, University Village and All Saints Neighborhood districts, for projects that meet certain development standards consistent with Section 10-280.6(c) of the Tallahassee Land Development Code.

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Map A.4 Zoning



Historic Properties

This section describes the historic context of the Redevelopment Area and identifies designated historic properties. Reference is made to the two types of designation for historic properties: The City of Tallahassee local register of historic places and the National Register of Historic Places. Properties on the local register have an Historic Preservation Overlay zoning.

Frenchtown Sub-Area

The Frenchtown sub-area includes some of the oldest residential and commercial areas in the City of Tallahassee. Many of the older homes in the neighborhood are representative of the period from 1900-1930; the architecture styles are saddlebag, shotgun, cottage and bungalow.³ The Frenchtown neighborhood was a self-contained, African American neighborhood. Various businesses such as dry cleaners, jewelers, tailors, restaurants and groceries supported the residents. An article from the local newspaper noted, "The neighborhood of Frenchtown, from the time of emancipation until the 1960s, was home to the majority of Tallahassee's African-American population. If you were black, it was where you went to school, did your dry-cleaning, grocery shopping, and banking. At night for entertainment, you could hang at the Monroe Pool Hall on Macomb Street or listen to the sounds of Ray Charles and Nat and Cannonball Adderley at the Redbird Café."⁴ After integration in the 1960s, neighborhood business started to decline when shoppers seeking additional choices ventured out of the neighborhood.

In the Frenchtown sub-area there are eight designated properties: one is on the National Register, four are on the local register and three properties are on both the local and national registers. Five of the more familiar properties are listed below.

- 412 W. Virginia Street: Built in 1930, this building is listed on both the national and local registers. The building is known locally as the Tookes House. It was originally a boarding house and is planned to be renovated as a bread and breakfast inn.
- 648 W. Brevard Street: This building is on the national register. It was formerly known as the Women's Working Band House and is now B. Sharp's Jazz Club & Café.
- 505, 507, 509 W. Brevard Street: Built in 1933, these structures are on the local register. Locally known as Ashmore's, the property is currently vacant and owned by the City of Tallahassee.

³ City of Tallahassee, 2008.

⁴ Tallahassee Democrat, 2006.

- 709 W. Brevard Street: Built circa 1930, the property is on the local register and owned by Watson Temple Church of God in Christ. The property is currently vacant.
- 442 W. Georgia Street: Built in 1894 by Lewis W. Taylor, a community educator and leader, the home is listed on the National Register and serves as a museum of African American History, culture and civil rights.

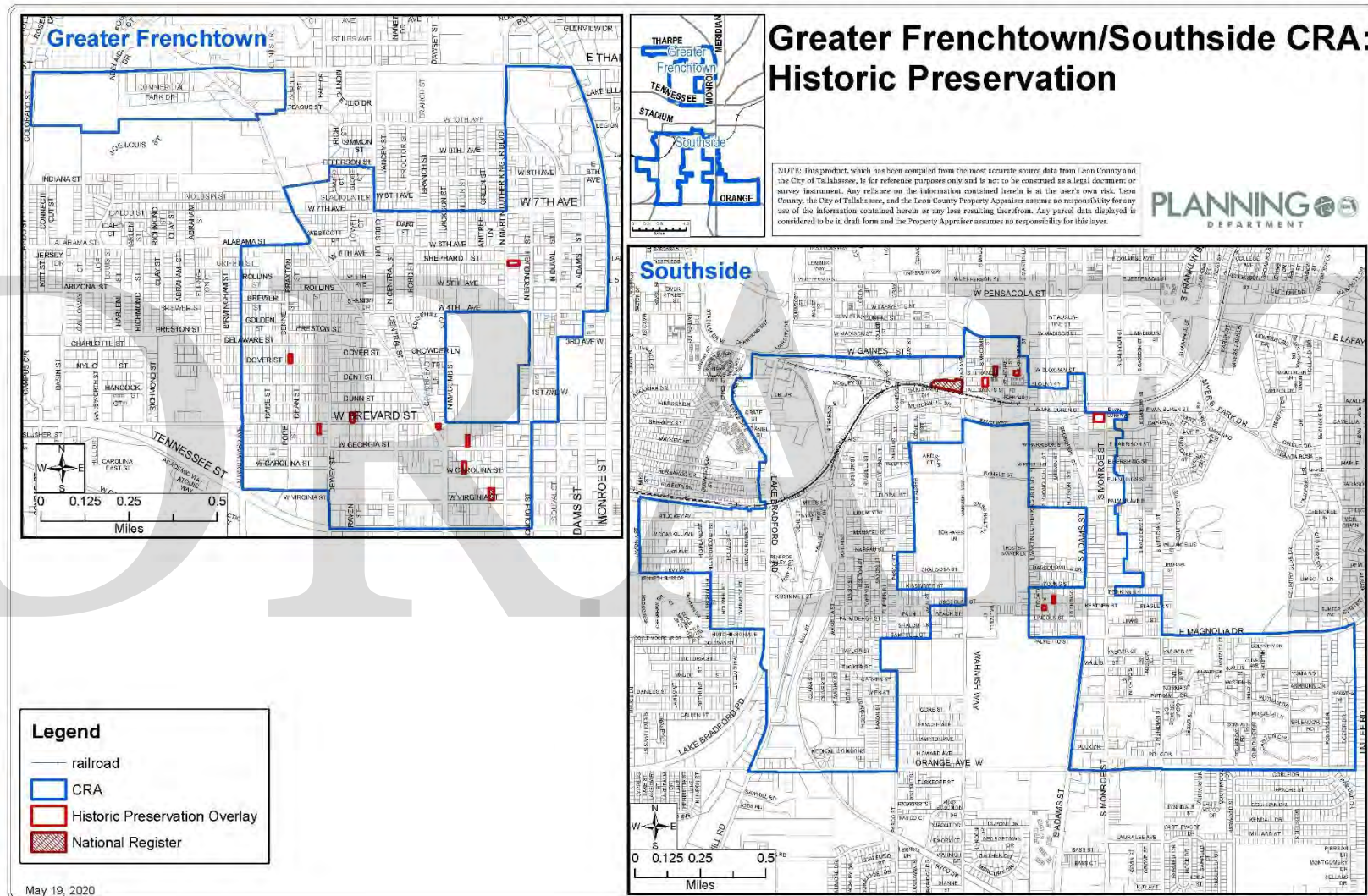
FAMU Way/Lake Bradford Sub-Area

The All Saints District, within the FAMU Way/Lake Bradford sub-area, contains elements of Tallahassee's industrial past as well as residential pockets that served workers. In the All Saints area there are two properties on the National Register and two properties on the local register.

- 918 Railroad Avenue: This is the Jacksonville, Pensacola and Mobile Railroad Company Freight Depot. It is on the National Register. Locally known as the Amtrak Station, it is currently owned by Leon County and used for office and community meeting space. Other buildings on the same property formerly served as warehouses and have been redeveloped for various uses, including a business incubator.
- 450 All Saints Street: This building is on the National Register. Locally known as the Williams House, it was originally a boardinghouse and is now used for offices.
- 469 St. Francis Street: Built in 1907, this building is on local register. Formerly the Wahnish Cigar Factory, it is currently an entertainment venue.
- 822 and 824 S. Martin Luther King Jr., Boulevard: Built circa 1885, this building is on the local register. Formerly a bowling alley, restaurant and dance hall, this building is now vacant.

Map A.5 shows the properties with a historic designation within the Redevelopment Area.

Map A.5: Historic Properties



Public Facilities

Parks:

Listed below are the parks and community centers within and adjacent to the Redevelopment Area:

- Greater Frenchtown:
 - LeVerne Payne Community Center: The site offers picnic shelters, grills, a playground, two tennis courts and a multi-purpose outdoor court. Directly across Fourth Avenue (and outside the Redevelopment Area boundary) is Lee Park ball field, with 13.3 acres available for passive and active recreation programs.
 - Lawrence-Gregory Community Center and Robinson-Trueblood Pool: The Center houses a gymnasium, meeting and activity rooms. The gym hosts a variety of basketball and volleyball leagues. The Center runs an after-school program and also features a weight and exercise room. Located on Dade Street, the Center was completely renovated in 2008.
 - Tallahassee Senior Center: The Center offers a wide variety of educational, cultural, artistic and health related programs. It is located on North Monroe Street.
 - Carter-Howell-Strong Park: This passive park features a lake that serves as a stormwater pond for the Greater Frenchtown area. It is located on West Georgia Street and Macomb Street.
 - Lake Ella: Located on North Monroe Street, east of the Sixth Avenue sub-area and outside of the Redevelopment Area. This passive park features a lake that serves as a stormwater pond.
 - Lincoln Service Center: The Center provides for the delivery of social and human services to residents of all ages. The Center's mission is to develop and implement programs, services and activities that will positively impact the quality of life of the community's residents. It is located on West Brevard Street and Macomb Street and is outside of the Redevelopment Area boundaries.
- Southside
 - Lake Elberta Park: This passive park features a lake that serves as a stormwater pond for the Gaines Street area. It is located on the east side of Lake Bradford Road.
 - Boulevard Park: In conjunction with Doug Burnette Park, Boulevard Park provides passive recreational opportunities. It is located in the FAMU Way/Lake Bradford sub-area, south of the Civic Center.
 - SSpeed-Spencer-Stephens Park: This passive park is located in the Bond Community.

- Capital Cascades Trail Park: As part of the Capital Cascades Trail project, this 5,000 square foot park with children's play equipment is located south of Railroad Square.
- Walker-Ford Community Center/Smith-Williams Service Center: This facility is located near Pasco and Saxon Streets, adjacent to the Redevelopment Area. The Centers offers recreational, educational, fitness, cultural and social programs for all ages.
- Delta Kappa Omega Providence Community Service Center: This Community Center provides educational, social and cultural programs to residents and is operated via a partnership between Delta Kappa Omega and the Providence Community. It is located on Highland Street and Lake Avenue.
- Cascades Park: Cascades Park is northeast of the Southside Redevelopment Area. It offers a variety of outdoor and recreational amenities, including a state-of-the-art amphitheater, interactive water fountain, children's play area, Smokey Hollow Commemoration and multi-use trails.
- FAMU Way/Cascades Greenway: The greenway extends from Cascade Park along FAMU Way to Lake Bradford, providing bicycle and pedestrian facilities as well as Lake Anita Favors Thompson.
- Bond Linear Park: The mid-block, multi-use trail and park connects Speed Spencer Stephens Park to the St. Marks Trail is currently under construction.

Community Medical Care

- The Roberts and Stevens Clinic, operated by the Leon County Health Department, is located just north of the Sixth Avenue sub-area. It provides clinical and nutrition services and wellness services including Healthy Start; the Women, Infants and Children program; immunizations and treatment for HIV/AIDS and sexually transmitted diseases.
- The Richardson Lewis Health Center, operated by Leon County Health Department, is located in the Bond Community sub-area. It provides Healthy Start; Women, Infants and Children program services and treatment for HIV/AIDS and sexually transmitted diseases.
- Bond Community Health Center, operated by the Bond Community Health Center, Inc., is located on South Monroe Street between Perkins and Palmer Streets, just outside of the South Monroe/South Adams sub-area. The Center is a 501(c)(3) community health center deemed as a Federally Qualified Health Center. It provides primary and preventive healthcare

services for residents of Leon, Gadsden, Wakulla, Jefferson, Taylor, Franklin, Liberty and Madison counties.

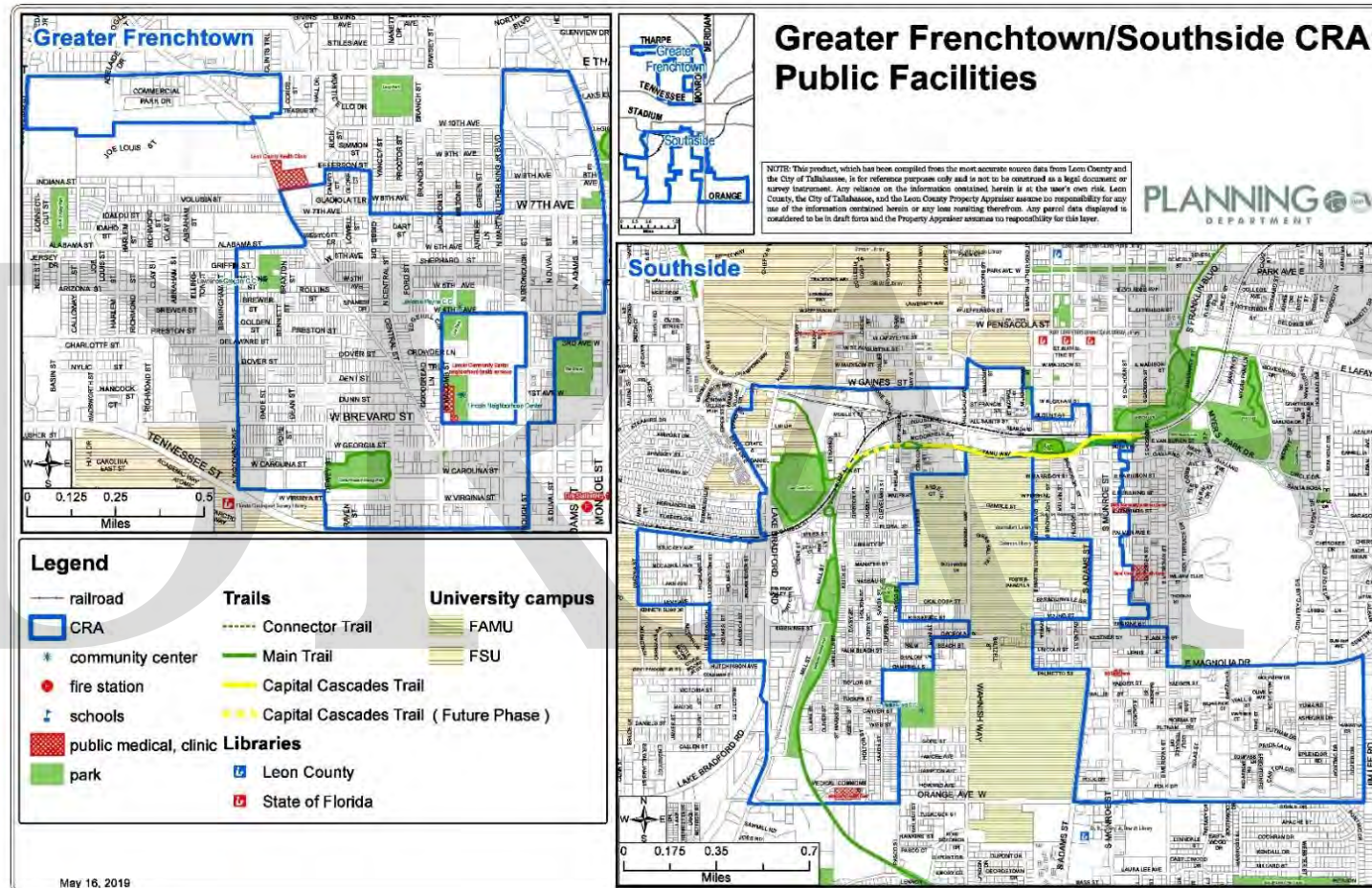
- Big Bend Cares, Inc. provides educational and comprehensive support to people infected with HIV/AIDS in Gadsden, Jefferson, Leon, Liberty, Madison, Taylor and Wakulla.
- Care Point Health and Wellness owned by Big Bend Cares provides comprehensive medical care to area residents. The 27,000 square foot facility offers clinical, dental, laboratory and mental health services and a pharmacy for both insured and uninsured clients.
- Neighborhood Medical Center is located in the Lincoln Center adjoining the Frenchtown sub-area. The Center provides an array of services including primary health care, women's health care, pediatric care, mental health care, radiology and case management.

Libraries

- The Leroy Collins Leon County Main Library is located on Park Avenue in downtown, two blocks south of Tennessee Street across from the downtown Chain of Parks.
- The Dr B.L. Perry Jr. Branch Library is located on South Adams Street, approximately 500 feet south of Orange Avenue.

Map A.6 shows the location of public facilities located within, or within one quarter mile, of the Redevelopment Area boundary.

Map A.6: Public Facilities



Schools

See Appendix B, Neighborhood Impact Element, Table B.1. for public schools in the Redevelopment Area.

Mobility

The Redevelopment Area is within the boundaries of the Multimodal Transportation District (MMTD). The goal of the MMTD, which is established in the Comprehensive Plan and implemented through a zoning overlay district, is to promote the use of transit, cycling and walking.

Level of Service Standards

For purposes of assessing traffic impacts, the Comprehensive Plan establishes Levels of Service for different forms of transportation within the MMTD. These standards are shown in Table A.7.

Table A.7: Areawide Multimodal Level of Service Standards (Pursuant to F.S. 163.3180(15)(c))			
Pedestrian	Transit	Bicycle	Automobile
C	C	D	E+50%

Source: Tallahassee-Leon County Comprehensive Plan Policy 1.5.5[M]

The Plan establishes long term performance standards to measure the quality of transportation methods other than automobiles. Examples of these standards include the following:

- All buses are equipped with bicycle racks.
- All pedestrian and bicycle facilities within 2 miles of primary schools function at LOS C or better.
- 50% of students at Florida State University, Florida A&M University, and Tallahassee Community College commute to campus via non-auto modes.
- 80% of transit routes operate at a frequency of 20 minutes or less.

Roadways

Monroe Street and Tennessee Street are the three roadways in the Redevelopment Area that serve regional and local transportation needs. North Monroe Street and Tennessee Street are major routes for commuters from northwestern Leon County and Gadsden County to downtown and the universities. They also provide access to I-10 from central

and southern Leon County. The design of these roads within the Redevelopment Area reflects their regional significance. Tennessee Street is six-lanes and Monroe Street is four-lanes. Although posted for speeds as low as 35 miles per hour, when not congested, traffic tends to move at a high rate of speed. Both have extensive turning lanes to facilitate entrances into businesses and very limited pedestrian amenities.

Sidewalks and Bike Paths

Most major roads have sidewalks in the Redevelopment Area. Local streets generally lack sidewalks, with the exception of the Providence neighborhood north of Levy Street and the Bond neighborhood south of Tucker Street, both in Southside portion of the Redevelopment Area.

There are two designated on-road bike lanes in Greater Frenchtown, Tharpe and Macomb Streets. There are several bike lanes in Southside; however, those have limited connectivity.

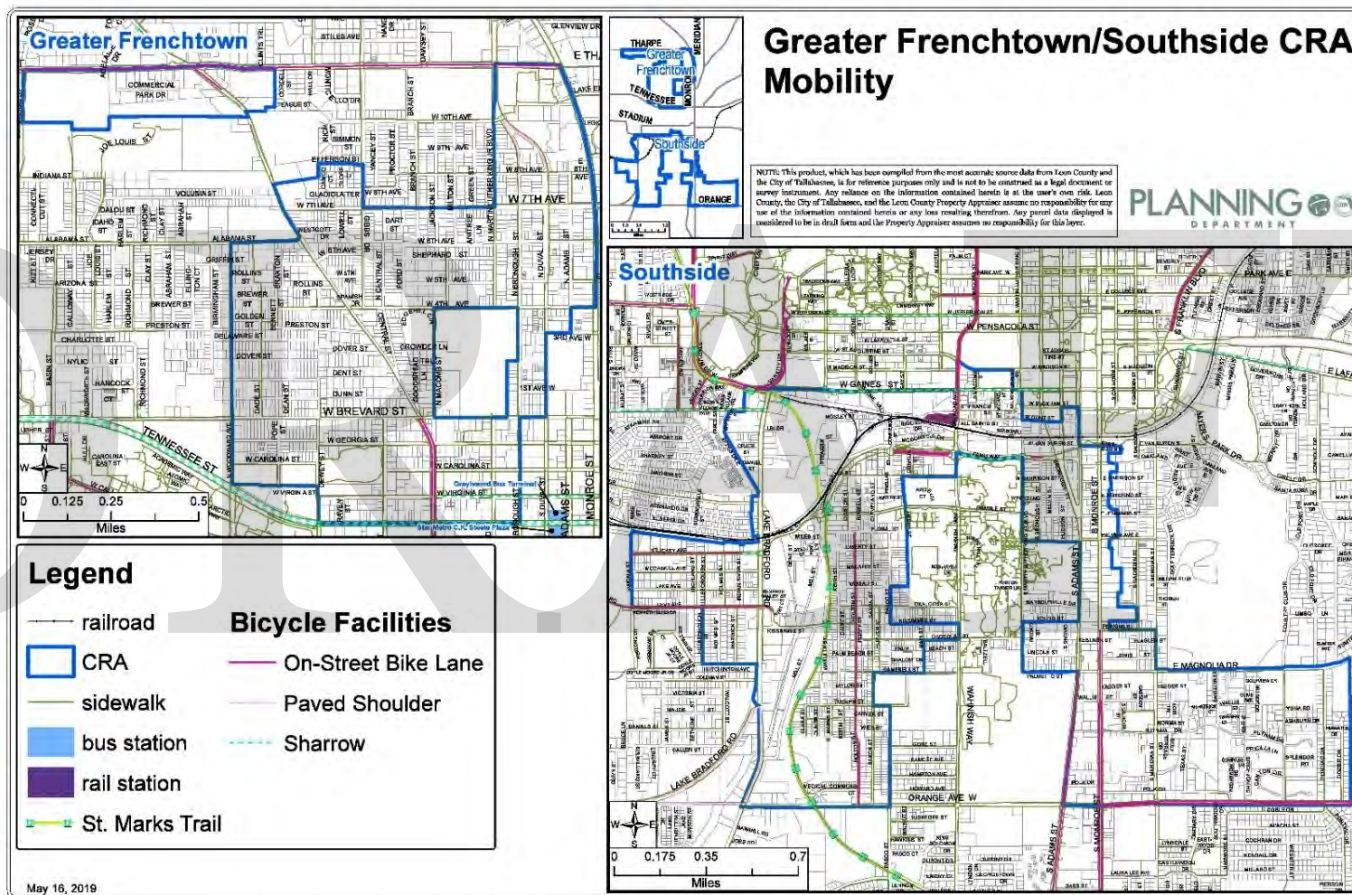
Two multi-use trails, St. Marks and Cascades are located in the Southside portion of the Redevelopment Area.

Sidewalk and bike paths are shown on the Mobility, Map A.7

Transit Service

Star Metro provides transit service throughout the Redevelopment Area.

Map A.7: Mobility



Parking

Parking standards within the Redevelopment Area are established within the Multimodal Transportation District (MMTD) Overlay section of the Tallahassee Land Development Code. The MMTD is intended to promote all forms of mobility, including cycling, walking and transit. As such, the MMTD establishes maximum, rather than minimum, parking standards. The Code allows for required parking to be provided on-site, on-street, purchased or leased from a civic or private parking provider, or secured through a cross-access or parking easement.⁵ Although the long term goal is to reduce reliance on automobiles as a form of transportation in the MMTD, the success of areas like Gaines Street has created a demand for additional parking. In May 2016, the City Commission approved changes to the Central Urban-45, the Central Core and the University Transition zoning districts within the Downtown Overlay to allow off-street surface parking facilities as a Special Exception Use. (Other zoning districts within the Downtown Overlay already allow this use.) These changes affect properties in both the Greater Frenchtown and the Southside areas. The City anticipates that off-street parking facilities will be temporary in nature and will only be used until such time as the properties are redeveloped.

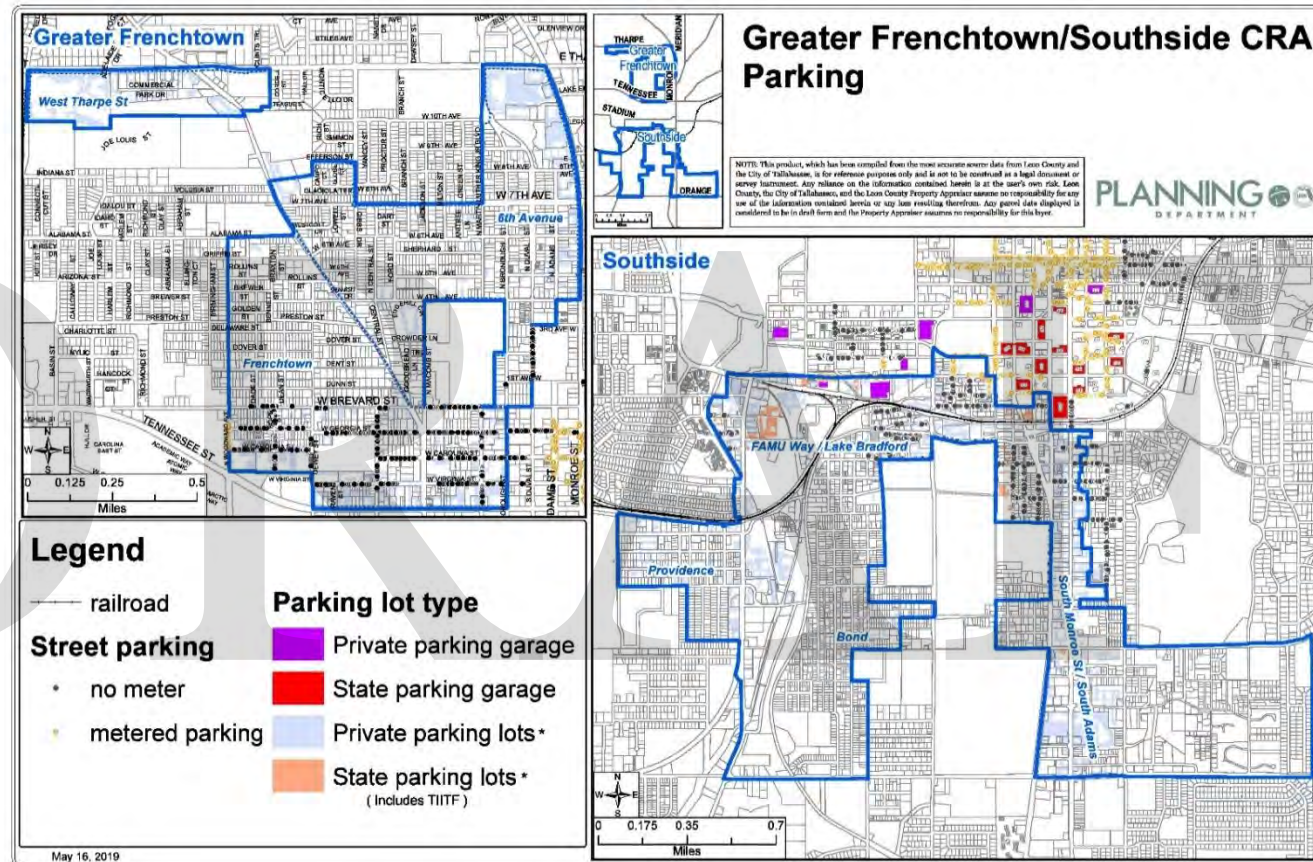
The City is undertaking a Comprehensive Parking Program which will address equipment and hours. These changes will apply to parking within the Redevelopment Area.

Map A.8 shows the locations where on street parking is provided within the Redevelopment Area. It also shows the location of structured parking garages that provide public access. A review of existing conditions shows the following:

- Parking for residential and commercial uses include both on-street and off-street parking.
- The amount of on-street parking allowed within the Redevelopment Area is very limited.
- The existence of parking garages is limited throughout the Redevelopment Area with only one government owned garage being located at the City of Tallahassee Renaissance Building in the Frenchtown sub-area.

⁵ Code sections 10-284.4 and 10-285. Tables 8A, 8B, and 8C.

Map A.8: Existing Parking Conditions



Environmental Characteristics

Flood Zones

Portions of the Redevelopment Area are within the 100-year flood zones and are designated by the Federal Emergency Management Agency (FEMA) as either “A” zones or “AE” zones. Zones designated as “A” do not have a base flood elevation established by FEMA. AE flood zones do have a base flood elevation established. Map A.9 shows the locations of the A and AE zones within the Redevelopment Area.

Stormwater

Greater Frenchtown: The Frenchtown Stormwater Facility is located in the Florida State University watershed of the Lake Munson Drainage Basin in southwest Tallahassee. The pond is surrounded by the Carter-Howell-Strong City Park, located in the Frenchtown sub-area. The facility is comprised of two ponds, a smaller pretreatment and sedimentation pond and a larger treatment pond. Together, the ponds comprise about five acres and provide 7.8 million gallons of floodwater storage. The pond provides both flood control and removal of pollutants from stormwater discharged downstream.

Southside:

FAMU Way: The Capital Cascades Trail along FAMU Way, completed in 2016, includes “Lake Anita,” an enhanced stormwater facility. Coal Chute Pond a stormwater treatment pond built for the FAMU Way roadway.

Vegetation

Established neighborhoods in the Redevelopment Area are characterized by mature trees that create an attractive framework for renovation and redevelopment.

Brownfields

The Gaines Street corridor was an industrial area for many years. Prior to redevelopment, the City of Tallahassee undertook a major brownfields study. With the assistance of the Environmental Protection Agency, the City identified sites requiring clean up and worked with property owners to establish appropriate remediation plans. That project was successfully implemented and was critical to the successful redevelopment that has subsequently occurred.

The City is now embarking on a similar project for South Monroe Street, another formerly industrial area. In April 2016, the City designated portions of South Monroe Street as a state brownfields area. Property owners will be able to enter into Brownfields Site Rehabilitation Agreements with the Florida Department of Environmental Protection

which would allow them to take advantage of various incentives offered by the state and federal brownfields programs.⁶

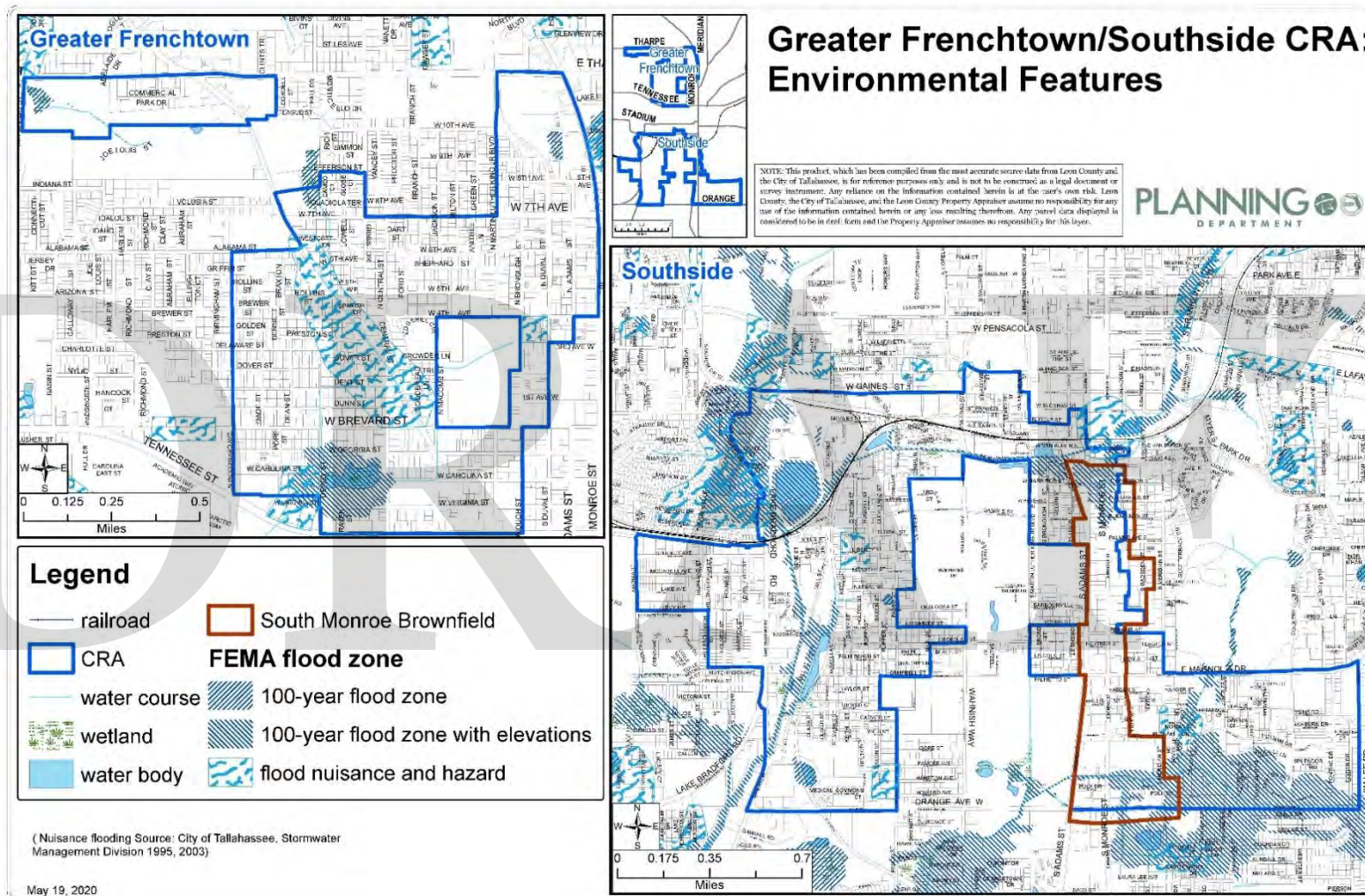
No studies of potential contamination have been conducted in the Lake Bradford Road area. Based on previous and current uses, the potential for contamination does exist.

Map A.10 shows the designated brownfield area.

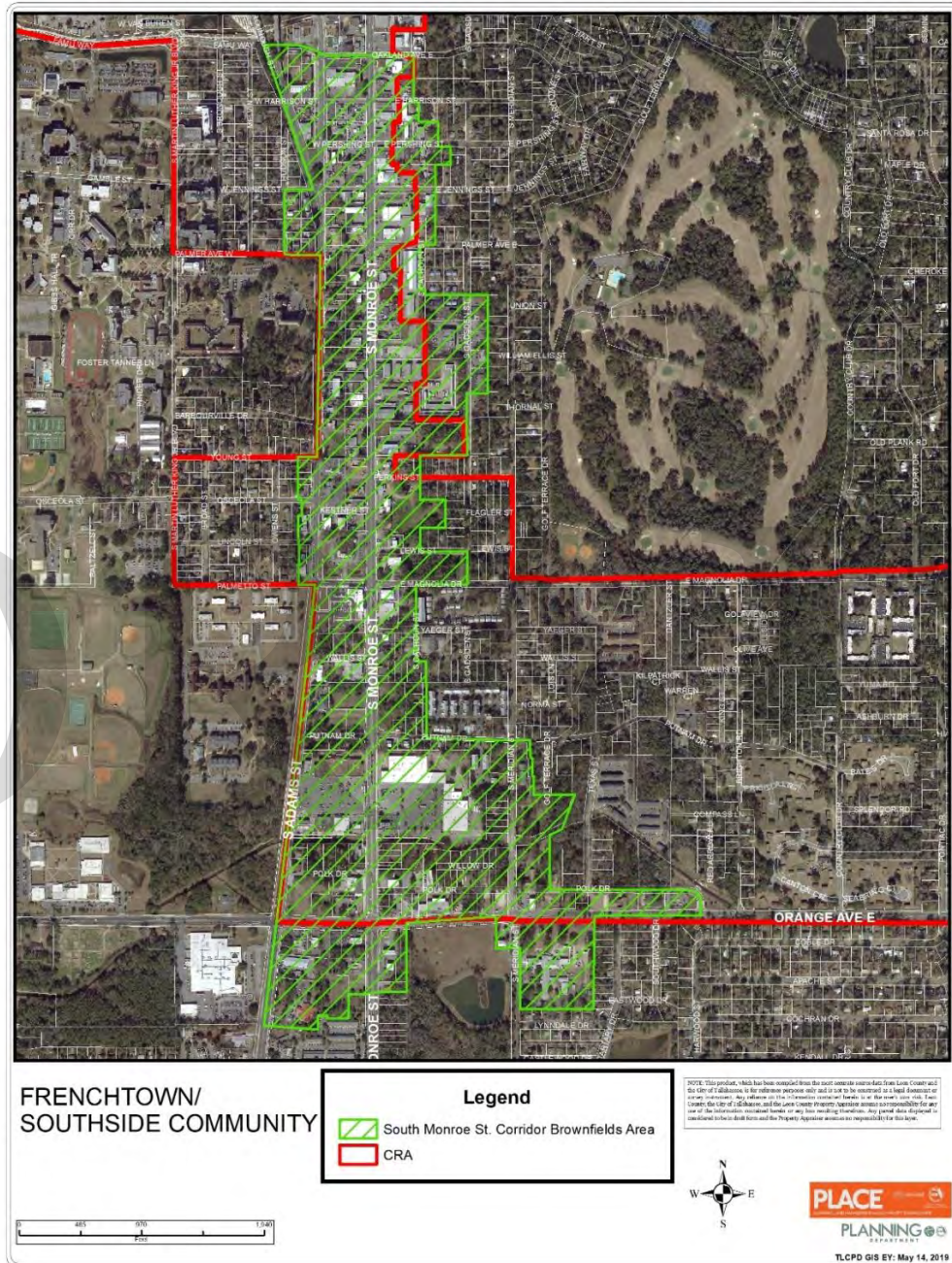
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⁶ April 27, 2016 City Commission agenda item 15.04: Second public hearing on the South Monroe Street Corridor Brownfields Designation and approve Resolution No. 16R04

Map A.9: FEMA Flood Plains



Map A.10: South Monroe Brownfields Area



SECTION 9

APPENDIX B: NEIGHBORHOOD IMPACT ELEMENT⁷

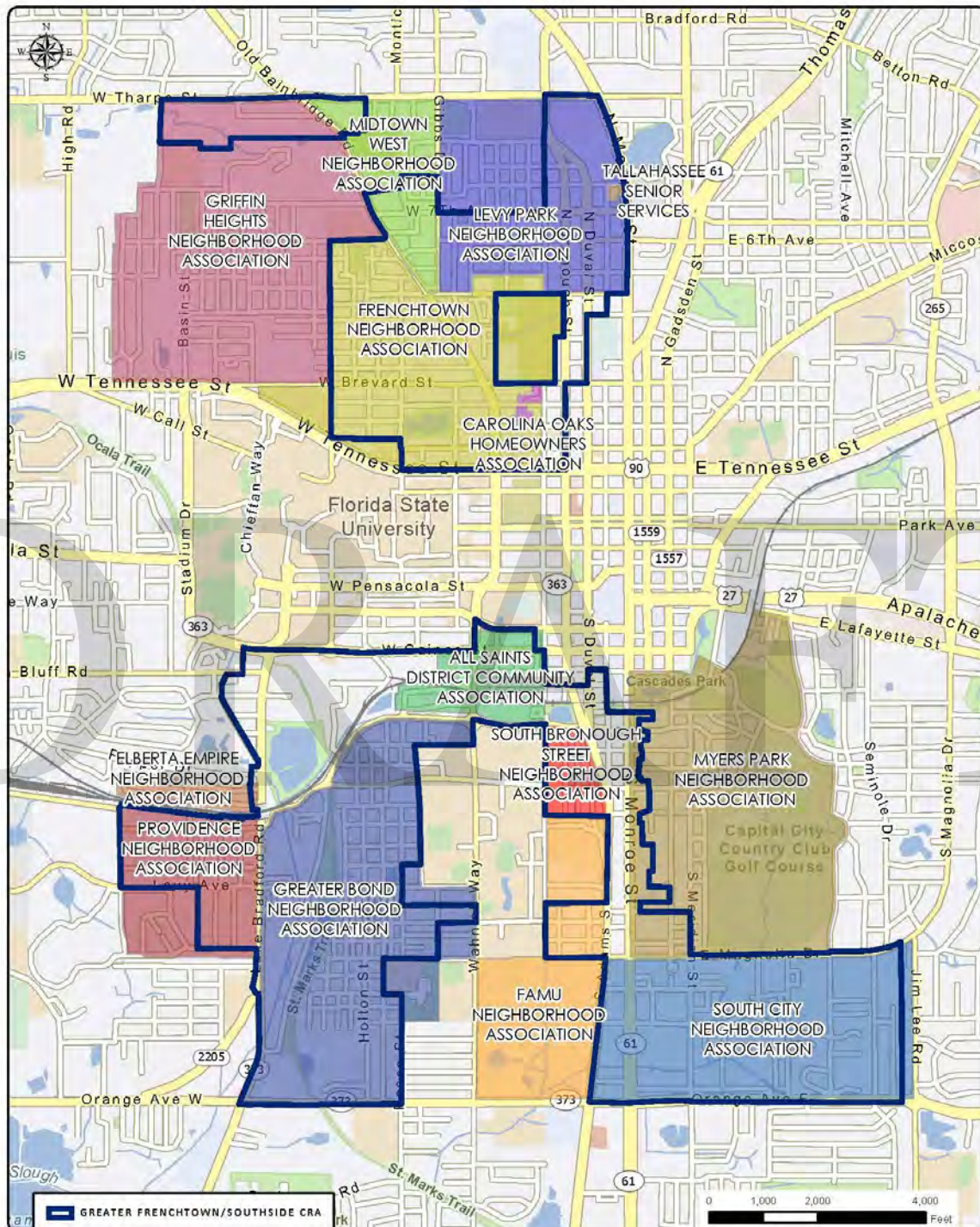
The implementation of the Greater Frenchtown/Southside Redevelopment Plan will help foster a better quality of life for residents of the Redevelopment Area and surrounding areas. The Redevelopment Area contains a number of neighborhoods, with many having their own association. Map B.1. shows the various neighborhood associations located in or near the Redevelopment Area. The Community Redevelopment Agency has, and will continue to, involve these associations in the planning and redevelopment process.

Neighborhoods will benefit from the Redevelopment Plan through increased levels of amenities, improved community facilities, improved environment and physical and social quality. While all the impacts cannot be determined without site-specific proposals which will evaluate impacts in detail, this appendix presents the range of impacts that can be expected in each category required by state statute (Ch. 163.362(3), F.S.). These categories include:

- Schools
- Resident Relocation
- Traffic Circulation
- Parking (not required)
- Environmental Quality
- Community Facilities and Services

⁷Appendix A contains a comprehensive collection of data on the Redevelopment Area and serves as a basis for assessing neighborhood impacts. Refer to Appendix A for a detailed description of existing conditions.

Map B.1: Redevelopment Area Neighborhood Associations



PLANNING
DEPARTMENT
a division of PLACE
Map Created: April 16, 2020

**Active Homeowner Associations &
Neighborhood Associations
Greater Frenchtown/Southside CRA**

Note: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained within is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office assume no responsibility for any use of the information contained herein or any loss resulting therefrom.

School Impact

Demographic data shows an increase in the school age population between 2000 and 2019. As shown in Table A.3, the population aged five to 17 in Greater Frenchtown increased from 480 to 524, while the overall population grew from 4,861 to 5,767. The population aged five to 17 in Southside increased from 671 to 1,490, while the overall population increased from 4,090 to 7,470. The large increase in the Southside is primarily due to the four expansion areas included as part of the Redevelopment Area in 2016 and 2018. The Redevelopment Area has seen significant improvements along the south side of Gaines Street from student-oriented housing. These improvements have not resulted in an increase in K-12 student population. The Redevelopment Area will most likely see a significant increase in tax revenues for the school system, without a significant increase in the student population. The remainder of this section provides information on the schools serving the Redevelopment Area.

Of the 13 public schools serving the Redevelopment Area three - Riley Elementary, Griffin Middle and Leon High - are over-capacity in enrollment. Ruediger Elementary and Rickards High are currently near or at capacity, with 99 and 100 percent, respectively. Pineview Elementary and Nims Middle schools have the most excess capacity, as illustrated in Table B.1.

Leon County School Board policies and City ordinances affect school capacity. The Leon County School Board maintains a Five-Year Physical Plan Survey that identifies needed capacity projects. To address current capacity problems, the School Board's "controlled open enrollment" policy allows parents to request the transfer of a student from a school that is near or at capacity to a school that has capacity. City Growth Management ordinances require coordination with the School Board to determine the impacts of new development on school capacity. These school concurrency regulations help to mitigate the impacts on schools over capacity.

Table B.1 . Leon County Schools Zoned for Redevelopment Area Students

School	2010 Enrollment	2019 Enrollment	2019 Permanent Capacity	Enrollment as % of 2019 Permanent Capacity	School Capacity Status	Greater Frenchtown /Southside Students
Elementary						
Bond	647	597	790	76%	Under	Southside
Hartsfield	592	445	615	72%	Under	Southside
Pineview	611	391	667	59%	Under	Southside
Riley	623	617	591	104%	Over	Both
Ruediger	647	546	553	99%	Under	Gr. Frenchtown
Sullivan	932	747	823	91%	Under	Gr. Frenchtown
Total	4052	3343				
Middle						
Cobb	841	795	918	87%	Under	Both
Griffin	615	664	589	113%	Over	Gr. Frenchtown
Nims	548	508	933	54%	Under	Southside
Raa	943	928	1023	91%	Under	Gr. Frenchtown
Total	2947	2895				
High						
Godby	1326	1377	1678	82%	Under	Both
Rickards	1323	1558	1562	100%	At	Southside
Leon	1947	2000	1720	116%	Over	Both
Total	4596	4935				

Source: Leon County Schools, July 2020

Relocation Impact

The Greater Frenchtown/Southside Redevelopment Area includes approximately 6,752 dwelling units, some of which are considered low to moderate-income units. There are privately owned and managed housing developments specifically designated for low to moderate income families located within the boundaries of the Redevelopment Area, as well as a variety of landlords who accept Section 8 housing vouchers.

To date, redevelopment within the CRA District has occurred in areas that did not contain a significant residential population (e.g., Gaines Street) and has therefore not resulted in significant relocation of residents. The Redevelopment Plan identifies existing residential areas that should be preserved and enhanced. To that end, the Greater Frenchtown/Southside Investment and Strategic Plan includes funds to be used for affordable housing rehabilitation and construction.

If relocation of residents is required, the Agency will follow the City's Temporary Relocation Policy and provide supportive services and equitable financial treatment to any individuals, families and businesses subject to relocation.

Traffic Circulation Impact

The Redevelopment Area is within the City's Multimodal Transportation District (MMTD) overlay zone. The MMTD is intended to promote all forms of mobility, including walking, transit and cycling. As such, an analysis of the impacts of increased traffic must consider all forms of transportation. The City has several strategies for promoting alternate forms of transportation:

- Development within the MMTD is intended to be transit and pedestrian friendly, with a mix of land uses and walkable streets. As development occurs within the Redevelopment Area, this pattern of development will help reduce demand for cars and the resultant congestion.
- Funds that become available for transportation improvements within the MMTD, either through impact fee or Blueprint sales tax projects, will be used primarily to promote transit, walking and cycling. Proposed mobility projects specific to each sub-area are described in the Redevelopment Plan. Larger scale projects that are underway are as follows:
 - Bicycling: The Leon County Bicycle Route Network will provide a highly connected bicycle network in the Redevelopment Area. Implementation is occurring as funds become available.
 - Transit: Improvements to system and increased headway.

Parking Impact

A combination of private off-street parking supplemented by on-street parking currently provides parking for development within the Redevelopment Area and is expected to continue to do so. (See Map A.8., Existing Parking Conditions). As the Redevelopment

Area continues to grow, the provision of adequate parking will increasingly become an issue.

The increased demand for parking in the Redevelopment Area was calculated based on data from a 2016 market study.⁸ The increased demand is shown in Table B.2.

Table B.2: Increase in Parking Needs in 2030 (in Spaces)									
	Office		Retail		Hotel	Multifamily		Total	
	Low*	High**	Low	High		Low	High	Low	High
Greater Frenchtown	2	17	5	41	0	302	598	309	656
Southside	1	13	5	41	248	186	1320	440	1,622

Sources: Market Analysis-Frenchtown/Southside and Downtown CRAs, Nov 2016 and Tallahassee Land Development Code

*- Low demand projection

** - High demand projection

Notes:

Analysis is based on increase in development in each land use category. Parking standards for office and retail development vary within the CRA District based on zoning district. Since it is not possible to predict where individual developments may occur, the parking analysis uses the highest parking ratio (i.e., projects the greatest possible number of spaces required).

Table B.2 shows that the greatest demand for parking will result from new multifamily housing. Recent housing developments within the Gaines Street corridor have provided parking on-site. Design standards within the Gaines Street corridor are intended to allow for structured parking while creating active uses along street fronts.

While it is not possible to predict where future development will occur on a site-specific basis, three sub-areas have experienced a heightened need for parking facilities, or are likely to be the location of future development and as a result, experience a heightened need for parking facilities. These three sub-areas are:

FAMU Way/ Lake Bradford Road Sub-Area: As Gaines Street fulfills its role of becoming a cultural destination and subsequently pushes closer to both FAMU and FSU, pressure to provide sufficient parking for patrons, neighborhood residents and students has become more intense. Currently, the Gaines Street corridor is experiencing parking pressure. The Community Redevelopment Agency has been working with local businesses in the corridor to identify all possible parking locations and to better advise the public of parking locations through brochures and wayfinding signs.

⁸ City of Tallahassee Market Analysis – Frenchtown/Southside and Downtown Districts, November 2016

Frenchtown Sub-Area: Urban in-fill, the encroachment of student housing, nighttime entertainment options on Tennessee Street and the increase in residential and commercial development within the Frenchtown neighborhood will intensify the parking problems on the streets north of Tennessee Street.

South Monroe/South Adams Corridor Sub-Area: The Capital Cascades Trail, urban infill projects and the FAMU Way extension will promote the development of additional living spaces and the activities that support the residences within this sub-area. Specifically, South Adams, South Monroe and Bronough Streets and the FAMU neighborhood areas should address the growing need to accommodate the increase in vehicles.

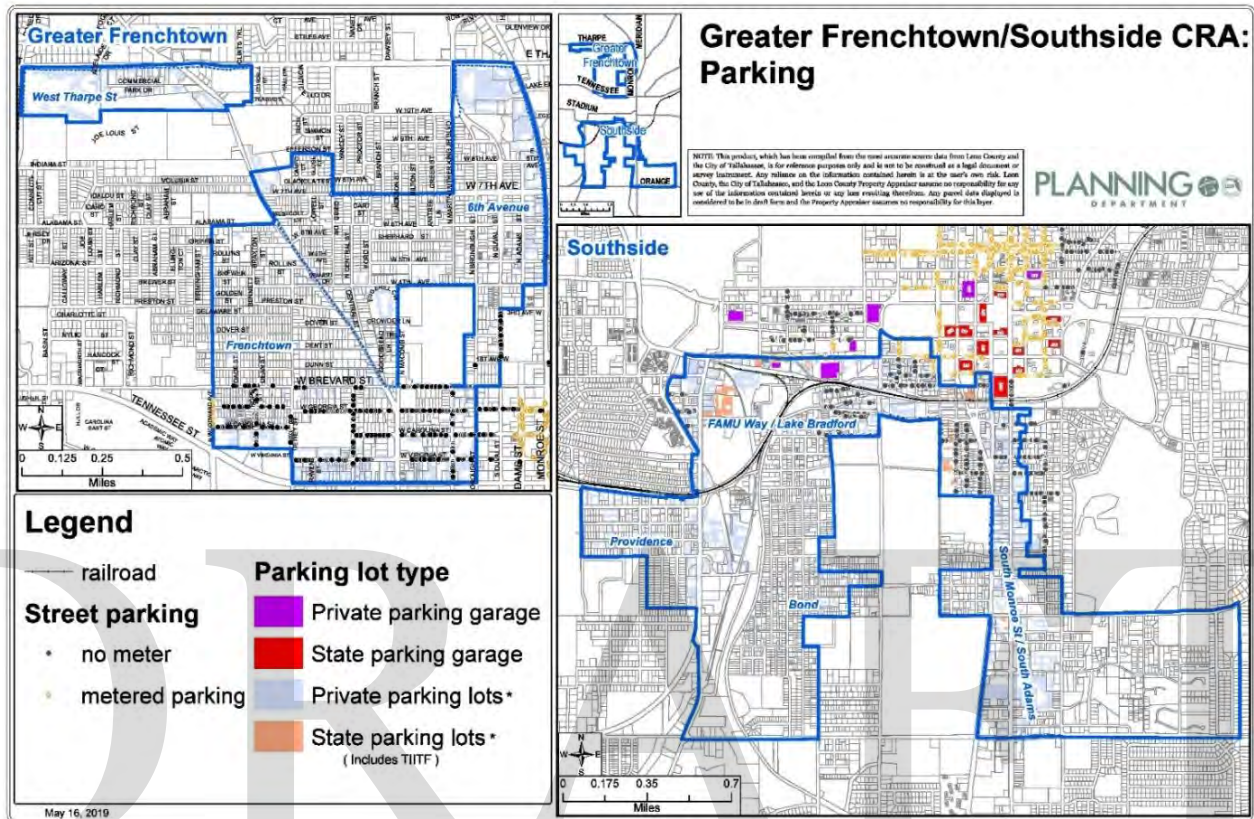
As noted in Appendix A, a review of existing parking conditions shows the following:

- Parking for residential and commercial uses include both on-street and off-street parking.
- The amount of on-street parking allowed within the Redevelopment Area is very limited.
- The existence of parking garages is limited throughout the Redevelopment Area with only one government owned garage being located at the City of Tallahassee Renaissance Building in the Frenchtown sub-area.

Recommendations for meeting the future parking demand are as follows:

- Continue to promote the use of parking within a short walk of major destinations through signage, brochures and mobile phone applications.
- Continue to promote development that decreases reliance on automobiles by providing goods, services, and employment opportunities in close proximity to housing.
- Continue to support infrastructure for transit, walking, and cycling.
- Evaluate opportunities to increase the amount of on-street parking.
- Encourage the use of shared parking by developments with different “peak parking” demands.

Map B.1: Existing Parking Conditions



Environmental Quality Impact

Water Quality

The development of vacant and/or underutilized sites within the Redevelopment Area may result in minor increases in the amount of stormwater runoff which may contain various types of pollutants, such as those generated by automobiles (gasoline, oil, antifreeze, etc.). If not handled properly, the pollutants in the stormwater runoff could degrade surface and groundwater resources. The City of Tallahassee enforces standards that address the treatment of stormwater and the protection of groundwater. The City also promotes the TAPP (Think About Personal Pollution) Campaign. TAPP helps educate individuals on ways that personal changes in home and yard practices can help keep local lakes, sinks and streams cleaner. The Redevelopment Plan does not include any industrial projects that would negatively affect water quality.

Vegetation and Wildlife

While some loss of vegetation will occur due to redevelopment, the Plan recognizes the value of the mature vegetation that characterizes the older neighborhoods within the Redevelopment Area. Additionally, streetscape projects funded by the Blueprint sales tax will add landscaping to the Redevelopment Area.

The City's approach to stormwater projects in and adjoining the Redevelopment Area has been to create more naturalistic environments that support vegetation and urban wildlife. Projects include the Lake Elberta Crute Regional Stormwater Facility, Carter-Howell-Strong Park, Speed-Spencer-Stephens Park and Cascades Park and Greenway.

Air Quality

The implementation of the Redevelopment Plan does not involve the addition of any anticipated point sources of air pollution that would require State or Federal permits. Construction activities that occur as a part of project development may be a source of airborne dirt and dust, especially during windy conditions; however, these are expected to be minimal, and there are controls the developer can implement to lessen the impact. The primary source of air pollutants in the Redevelopment Area is vehicular traffic. In the absence of redevelopment, and the anticipated increase in housing, commuters will continue to be the major contributor to air pollutants; however, anticipated mixed use development is intended to decrease over time the number of automotive trips that would otherwise be made. Other transportation improvements, including implementation of the Bicycle-Pedestrian Master Plan, should provide long-term benefits for the air quality in the Redevelopment Area by increasing the efficiency of traffic flow and decreasing dependency on the automobile for short trips in town.

Noise

The Redevelopment Plan does not call for the introduction of any activities that would increase current noise levels. In January 2016, the City Commission adopted a noise ordinance. The ordinance establishes one set of permissible sound levels within an area designated the Urban Core District and another in the rest of the City. The following portions of the Redevelopment Area are within the Urban Core District, which allows higher sound levels:

- Greater Frenchtown: Copeland Street to Bronough Street between Tennessee Street and Virginia Street
- Southside: Gaines Street to Martin Luther King, Jr. Boulevard to FAMU Way to the railroad tracks via the west side of Railroad Square, to Lake Bradford Road.

No noise issues have been brought to attention of the CRA. Should such concerns arise, the CRA will work with the City to address concerns.

Brownfields

As noted in Appendix B, a study of potential brownfield contamination in the South Monroe/South Adams sub-area identified a number of sites requiring further assessment. The CRA supports efforts to clean up and reuse contaminated brownfield sites.

Public Utilities Impact

Electric

The existing electrical lines that bring power to the Greater Frenchtown portion of the Redevelopment Area have adequate capacity to provide service to the businesses and residents within the Redevelopment Area. In fact, the existing electrical infrastructure has sufficient capacity to handle up to 25% more development. However, should the Redevelopment Area see 25% growth it is possible that some circuit reconfiguration or upgrades will be required at locations within the Redevelopment Area, but the supporting “trunk” lines that bring power and energy into the Redevelopment Area have available capacity.

There is, however, a capacity constraint at the Bulk Power Station 6 (BP-6) which is related to the Southside portion of the Redevelopment Area. Should added power and energy be required in this area, the amount of additional loading the facility could handle would be constrained. The City of Tallahassee Electric & Gas Utility Department anticipated replacing both switchgears at BP-6 during the spring 2020 reduced load period. However, with COVID-19 and the stay-at-home orders, the work has been postponed until the fall 2020 reduce load period starting in October and ending in January.

Sewer and Water

The sewer infrastructure in the Redevelopment Area consists of pipelines that range from six to 18 inches in diameter. The age of the infrastructure varies. Some pipelines are as old as 70 years and other have recently been replaced. The majority of the sewer pipes are six-inch vitrified clay. No negative impact on the existing sanitary sewer is expected from implementation of the Redevelopment Plan. Sufficient capacity exists to support anticipated development.

The water pipelines range from two to 14 inches in diameter. At this time the infrastructure is able to provide adequate and ample capacity to serve the existing residents and businesses in the Redevelopment Area. No degradation to potable water quality is anticipated from implementation of the Redevelopment Plan.

Stormwater

Frenchtown is within a closed basin; therefore, any new development activities will have to address stormwater management issues. Flooding also occurs in the area of Wahnish Way. Stormwater management improvements will be needed to reduce damages to property in the Redevelopment Area.

The City has made a substantial investment in stormwater draining in the Southside portion of the Redevelopment Area. Currently, most of the stormwater drains to the Lake Elberta Crate Regional Stormwater Facility. Presently, there is sufficient capacity at the facility to handle anticipated development in the Southside; however, if the facility begins to reach capacity, other solutions will be needed. Development of the Capital Cascades Greenway has significantly improved stormwater drainage along Franklin Boulevard and Coal Chute Pond has provided additional capacity along Gaines Street.

The Frenchtown Stormwater Pond in the Redevelopment Area manages the runoff from the Greater Frenchtown portion of the Redevelopment Area. The pond is surrounded by the Carter-Howell-Strong Park, located two blocks north of Tennessee Street and bounded to the East and West by Copeland and Dewey Streets. The facility is actually two ponds, which together total approximately five acres with 7.8 million gallons of floodwater storage. The pond provides both flood control and removal of pollutants from stormwater discharged downstream towards Lake Munson. The pond and associated park are a public amenity within the local neighborhood and serve as a refuge for many birds and other animals. Blueprint IA committed \$10 million towards watershed drainage improvements in Frenchtown.

The Redevelopment Agency will work closely with developers to ensure anticipated new development does not add to existing stormwater problems, or that adequate stormwater continues to be provided concurrent with the development.

Community Facilities Impact

Open Space/Recreational Facilities⁹

Greater Frenchtown contains a mix of parks and community facilities, totaling approximately 26 acres. These facilities are dispersed throughout Greater Frenchtown.

Southside contains approximately 40 acres of open space and recreation facilities, not including the Capital Cascades Trail. Of the 40 acres, the Lake Elberta Crate Regional Stormwater Facility comprises approximately 26 acres and the Walker Ford Community Center comprises approximately 12 acres. The remaining facilities are Coal Chute Park adjoining Railroad Square and the Speed-Spencer-Stephens Park. There are no parks in the Providence or Bond Sectors.

As part of the Priority Area and Goal #4 (Quality of Life), the Redevelopment Plan promotes the availability of, and access to, well-designed and well-maintained green spaces. As part of the redevelopment strategy, the CRA will pursue opportunities for the creation of small neighborhood parks.

Social Services

Implementation of the Redevelopment Plan will not adversely impact the provision of the social services available to low and moderate-income persons living in the Redevelopment Area. The CRA does not directly assist with providing social services. However, Priority Area and Goal #2, Impact on Poverty, calls for the CRA to support various agencies with improvements to their facilities allowing the agencies resources to be used for Redevelopment Area residents.

⁹ Appendix A contains a description of open space and recreational facilities in the Redevelopment Area.

SECTION 10:
APPENDIX C: MARKET ANALYSIS

This analysis provides an overview of residential and retail market conditions; and estimates future demand and growth within the Redevelopment Area. The future demand and growth projections are based on the base analysis, emerging national trends, and CRA participation and investment. The market analysis was conducted by GAI Consultants, Inc. in November 2016. Based on historical capture rates and percentages, the analysis estimates by 2030 the Redevelopment Area will increase its office space square footage by 66,000; hotel rooms on the Southside are estimated to increase by 200 rooms with no demand for hotel rooms in Frenchtown; and retail space is estimated to increase by 92,000 square feet. It should be noted the market analysis covers both the Greater Frenchtown Southside and the Downtown Districts.

DRAFT



City of Tallahassee Community Redevelopment Agency Market Analysis – Greater Frenchtown/Southside and Downtown District CRA's

Prepared For:
City of Tallahassee
Community Redevelopment Agency
GAI Project Number: A151772.00

November 2016- Final Report

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300 South Adams Street
Tallahassee, FL 32301



Planning | Urban Design
Landscape Architecture
Economics | Real Estate

November 30, 2016
GAI Project No. A151772.00

Mr. Rick McCraw, AICP
Program Director
City of Tallahassee Community Redevelopment Agency
15241 East Oakland Avenue
300 South Adams Street
Tallahassee, Florida 32301

Final Report
City of Tallahassee Community Redevelopment Agency Market Analysis
Greater Frenchtown/Southside and Downtown District CRA's

Dear Rick:

GAI Consultants, Inc. (GAI) has completed its analysis of supportable levels of development for various land uses within the Greater Frenchtown/ Southside and Downtown District Community Redevelopment Areas (CRA's). The first phase of our study was completed as outlined in our contract with you dated July 26, 2016. The attached report entitled "Market Analysis – Greater Frenchtown/ Southside and Downtown District CRA's" summarizes the results of our analysis.

The report is based on estimates, assumptions, and other information related to the above. Such estimates, assumptions, or other information were developed from prior research, knowledge of the industry, and discussions with you. The sources of information and basis of estimates and assumptions are stated in the report. Since our documentation is based on estimates and assumptions which are inherently subject to uncertainty and variation depending upon evolving events, we do not represent the data as results which would actually be achieved.

The following paragraphs express conditions and limitations which our firm necessarily states with any engagement of this nature. Please call us if you should have questions. Our services did not include legal and regulatory counseling, comments on matters associated with zoning or other state and local government regulations, permits and licenses. Further, no effort was made to determine the possible effects on any specific projects as they may be influenced by present or future federal, state, or local legislation, including any bond restrictions, changes in tax structure or tax law, environmental or ecological matters, or interpretations thereof.

Mr. Rick McCraw, AICP
November 30, 2016
A151772.00

Planning | Urban Design
Landscape Architecture
Economics | Real Estate

Any conclusions and/or any prospective financial information that is included in our documentation were based on estimates and assumptions from previous studies, information developed from supplemental research, knowledge of the industry, and other sources, including certain information that you have provided. These sources of information and bases of significant estimates and assumptions are stated in our documentation. Some assumptions inevitably will not materialize and unanticipated events and circumstances may occur. Therefore, actual results achieved will vary from any estimates, and the variations may be material.

The terms of this engagement are such that we have no obligation to revise the document to reflect events or conditions, which occur subsequent to the date of the documentation. The report does reflect certain review comments that were received after the date of issuance. *However, the principal data used to draw our conclusions remains as of the report date.*

Our documentation is intended solely for your information, internal planning, potential financial partners, lenders, and presentation to other interested parties. Neither our documentation nor its contents, nor any reference to our firm may be included or quoted in any real estate offering or registration statement, or other agreement or document without our prior permission. Permission will be granted upon meeting certain conditions.

Please contact us if you have any questions about this report. It was a pleasure working with you on this assignment and we look forward to completing the remainder of the analysis as noted in our scope of services and contract.

Sincerely,

**Community Solutions Group,
a GAI Consultants, Inc.
Service Group**

David R. Darsey
Senior Director

Owen M. Beitsch, PhD, FAICP, CRE
Senior Director

Thomas R. Kohler
Senior Director

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1.0 EXECUTIVE SUMMARY

1.1 Introduction

GAI Consultants, Inc. (GAI) was retained by the City of Tallahassee Community Redevelopment Agency (Client) to estimate supportable levels of development for various land uses within the Greater Frenchtown/Southside and Downtown District Community Redevelopment Areas (CRA's). Although the Greater Frenchtown/Southside area is under one CRA, for the purposes of this study we treated it as being separate. Therefore, in some areas of the report, we reference and treat Frenchtown, Southside and the Downtown District as three separate districts, although we recognize there are officially only two CRA's.

Our study is a four-phased effort including the following major tasks:

- ▶ A market study identifying near-term and mid-term opportunities for various land uses city wide and the potential to support them in the districts. The land uses we analyzed included:
 - Office
 - Retail
 - Hotel
 - Multi-Family For-Rent Apartments
 - Multi-Family For-Sale Condominiums
- ▶ A feasibility study testing the market and financial implications for potential development of the above land uses at specific development parcels within the districts.
- ▶ Assistance in the preparation of a Request for Proposal (RFP) should one or more opportunities prove feasible or beneficial.
- ▶ Assistance in the general review and evaluation of information particular to qualified developer proposals which may be received.

This report summarizes the results of the market study noted above as the first phase of our work effort. The second phase feasibility study will be initiated after the Client's review of this report. The remaining phases would occur at later dates when authorized by the Client.

1.2 Principal Work Steps of Market Study

The principal work steps within our market study included:

- ▶ Meetings in Tallahassee with the Client, City of Tallahassee staff, community leaders, organizations such as Visit Tallahassee and the Office of Economic Vitality, local real estate professionals, property managers and developers.
- ▶ Toured the area, focusing on the Frenchtown, Southside and Downtown Districts.
- ▶ Analyzed demographic data and trends.
- ▶ Profiled development and absorption trends for the land uses noted above in Leon County, the City of Tallahassee and the Frenchtown, Southside and Downtown Districts.



- ▶ Identified proposed projects via interviews with appropriate planning agencies and local real estate industry professionals.
- ▶ Prepared estimates of market support and timing for office, retail, hotel, multi-family for-rent apartments and multi-family for-sale condominiums in Leon County and the potential capture of this future development within the Frenchtown, Southside and Downtown Districts.

1.3 Methodology

- ▶ Demographic data are compiled from a variety of sources including Environmental Systems Research Institute (ESRI), the U.S. Bureau of Labor Statistics, and the U.S. Census Bureau. Projections and current year data are based on the American Community Survey Census five year estimates.
- ▶ Our analysis made use of several data sources or services to which we subscribe. These are described below. Most of this information speaks to *past or existing* conditions at the time of our original research. Any *planned* additions to the office, retail, multi-family for rent and multi-family for sale supply were obtained from the Tallahassee Office of Economic Vitality. Only planned projects which are actively under construction or have obtained an approval within the last year are included. Projects which have approvals that are more than a year old with no recent activity, projects in "pre-application" and applications "under review" are not included. Projects that meet this methodology have been included based on discussions with the Community Redevelopment Agency, City and the Department of Economic Vitality as of February 10, 2017. Any modifications to these projects or the addition of new projects after this date have not be considered in this analysis.
- ▶ Office and Retail data are compiled from CoStar and the Leon County Tax Roll. CoStar was founded in 1987 and is considered one of the country's leading providers of information, analytics and marketing services to the commercial real estate industry. Its service offerings principally include office, industrial and retail uses, with supplementary data available on the hospitality and multifamily apartment industry. All of the CoStar data is presented for the most recent complete year at the time this report was written, which was year-end 2015. CoStar does not set a minimum square footage threshold for reporting, however the data is broker reported and therefore smaller spaces may be reported less frequently.
- ▶ Hotel operating data was obtained from Smith Travel Research (STR). STR was founded in 1985 and is a principal data source for the lodging industry, providing global data benchmarking, analytics and marketplace insights. Each month the company collects performance data from over 46,000 hotels representing more than 5.3 million rooms globally.
- ▶ Apartment data and analysis are conducted based on data obtained from MyRentComps.com. MyRentComps was founded in 2005 and provides performance data to the apartment industry, principally through market surveys conducted by their participants. The company currently has over 100,000 properties in their database. Data in the MyRentComps system is currently limited to reporting on multi-family for rent apartments of 100 units or more. Although there are certainly projects that have been developed in the Tallahassee market that are under 100 units in size, we believe it is likely that most future projects will be greater than this number to



capitalize on the economies of scale that larger projects can achieve. In our opinion, the development sites we would analyze during the next phase of work would be large enough that apartment projects would need to be over 100 units in size.

- ▶ The terms of this engagement are such that we have no obligation to revise the document to reflect events or conditions, which occur subsequent to the date of the report, which was November 30, 2016. The report does reflect certain review comments that were received after the date of issuance. However, the principal data used to draw our conclusions remains as of the report date.

1.4 Key Findings

The existing amount of inventory for each selected land use and geography is summarized in Table 1.1.

Table 1.1
Summary of Existing Inventory – Leon County, Frenchtown, Southside and Downtown Districts

Area	Office SF	Retail SF	Hotel Units	For-Rent	For-Sale
				Apartment Units (1)	Condominium Units
Leon County	20,706,118	20,213,751	5,592	20,567	4,316
Frenchtown District	382,968	577,224	164	364	47
Southside District	231,946	905,312	0	414	104
Downtown District	<u>3,083,583</u>	<u>478,907</u>	<u>698</u>	<u>684</u>	<u>576</u>
Total All Districts	3,698,497	1,961,443	862	1,462	727

Source: CoStar; Leon County Tax Roll; Smith Travel Research; MyRentComps; GAI

- ▶ The Downtown District by far has the most office square footage of all the districts at almost 10 times higher than the Frenchtown District, which is the next largest area. The Downtown District has captured about 15% of the total office space in the County.
- ▶ The Southside District has the highest amount of retail square footage among the districts. It has captured about 4.4% of the total retail space in the County.
- ▶ The Downtown District has the largest inventory of hotel rooms of all the districts. The Downtown District has captured about 12.5% of the total hotel units in the County. There are no existing hotel rooms tracked by Smith Travel Research in the Southside District. However, a Hampton Inn is under construction in the Southside District. The one hotel property in the Frenchtown District was built prior to 1970.
- ▶ There are 364, 414, and 684 rental apartment units in the Frenchtown, Southside and Downtown Districts, respectively. Most of the product within the Frenchtown District was built from 1996-2005. Much of the product in the Downtown District is older and was built prior to 1986. All of the rental apartment complexes of 100 units or more in the Southside District were built from 2011-2016. The units added in the Southside District are generally grouped with a larger complex called Stadium Centre that is managed by one company. Additionally, there are three proposed apartment projects in the Southside District. The Downtown District has one

apartment project under construction. All the new units either under construction or planned in the districts are student oriented.

- ▶ According to data obtained from the Leon County Property Appraiser, for-sale condominium units total approximately 47, 104 and 576 in the Frenchtown, Southside and Downtown Districts, respectively. The Downtown District has captured about 13.3% of the total condominium units in the County.

Tables 1.2 and 1.3 summarize the capture rate of pertinent development activity within the County in the Frenchtown, Southside and Downtown Districts.

Table 1.2
Summary of County Capture Rates - Frenchtown, Southside and Downtown Districts

Year Built	Office SF	Retail SF	Condominium Units	Hotel Rooms
<u>Frenchtown District</u>				
Prior to 1970	6.6%	7.4%	0.0%	33.9%
1970-1979	0.7%	1.6%	0.0%	0.0%
1980-1989	0.6%	0.3%	7.9%	0.0%
1990-1999	0.2%	2.8%	0.0%	0.0%
2000-2009	1.1%	3.5%	0.4%	0.0%
2010-2015	0.0%	0.0%	0.0%	0.0%
Unknown	16.8%	0.9%	NA	0.0%
Total	1.8%	2.9%	1.1%	2.9%
<u>Southside District</u>				
Prior to 1970	6.4%	13.1%	4.3%	0.0%
1970-1979	0.0%	4.9%	0.0%	0.0%
1980-1989	0.1%	1.4%	0.0%	0.0%
1990-1999	0.3%	0.9%	0.0%	0.0%
2000-2009	0.4%	1.6%	3.1%	0.0%
2010-2015	0.0%	0.0%	1.6%	0.0%
Unknown	3.1%	6.9%	NA	0.0%
Total	1.1%	4.5%	2.4%	0.0%
<u>Downtown District</u>				
Prior to 1970	34.2%	6.4%	19.3%	0.0%
1970-1979	14.6%	1.3%	5.6%	31.4%
1980-1989	17.6%	0.8%	0.0%	13.1%
1990-1999	10.6%	0.2%	44.4%	0.0%
2000-2009	2.5%	2.4%	16.7%	19.0%
2010-2015	8.5%	5.3%	0.0%	0.0%
Unknown	1.8%	3.3%	NA	0.0%
Total	14.9%	2.4%	13.3%	12.5%
Source: CoStar; Leon County Tax Rolls; Smith Travel Research; GAI				

Table 1.3
Summary of County Capture Rates - Frenchtown, Southside and Downtown Districts

Year Built	Apartment Units
<u>Frenchtown District</u>	
Prior to 1986	1.5%
1986-1995	0.0%
1996-2005	4.2%
2006-2010	0.0%
2011-2016	0.0%
Total	1.8%
<u>Southside District</u>	
Prior to 1986	0.0%
1986-1995	0.0%
1996-2005	0.0%
2006-2010	0.0%
2011-2016	40.9%
Total	2.0%
<u>Downtown District</u>	
Prior to 1986	4.6%
1986-1995	0.0%
1996-2005	0.0%
2006-2010	0.0%
2011-2016	34.5%
Total	3.3%
Source: MyRentComps; GAI	

The Downtown District has generally dominated capture rates of the County's development of pertinent land uses with the exception of retail. The Frenchtown District has captured a greater amount of office space and hotel rooms, but the Southside District has captured a higher percentage of retail space and condominium units. In recent years the Downtown and Southside District have captured a significant percentage of the County's overall apartment development in complexes with 100 units or more.

Table 1.4 on the following page summarizes our estimates of future office and retail square footage and hotel, apartment and for-sale condominium units in Leon County through 2030. Estimated square feet or units per capita for each land use was derived using historic information from Leon County. In effect, the low to high estimates represent a range of possible outcomes for each land use. In particular, timing can be impacted by construction delays, permitting issues and the like. What we believe is important is that we expect a particular land use to fall within this range.

Table 1.4
Leon County's Projected Office, Hotel, Retail, Apartment and Condominium Demand, 2015-2030

	Per Capita SF	Total County SF			Avg Annual Growth Rates			Avg Annual County SF Absorption		
		Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Office:										
2015	72	20,706,118	20,706,118	20,706,118						
2020	72	20,715,376	21,742,465	22,769,555	0.0%	1.0%	1.9%	1,852	207,269	412,687
2025	72	20,946,833	22,722,540	24,498,247	0.2%	0.9%	1.5%	46,291	196,015	345,738
2030	72	21,134,892	23,651,983	26,169,075	0.2%	0.8%	1.3%	37,612	185,889	334,166
Hotel:										
2015	0.02	5,592	5,592	5,592						
2020	0.02	5,871	6,162	6,453	1.0%	2.0%	2.9%	56	114	172
2025	0.02	6,082	6,597	7,113	0.7%	1.4%	2.0%	42	87	132
2030	0.02	6,282	7,031	7,779	0.7%	1.3%	1.8%	40	87	133
Retail:										
2015	71	20,213,751	20,213,751	20,213,751						
2020	71	20,222,789	21,225,455	22,228,122	0.0%	1.0%	1.9%	1,808	202,341	402,874
2025	71	20,561,600	22,304,650	24,047,700	0.3%	1.0%	1.6%	67,762	215,839	363,916
2030	71	20,819,250	23,298,750	25,778,250	0.2%	0.9%	1.4%	51,530	198,820	346,110
Apartments:										
2015	0.10	19,902	19,902	19,902						
2020	0.10	20,218	21,221	22,223	0.3%	1.3%	2.2%	63	264	464
2025	0.10	20,543	22,285	24,026	0.3%	1.0%	1.6%	65	213	361
2030	0.10	20,728	23,196	25,665	0.2%	0.8%	1.3%	37	182	328
Condominiums:										
2015	0.02	4,316	4,316	4,316						
2020	0.02	4,318	4,532	4,746	0.0%	1.0%	1.9%	0	43	86
2025	0.02	4,366	4,736	5,106	0.2%	0.9%	1.5%	10	41	72
2030	0.02	4,405	4,930	5,455	0.2%	0.8%	1.3%	8	39	70
Source: GAI										

Source: GAI

Based upon the County-wide projections noted above, we subsequently evaluated each district's ability to capture or support a part of this future potential market demand based their historical capture rates. The capture rates applied in this analysis stem largely from observations and interpretations of the actual experience in each district, prior development patterns in the County, and our own understanding about the competitive framework in the region. As noted earlier, the low to high estimates represent a range of possible outcomes for each land use.

The following series of tables (Tables 1.5, 1.6, 1.7, 1.8, and 1.9) summarize our estimates of potential future market demand within each district based on site capture percentages of the County's growth in supply for each land use. These tables summarize each land use for the districts separately and in total.

Table 1.5
Projected Office Demand within Each District, 2015-2030

District	Capture %	District Cumulative Total SF			District Cumulative New SF			District Avg Annual SF Absorption		
		Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Frenchtown District:										
2015		382,968	382,968	382,968						
2020	1.0%	383,061	393,331	403,602	93	10,363	20,634	19	2,073	4,127
2025	1.3%	385,954	405,582	425,211	2,986	22,614	42,243	579	2,450	4,322
2030	1.5%	388,775	419,524	450,273	5,807	36,556	67,305	564	2,788	5,012
Southside District:										
2015		231,946	231,946	231,946						
2020	0.7%	232,011	239,200	246,390	65	7,254	14,444	13	1,451	2,889
2025	1.0%	234,325	249,001	263,677	2,379	17,055	31,731	463	1,960	3,457
2030	1.3%	236,770	261,084	285,398	4,824	29,138	53,452	489	2,417	4,344
Downtown District:										
2015		3,083,583	3,083,583	3,083,583						
2020	8.0%	3,084,324	3,166,491	3,248,658	741	82,908	165,075	148	16,582	33,015
2025	12.0%	3,112,098	3,284,100	3,456,101	28,515	200,517	372,518	5,555	23,522	41,489
2030	15.0%	3,140,307	3,423,516	3,706,725	56,724	339,933	623,142	5,642	27,883	50,125
Total All Districts:										
2015		3,698,497	3,698,497	3,698,497						
2020	9.7%	3,699,395	3,799,023	3,898,650	898	100,526	200,153	180	20,105	40,031
2025	14.3%	3,732,378	3,938,683	4,144,989	33,881	240,186	446,492	6,597	27,932	49,268
2030	17.8%	3,765,852	4,104,124	4,442,396	67,355	405,627	743,899	6,695	33,088	59,481
Source: GAI										

Source: GAI

Table 1.6
Projected Hotel Demand within Each District, 2015-2030

	District Capture %	District Cumulative Total Units			District Cumulative New Units			District Avg Annual Units Absorption		
		Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Frenchtown District:										
2015		164	164	164						
2020	0.0%	164	164	164	0	0	0	0	0	0
2025	0.0%	164	164	164	0	0	0	0	0	0
2030	0.0%	164	164	164	0	0	0	0	0	0
Southside District:										
2015		0	0	0						
2020	15.0%	42	86	129	42	86	129	8	17	26
2025	12.0%	67	138	208	67	138	208	5	10	16
2030	0.0%	67	138	208	67	138	208	0	0	0
Downtown District:										
2015		698	698	698						
2020	25.0%	768	841	913	70	143	215	14	29	43
2025	25.0%	820	949	1,078	122	251	380	11	22	33
2030	30.0%	881	1,079	1,278	183	381	580	12	26	40
Total All Districts:										
2015		862	862	862						
2020	40.0%	974	1,090	1,207	112	228	345	22	46	69
2025	37.0%	1,052	1,251	1,451	190	389	589	16	32	49
2030	30.0%	1,112	1,381	1,650	250	519	788	12	26	40
Source: GAI										

Source: GAI

Table 1.7
Projected Retail Demand within Each District, 2015-2030

	District Capture %	District Cumulative Total SF			District Cumulative New SF			District Avg Annual SF Absorption		
		Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Frenchtown District:										
2015		577,224	577,224	577,224						
2020	2.0%	577,405	597,458	617,511	181	20,234	40,287	36	4,047	8,057
2025	3.0%	587,569	629,834	672,099	10,345	52,610	94,875	2,033	6,475	10,917
2030	4.0%	597,875	669,598	741,321	20,651	92,374	164,097	2,061	7,953	13,844
Southside District:										
2015		905,312	905,312	905,312						
2020	2.0%	905,493	925,546	945,599	181	20,234	40,287	36	4,047	8,057
2025	3.0%	915,657	957,922	1,000,187	10,345	52,610	94,875	2,033	6,475	10,917
2030	4.0%	925,963	997,686	1,069,409	20,651	92,374	164,097	2,061	7,953	13,844
Downtown District:										
2015		478,907	478,907	478,907						
2020	2.0%	479,088	499,141	519,194	181	20,234	40,287	36	4,047	8,057
2025	4.0%	492,640	542,309	591,978	13,733	63,402	113,071	2,710	8,634	14,557
2030	5.0%	505,523	592,014	678,505	26,616	113,107	199,598	2,577	9,941	17,306
Total All Districts:										
2015		1,961,443	1,961,443	1,961,443						
2020	6.0%	1,961,985	2,022,145	2,082,305	542	60,702	120,862	108	12,140	24,172
2025	10.0%	1,995,866	2,130,065	2,264,263	34,423	168,622	302,820	6,776	21,584	36,392
2030	13.0%	2,029,361	2,259,298	2,489,235	67,918	297,855	527,792	6,699	25,847	44,994
Source: GAI										

Source: GAI

Table 1.8
Projected Rental Apartment Demand within Each District, 2015-2030

	District	District Cumulative Total Units			District Cumulative New Units			District Avg Annual Units Absorption		
	Capture %	Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Frenchtown District:										
2015		364	364	364						
2020	6.0%	383	443	503	19	79	139	4	16	28
2025	7.0%	406	518	629	42	154	265	5	15	25
2030	8.0%	420	591	761	56	227	397	3	15	26
Southside District:										
2015		335	335	335						
2020	11.0%	370	480	590	35	145	255	7	29	51
2025	12.0%	409	608	807	74	273	472	8	26	43
2030	13.0%	433	726	1,020	98	391	685	5	24	43
Downtown District:										
2015		465	465	465						
2020	11.0%	500	610	720	35	145	255	7	29	51
2025	12.0%	539	738	937	74	273	472	8	26	43
2030	13.0%	563	856	1,150	98	391	685	5	24	43
Total All Districts:										
2015		1,164	1,164	1,164						
2020	28.0%	1,253	1,533	1,814	89	369	650	18	74	130
2025	31.0%	1,353	1,863	2,373	189	699	1,209	20	66	112
2030	34.0%	1,416	2,173	2,930	252	1,009	1,766	13	62	111
Source: GAI										

Source: GAI



Table 1.9
Projected For-Sale Condominium Demand within Each District, 2015-2030

	District Capture %	District Cumulative Total Units			District Cumulative New Units			District Avg Annual Units Absorption		
		Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Frenchtown District:										
2015	0.0%	47	47	47						
2020	0.0%	47	47	47	0	0	0	0	0	0
2025	2.0%	48	51	54	1	4	7	0	1	1
2030	3.0%	49	57	65	2	10	18	0	1	2
Southside District:										
2015	0.0%	104	104	104						
2020	2.0%	104	108	113	0	4	9	0	1	2
2025	3.0%	105	114	123	1	10	19	0	1	2
2030	4.0%	107	122	137	3	18	33	0	2	3
Downtown District:										
2015	0.0%	576	576	576						
2020	20.0%	576	619	662	0	43	86	0	9	17
2025	25.0%	588	670	752	12	94	176	2	10	18
2030	30.0%	600	728	857	24	152	281	2	12	21
Total All Districts:										
2015		727	727	727						
2020	22.0%	727	775	822	0	48	95	0	10	19
2025	30.0%	742	836	930	15	109	203	3	12	22
2030	37.0%	756	907	1,059	29	180	332	3	14	26
Source: GAI										

Source: GAI

As can be seen in the above series of tables (Tables 1.5, 1.6, 1.7, 1.8, and 1.9), the site capture percentages for each land use vary between each district based on their historical capture percentages. However, the reader needs to keep in mind that the districts are so physically close to each other that the development we are projecting above may not necessarily fall entirely within the respective district. Developers will look for sites that best suit their vision and will not be restricted by district boundaries. In other words, it may be beneficial to think of the projections for all three districts as a whole rather than three separate areas, as development shown in one district could potentially be shifted to an adjoining district based on other factors. Other factors that could influence the distribution of future inventory among each district could include the price structure of land and its decreasing (or increasing) availability. For example, as development sites in the Downtown area become scarcer, it is possible that some of the space shown above within the Downtown District could shift to either the Frenchtown District or the Southside District, most likely in the areas closest to the Downtown District. This is already happening to some degree with both hotel (Hampton Inn under construction in the Southside District) and for-rent apartment (Domain at Tallahassee apartment complex under construction in the Frenchtown District) development. Further, demand for some uses could occur in any of the districts depending on the timing and opportunity created by land owners and developers. That said, opportunities are not the same as actual demand.

1.5 Next Steps

Our analysis has attempted to place parameters on the potential development opportunities within each district. The projections noted above for each district will be used as a starting point in the next phase of our study, which will focus on market demand opportunities in specific development sites



identified by the Community Redevelopment Agency or the community within the districts. Specific development sites would capture a portion of the district demand noted earlier. A separate report will be issued on that analysis.

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2.0 LEON COUNTY, CITY OF TALLAHASSEE AND DOWNTOWN AREA

2.1 Location and Area Overview

Leon County is located in in north Florida and shares its northern border with the State of Georgia. Leon County is approximately 702 square miles in size and is bisected by Interstate 10, which passes through the City of Tallahassee. Tallahassee is the state capital, county seat and the only incorporated city within Leon County. The map below depicts the location of Leon County within north Florida and the location of the City of Tallahassee within Leon County.

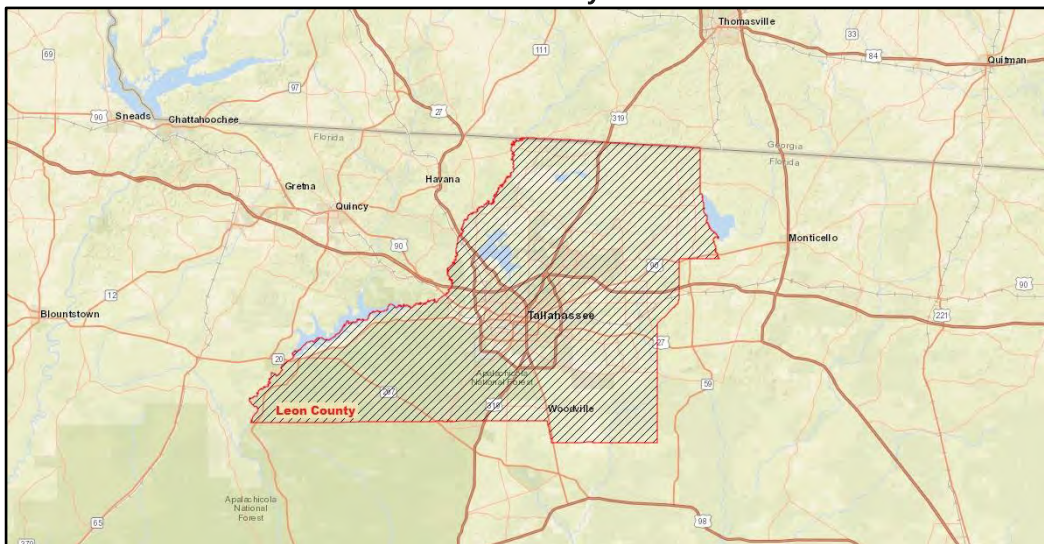
Figure 1.0
Leon County and the City of Tallahassee



Source: ESRI; GAI

Leon County and the City of Tallahassee are home to two of Florida's public universities, Florida State University and Florida A&M University. The primary campus of Florida State University is located on a 1,400 acre site in Tallahassee, and had enrollment of approximately 42,000 for the 2016 Fall Semester. The Florida A&M University campus occupies 420 acres in Tallahassee and is the only public historically black university in Florida. Florida A&M University has a student body of roughly 10,000. With the addition of the over 20,000 students of Tallahassee Community College, the City of Tallahassee boasts a student population exceeding 70,000.

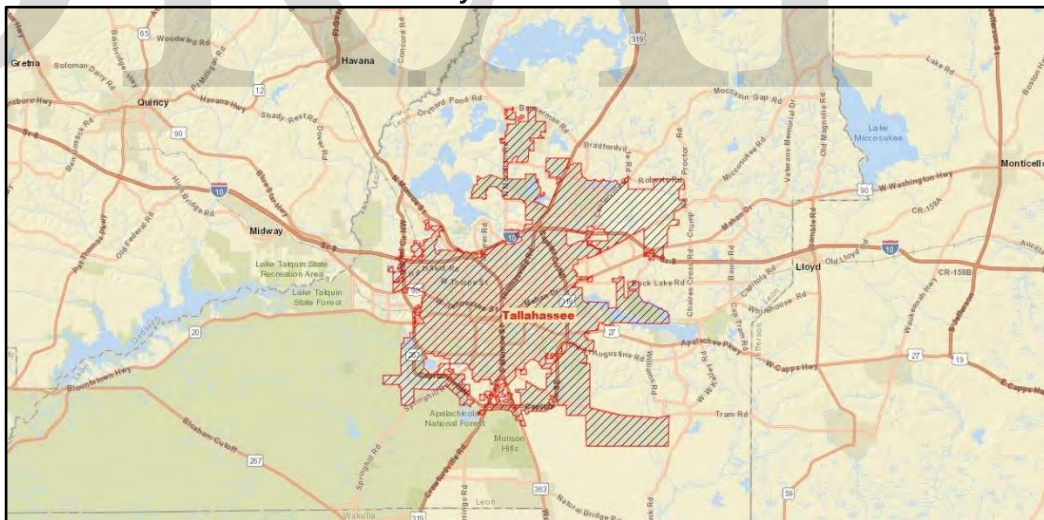
Figure 2.0
Leon County



Source: ESRI; GAI

The City of Tallahassee is home to the Florida State Capitol, Supreme Court of Florida, Florida Governor's Mansion, and nearly 30 state agency headquarters. The city is also known for its large number of law firms, lobbying organizations, trade associations and professional associations, including the Florida Bar and the Florida Chamber of Commerce.

Figure 3.0
City of Tallahassee

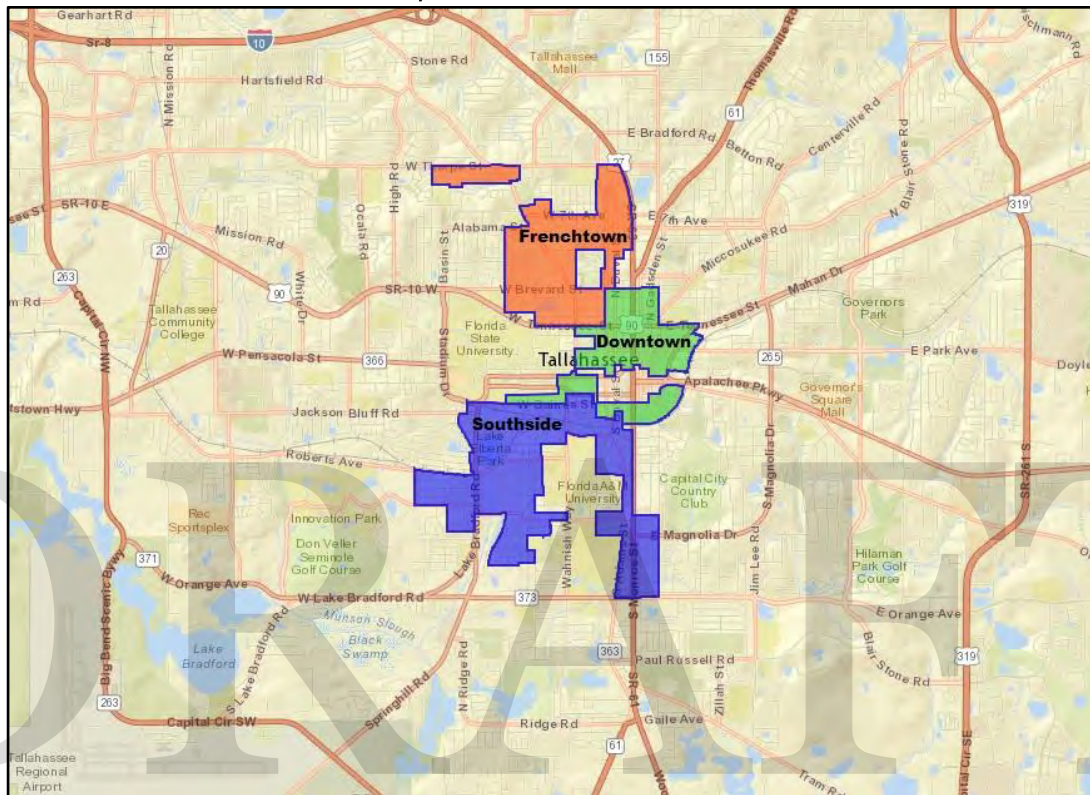


Source: ESRI; GAI

Within the City of Tallahassee Community Redevelopment Agency there are two CRA's, the Downtown District CRA and the Greater Frenchtown/Southside CRA. As shown in Figure 4.0 on the following page, the Greater Frenchtown/Southside CRA is separated by the Downtown District CRA. Due to the geographic layout of the Greater Frenchtown/Southside CRA, and for the purpose of this report, GAI

has separated the Greater Frenchtown/Southside CRA into two separate and unique areas. For the purposes of data collection and analysis, the Frenchtown District and Southside District will be analyzed independently.

Figure 4.0
Frenchtown, Southside and Downtown Districts



Source: ESRI; GAI

2.2 Access and Context

With connectivity to I-10 via US Hwy 27, US Hwy 319 and US Hwy 90, which run directly through the city core, Tallahassee's major road network is a mature system of interstate, state and local highway systems. US Hwy 27 is labeled Monroe Street through Tallahassee, US Hwy 319 is labeled Capital Circle SE through Tallahassee, and US Hwy 90 is labeled Tennessee Street through Tallahassee.

Traffic counts on the major roadways reflect greater traffic within the Downtown District than within the Frenchtown or Southside Districts.

- ▶ US Hwy 27 (Monroe Street)
 - Park – Tennessee: 30,724 (4/26/2016) (Downtown District)
 - Tennessee - Tharpe: 28,347 (4/26/2016) (Frenchtown District)
 - Magnolia – Gaines: 20,484 (4/27/2016) (Southside District)

- ▶ US Hwy 90 (Tennessee Street)
 - Macomb – Monroe: 35,426 (5/11/2016) (Downtown District)
 - Monroe – Meridian: 29,318 (5/10/2016) (Downtown District)
- ▶ US Hwy 319 (Capital Circle SE)
 - Park – Apalachee: 35,990 (4/5/2016) (outside of district boundaries)
 - Apalachee – Old St Augustine: 24,040 (4/5/2016) (outside of district boundaries)
- ▶ Gaines Street
 - Lake Bradford – Wahnish: 24,409 (4/12/2016) (north side in Downtown District, south side in Southside District)
- ▶ Macomb Street
 - Tennessee – Brevard: 17,902 (4/20/2016) (Frenchtown District)
- ▶ Old Bainbridge Road
 - Brevard – Alabama: 13,975 (4/27/2016) (Frenchtown District)

2.3 Implications

Leon County is well positioned within central north Florida for easy access and connectivity. The mature roadway network, with direct access to Interstate 10, as well as Interstate 75 about 75-90 miles east of the City, provides for effective access to the other areas of the state and region.

Home to the state capital as well as two major universities (Florida State and Florida A&M), Leon County's population increases significantly when the schools and the legislature are in session. Home football games in the fall also generate significant visitation to the area. Additionally, the county has connectivity to the Apalachicola National Forest which draws additional visitors to the area.

3.0 SOCIO-ECONOMIC TRENDS

3.1 Population

The City of Tallahassee is the only incorporated municipality within Leon County, and captures roughly 66% of the total population of the County. With Tallahassee representing such a large percent of the total population of Leon County, many other population related statistics show similarities. Specifically, the racial mix, age distribution and educational attainment of the total population are very similar between the City and County. However, a comparison of the districts show significant difference from the City and County.

Population growth within the County, City and Downtown District are very similar, and are projected to continue on an annual average growth rate of 0.6%. However, the Frenchtown District and Southside District are both seeing slightly slower population growth.

One factor that is very similar across the geographies profiled is the population under the age of 34. All of the geographies profiled show over 55% of the population under the age of 34. Table 3.1 on the following page shows the current and historical population and characteristics of the profiled geographies as well as population projections for 2021.

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Table 3.1
Population by Selected Geography

	Leon County	City of Tallahassee	Frenchtown District	Southside District	Downtown District
Population:					
2000 Census	239,452	155,966	4,516	3,785	1,590
2010 Census	275,487	181,433	5,603	3,883	1,619
2016 Estimate	285,432	188,588	5,670	3,928	1,677
2021 Projection	293,910	194,446	5,747	3,993	1,724
Avg Annual Growth % (2000 - 2010)	1.4%	1.5%	2.2%	0.3%	0.2%
Avg Annual Growth % (2010 - 2016)	0.6%	0.6%	0.2%	0.2%	0.6%
Avg Annual Growth % (2016 - 2021)	0.6%	0.6%	0.3%	0.3%	0.6%
2016 Population by Race:					
White	64.4%	59.6%	38.4%	9.0%	85.7%
Black	33.7%	38.5%	59.8%	89.9%	13.1%
Am. Indian & Alaskan	0.3%	0.3%	0.5%	0.3%	0.6%
Hawaiian & Pacific Island	0.1%	0.1%	0.1%	0.1%	0.0%
Other	1.5%	1.6%	1.2%	0.8%	0.6%
2016 Population by Age:					
Age 0 - 19	24.9%	24.8%	17.9%	30.2%	8.5%
Age 20 - 34	30.7%	37.3%	39.4%	37.8%	58.4%
Age 35 - 54	21.6%	18.9%	23.4%	17.5%	14.8%
Age 55 - 74	18.3%	14.9%	15.2%	11.7%	12.8%
Age 75 +	4.4%	4.1%	4.1%	2.8%	5.5%
2016 Population by Education:					
Some High School No Diploma	5.5%	5.2%	14.6%	15.0%	0.8%
High School Graduate	16.2%	14.4%	21.0%	34.0%	20.8%
Some College no Degree	20.3%	19.7%	28.9%	21.3%	9.8%
Associate Degree	9.9%	10.4%	14.1%	9.9%	6.6%
Bachelor Degree	27.4%	28.4%	10.0%	12.5%	31.9%
Advanced Degree	20.7%	21.9%	11.4%	7.4%	30.1%
<i>Source: ESRI; GAI</i>					

3.2 Housing

As shown in Table 3.2, below, the City of Tallahassee captures approximately 68% of the total households within Leon County, while the districts combined only represent about 7% of the total households within the City of Tallahassee. Total households in Leon County and Tallahassee have been growing steadily over the past 15 years and are projected to continue that growth pattern through



2021. Household growth has not been as consistent within the districts. The Southside District experienced a decline in total households from 2000 to 2010 and the Frenchtown District saw nearly no growth in total households between 2010 and 2016. Housing tenure is an area that is changing in Leon County. Since 2000, renter-occupied households have been steadily increasing within Leon County and now represents the majority of households within the county. The percentage of renter-occupied households has been increasing within all of the profiled geographies, and renter-occupied households dominate the districts. This trend is projected to continue through 2021, with renter-occupied households accounting for over 80% the households within the districts, over 60% within the City of Tallahassee, and over 50% within Leon County.

Table 3.2
Housing by Selected Geography

	Leon County	City of Tallahassee	Frenchtown District	Southside District	Downtown District
Households:					
2000 Census	96,521	65,318	2,156	1,918	1,132
2010 Census	110,945	74,841	2,367	1,734	1,180
2016 Estimate	113,493	76,756	2,369	1,742	1,222
2021 Projection	116,423	78,859	2,397	1,768	1,260
Avg Annual Growth % (2000 - 2010)	1.4%	1.4%	0.9%	-1.0%	0.4%
Avg Annual Growth % (2010 - 2016)	0.4%	0.4%	0.0%	0.1%	0.6%
Avg Annual Growth % (2016 - 2021)	0.5%	0.5%	0.2%	0.3%	0.6%
Owner Occupied HH (2000)	55,006	29,434	554	502	117
Renter Occupied HH (2000)	41,515	35,884	1,602	1,416	1,016
Owner Occupied % (2000)	57.0%	45.1%	25.7%	26.2%	10.3%
Renter Occupied % (2000)	43.0%	54.9%	74.3%	73.8%	89.8%
Owner Occupied HH (2010)	60,393	31,001	524	362	167
Renter Occupied HH (2010)	50,552	43,840	1,843	1,372	1,013
Owner Occupied % (2010)	54.4%	41.4%	22.1%	20.9%	14.2%
Renter Occupied % (2010)	45.6%	58.6%	77.9%	79.1%	85.8%
Owner Occupied HH (2016)	55,934	28,394	418	289	135
Renter Occupied HH (2016)	57,559	48,362	1,950	1,453	1,088
Owner Occupied % (2016)	49.3%	37.0%	17.6%	16.6%	11.0%
Renter Occupied % (2016)	50.7%	63.0%	82.3%	83.4%	89.0%
Owner Occupied HH (2021)	56,828	28,770	415	291	140
Renter Occupied HH (2021)	59,595	50,089	1,982	1,477	1,120
Owner Occupied % (2021)	48.8%	36.5%	17.3%	16.5%	11.1%
Renter Occupied % (2021)	51.2%	63.5%	82.7%	83.5%	88.9%

Source: ESRI; GAI

3.3 Income

As shown in Table 3.3 below, average household incomes are projected to increase through 2021 in all geographies, however median household incomes are projected to decrease between 2016 and 2021 within the Frenchtown District by roughly 3.5% and the Southside District by roughly 5.4%. This disparity can be partially explained in that average household income is usually more affected by the relatively unequal distribution of income which tilts towards the top, meaning that the concentration of wealth among relatively few households affects average household incomes while it has little impact on median household incomes.

Household incomes are higher in Leon County than within the City of Tallahassee. The average household income in Leon County is approximately 13% higher than that of the City of Tallahassee for 2016, and is projected to remain 13% higher through 2021. The median household income in Leon County is approximately 20% higher than that of the City of Tallahassee, and is projected to increase to 25.5% higher than Tallahassee by 2021.

Table 3.3
Average and Median Household Income

	Leon County	City of Tallahassee	Frenchtown District	Southside District	Downtown District
Avg Household Income:					
2016	\$68,069	\$60,271	\$36,284	\$33,385	\$33,830
2021	\$73,578	\$65,012	\$38,578	\$35,235	\$37,879
Med Household Income:					
2016	\$46,419	\$38,701	\$22,192	\$20,186	\$16,812
2021	\$52,918	\$42,165	\$21,398	\$19,094	\$17,087
<i>Source: ESRI; GAI</i>					

Table 3.4
Household Income by Selected Geography (2016)

2016	Leon County	City of Tallahassee	Frenchtown District	Southside District	Downtown District
< \$15,000	18.4%	23.1%	44.6%	38.8%	46.5%
\$15,000 - \$25,000	10.9%	12.2%	15.6%	17.9%	13.9%
\$25,000 - \$50,000	10.0%	10.7%	13.8%	10.4%	9.8%
\$50,000 - \$75,000	13.2%	13.2%	9.8%	13.0%	7.8%
\$75,000 - \$100,000	15.3%	14.3%	7.4%	9.2%	7.2%
\$100,000 - \$125,000	11.0%	9.5%	4.8%	5.7%	10.1%
\$125,000 - \$150,000	12.8%	10.1%	2.9%	3.6%	2.3%
\$150,000 - \$200,000	4.5%	3.7%	0.6%	0.7%	1.5%
\$200,000+	3.9%	3.4%	0.5%	0.6%	0.8%
Total Households	113,492	76,755	2,366	1,744	1,223
Source: ESRI; GAI					

Table 3.5
Household Income by Selected Geography (2021)

2021	Leon County	City of Tallahassee	Frenchtown District	Southside District	Downtown District
< \$15,000	18.4%	23.1%	44.5%	39.3%	45.2%
\$15,000 - \$25,000	12.6%	14.1%	17.4%	20.4%	16.4%
\$25,000 - \$50,000	6.7%	7.4%	10.6%	7.0%	6.6%
\$50,000 - \$75,000	9.6%	9.8%	9.8%	10.9%	5.0%
\$75,000 - \$100,000	16.4%	15.4%	7.4%	10.5%	7.8%
\$100,000 - \$125,000	12.2%	10.6%	5.8%	6.5%	13.1%
\$125,000 - \$150,000	14.7%	11.7%	3.3%	3.8%	3.0%
\$150,000 - \$200,000	5.3%	4.4%	0.8%	1.0%	1.9%
\$200,000+	4.1%	3.5%	0.5%	0.6%	1.0%
Total Households	116,422	78,858	2,396	1,768	1,260
Source: ESRI; GAI					

3.4 Employment

Within Leon County and the City of Tallahassee, the largest percentage of employees are employed in the Office/Administrative Support category. As shown in Table 3.6 on the following page, more than 15% of employees within the County and City are employed within said category. The next highest employment category within the City and County is Sales/Sales Related which represents more than 10% of employees.

The Frenchtown and Southside District are similar in their largest employment category, with both having more than 16% of employees in the Food Preparation/Service Related category. The next highest category within the Frenchtown District is Sales/Sales Related with 13.1% of the total

employees, while the second highest category in the Southside District is Transportation/Material Moving at 16.1%.

The Downtown District is unique with the highest employee category being Arts/Design/Entertainment/Sports/Media at 11.2%. This is unique as less than 3% of employees fall into this category within each of the other geographies. Within the Downtown District, the second highest category is Food Preparation/Service Related with 10.6% of employees.

Table 3.6
Employment by Selected Geography

	Leon County	City of Tallahassee	Frenchtown District	Southside District	Downtown District
2016 Employees by Type of Employment:					
Management of Companies	9.5%	8.4%	6.1%	5.4%	7.0%
Business/Financial	7.2%	6.8%	4.1%	3.2%	4.8%
Computer/Mathematical	4.3%	4.3%	2.1%	0.6%	9.9%
Architecture/Engineering	1.4%	1.2%	0.0%	2.3%	0.0%
Life/Physical/Social Sciences	1.8%	1.8%	3.1%	0.4%	2.5%
Community/Social Service	2.3%	2.3%	0.5%	0.3%	6.2%
Legal	2.6%	2.6%	1.4%	1.3%	2.5%
Education/Training/Library	8.4%	9.2%	8.3%	2.6%	9.1%
Arts/Design/Entertainment/Sports/Media	2.5%	2.9%	1.3%	0.4%	11.2%
Healthcare Practitioner/Technician	4.9%	4.7%	1.3%	0.8%	2.9%
Healthcare Support	1.6%	1.6%	2.5%	2.3%	0.1%
Protective Service	2.5%	2.2%	1.8%	1.2%	9.1%
Food Preparation/Serving Related	7.1%	9.0%	16.4%	16.9%	10.6%
Building/Grounds Cleaning/Maintenance	3.2%	2.9%	11.0%	7.5%	0.0%
Personal Care/Service	3.9%	4.0%	4.6%	4.7%	1.2%
Sales and Sales Related	10.2%	10.7%	13.1%	13.7%	7.7%
Office/Administrative Support	15.4%	15.1%	9.3%	12.8%	8.7%
Farming/Fishing/Forestry	0.2%	0.1%	0.0%	0.0%	0.0%
Construction/Extraction	3.2%	2.8%	3.4%	2.1%	0.4%
Installation/Maintenance/Repair	2.4%	1.9%	2.2%	4.6%	3.0%
Production	2.0%	1.7%	1.6%	0.9%	0.0%
Transportation/Material Moving	3.5%	3.6%	5.4%	16.1%	3.0%
Total	100.0%	100.0%	100.0%	100.0%	100.0%
Jobs Per Capita	0.478	0.472	0.353	0.403	0.411
Source: ESRI; Bureau of Labor Statistics; GAI					

3.5 Implications

Leon County and the City of Tallahassee have seen steady growth in population, housing, and household income. The districts have also experienced steady growth in these areas, with the exception of household income, where the Frenchtown and Southside Districts are projected to decline over the next five years. However, overall the strong socio-economic climate of the County and City as a whole is



beneficial to re-investment and continued growth within the region. While the Downtown District displays a similarly strong socio-economic picture, the Frenchtown and Southside Districts are experiencing a more complex condition which at least partially stems from a lack of higher wage employment opportunities and high renter-occupied housing percentages.

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4.0 MARKET CHARACTERISTICS OF THE LEON COUNTY OFFICE, LODGING, RETAIL, MULTI-FAMILY RENTAL AND FOR-SALE MARKETS

4.1 Office

Table 4.1 below summarizes the office development activity occurring in Leon County and the City of Tallahassee over various time periods. Square footage, in which year built data is not available, are summarized in the year built category as "unknown."

Table 4.1
Summary of Office Market - Leon County and City of Tallahassee

Year Built	Absorption	Cumulative Total	Avg. Annual Absorption	Avg. Annual Growth	% of Total	% Capture of County SF	% Capture of City SF
<u>Leon County</u>							
Prior to 1970	2,935,819	2,935,819	NA	NA	14.2%	100.0%	NA
1970-1979	3,685,381	6,621,200	368,538	8.5%	17.8%	100.0%	NA
1980-1989	5,372,132	11,993,332	537,213	6.1%	25.9%	100.0%	NA
1990-1999	4,071,258	16,064,590	407,126	3.0%	19.7%	100.0%	NA
2000-2009	3,320,752	19,385,342	332,075	1.9%	16.0%	100.0%	NA
2010-2015	831,158	20,216,500	138,526	0.7%	4.0%	100.0%	NA
Unknown	489,618	20,706,118	NA	NA	2.4%	100.0%	NA
Total	20,706,118				100.0%	100.0%	NA
<u>City of Tallahassee</u>							
Prior to 1970	2,933,810	2,933,810	NA	NA	14.2%	99.9%	100.0%
1970-1979	3,685,381	6,619,191	368,538	8.5%	17.8%	100.0%	100.0%
1980-1989	5,371,300	11,990,491	537,130	6.1%	25.9%	100.0%	100.0%
1990-1999	4,071,258	16,061,749	407,126	3.0%	19.7%	100.0%	100.0%
2000-2009	3,319,363	19,381,112	331,936	1.9%	16.0%	100.0%	100.0%
2010-2015	831,158	20,212,270	138,526	0.7%	4.0%	100.0%	100.0%
Unknown	486,785	20,699,055	NA	NA	2.4%	99.4%	100.0%
Total	20,699,055				100.0%	100.0%	100.0%

Source: CoStar; GAI

The office market as tracked by CoStar totals approximately 20,706,000 square feet in Leon County. About 40% of the County's inventory was added since 1990. Annual absorption of space within the County has generally ranged from about 325,000 to 537,000 square feet. However, additions in more recent years have been closer to 140,000 square feet annually. Almost all of the office square footage in Leon County is also in the City of Tallahassee, so the City's absorption and growth patterns mirror those of the County.

Major planned additions to office supply in the districts that we are aware of include:

- ▶ Florida Power and Light (Downtown District)
 - Planned 3 story 15,500 square foot office building
- ▶ Care Point Health & Wellness Center (Southside District)
 - Under construction, estimated completion in Fall 2017
 - 27,202 square foot primary care clinic with associated services (not traditional office space, but specialized medical use)
- ▶ 201 East Park (Downtown District)
 - Under construction, estimated completion Winter 2017
 - 7,100 square feet restaurant/retail and 55,100 square feet office

Community Redevelopment Agency staff has requested the proposed "Washington Square" project listed below be included within this analysis and factored into the demand projections. Though this project does not meet the criteria for inclusion in the demand projections based on the methodology in Section 1.3, staff has indicated that they have adequately vetted the project for inclusion in the demand projections:

- ▶ Washington Square (Downtown District)
 - Under Review
 - 57,561 square feet office, 4 restaurants totaling 658 seats, 33 condominium units, and a 260 room hotel.

Additionally, there is a potential project in planning that does not meet the criteria for inclusion in the demand projections based on the methodology established in Section 1.3. However, staff have requested that it be referenced as it is a possible future project on the horizon, though it is not included in the projections. Also, we understand the program is still in development and could change from what is shown below:

- ▶ Firestone/Bloxham Site (Downtown District)
 - Developer responded to a Community Redevelopment Agency RFP for the site, no formal development review application at this time.
 - Proposed 251 apartment units, 18,340 square feet office, 14,300 square feet retail, 15,750 square feet restaurants.

Table 4.2 below summarizes the office development activity occurring in the Frenchtown, Southside and Downtown Districts over various time periods.

Table 4.2
Summary of Office Market - Frenchtown, Southside and Downtown District

Year Built	Absorption	Cumulative Total	Avg. Annual Absorption	Avg. Annual Growth	% of Total	% Capture of County SF	% Capture of City SF
Frenchtown District							
Prior to 1970	194,091	194,091	NA	NA	50.7%	6.6%	6.6%
1970-1979	27,543	221,634	2,754	1.3%	7.2%	0.7%	0.7%
1980-1989	33,263	254,897	3,326	1.4%	8.7%	0.6%	0.6%
1990-1999	10,134	265,031	1,013	0.4%	2.6%	0.2%	0.2%
2000-2009	35,829	300,860	3,583	1.3%	9.4%	1.1%	1.1%
2010-2015	0	300,860	0	0.0%	0.0%	0.0%	0.0%
Unknown	<u>82,108</u>	382,968	NA	NA	<u>21.4%</u>	16.8%	16.9%
Total	382,968				100.0%	1.8%	1.9%
Southside District							
Prior to 1970	189,196	189,196	NA	NA	81.6%	6.4%	6.4%
1970-1979	0	189,196	0	0.0%	0.0%	0.0%	0.0%
1980-1989	4,415	193,611	442	0.2%	1.9%	0.1%	0.1%
1990-1999	11,267	204,878	1,127	0.6%	4.9%	0.3%	0.3%
2000-2009	11,883	216,761	1,188	0.6%	5.1%	0.4%	0.4%
2010-2015	0	216,761	0	0.0%	0.0%	0.0%	0.0%
Unknown	<u>15,185</u>	231,946	NA	NA	<u>6.5%</u>	3.1%	3.1%
Total	231,946				100.0%	1.1%	1.1%
Downtown District							
Prior to 1970	1,004,563	1,004,563	NA	NA	32.6%	34.2%	34.2%
1970-1979	539,666	1,544,229	53,967	4.4%	17.5%	14.6%	14.6%
1980-1989	945,167	2,489,396	94,517	4.9%	30.7%	17.6%	17.6%
1990-1999	433,009	2,922,405	43,301	1.6%	14.0%	10.6%	10.6%
2000-2009	81,882	3,004,287	8,188	0.3%	2.7%	2.5%	2.5%
2010-2015	70,582	3,074,869	11,764	0.4%	2.3%	8.5%	8.5%
Unknown	<u>8,714</u>	3,083,583	NA	NA	<u>0.3%</u>	1.8%	1.8%
Total	3,083,583				100.0%	14.9%	14.9%

Source: CoStar; GAI

The office market totals approximately 382,000, 231,000 and 3,084,000 square feet in the Frenchtown, Southside and Downtown Districts, respectively. Major observations on office trends include:

- ▶ In the Frenchtown District, over 50% of office space was added prior to 1970. Average annual absorption of new office space has ranged from about 1,000 to 3,600 square feet, with no space added from 2010-2015. The Frenchtown District has captured about 1.8% of the total office space in the County. The highest percentage capture of space was 6.6% of the County's total prior to 1970, though the capture percentage has dropped to 1.0% or less in more recent years.
- ▶ In the Southside District, over 80% of office space was added prior to 1970. The Southside District had an average annual absorption of new office space ranging from about 400 to 1,200 square feet, with no space added from 2010-2015. The Southside District has captured about 1.1% of the total office space in the County. The highest percentage capture of space was 6.4% of the County's total prior to 1970, though the capture percentage has ranged from 0.0% to 0.4% in more recent years.

- ▶ The Downtown District by far has the most office square footage of all the districts at almost 10 times higher than the Frenchtown District, which is the next largest area. During the decades between 1970 and 1999, the Downtown District had an average annual absorption of new office space ranging from about 43,000 to 95,000 square feet. Annual absorption of new space dropped off significantly after 2000, ranging from about 8,000 to 12,000 square feet. The Downtown District has captured about 15% of the total office space in the County. The highest percentage capture of space was 34.2% of the County's total prior to 1970. However, in more recent years, the Downtown District captured about 2.0% to 10.0% of the total office growth in the County.

The office market occupancy and lease rate trends from 2010 through 2015 for all the geographies noted earlier are summarized in Table 4.3 below.

Table 4.3
Summary of Office Market Occupancy and Average Lease Rates

	Leon County		Tallahassee		Frenchtown District		Southside District		Downtown District	
	Amount	Growth %	Amount	Growth %	Amount	Growth %	Amount	Growth %	Amount	Growth %
Occupancy %										
2010	92.3%	NA	92.3%	NA	95.9%	NA	96.5%	NA	93.4%	NA
2011	92.4%	0.1%	92.4%	0.1%	97.6%	1.8%	96.6%	0.1%	92.8%	-0.6%
2012	92.3%	-0.1%	92.3%	-0.1%	98.1%	0.5%	99.8%	3.3%	93.0%	0.2%
2013	91.6%	-0.8%	91.6%	-0.8%	96.1%	-2.0%	99.5%	-0.3%	91.2%	-1.9%
2014	92.3%	0.8%	92.3%	0.8%	98.1%	2.1%	96.8%	-2.7%	92.3%	1.2%
2015	91.4%	-1.0%	91.4%	-1.0%	96.0%	-2.1%	96.3%	-0.5%	91.3%	-1.1%
Avg Lease Rate										
2010	\$16.06	NA	\$16.06	NA	\$11.82	NA	\$15.60	NA	\$20.25	NA
2011	\$15.40	-4.1%	\$15.40	-4.1%	\$11.38	-3.7%	\$10.29	-34.0%	\$18.59	-8.2%
2012	\$15.55	1.0%	\$15.55	1.0%	\$9.86	-13.4%	\$12.00	16.6%	\$18.01	-3.1%
2013	\$15.29	-1.7%	\$15.29	-1.7%	\$12.00	21.7%	NA	NA	\$17.02	-5.5%
2014	\$14.94	-2.3%	\$14.94	-2.3%	\$9.29	-22.6%	\$12.00	NA	\$17.74	4.2%
2015	\$14.41	-3.5%	\$14.41	-3.5%	\$9.77	5.2%	\$10.80	-10.0%	\$16.44	-7.3%

Source: CoStar; GAI

Office market occupancies have generally been in the low 90% range over the past six years in Leon County, the City of Tallahassee and the Downtown District. Occupancy rates are higher in the Frenchtown and Southside Districts, though the amount of office inventory is much smaller in those areas. Lease rates have generally been trending downward since 2010 and are currently between \$14.00 and \$15.00 per square foot in the County and City. The Downtown District has the highest average lease rate at about \$16.44 per square foot, with the Frenchtown District and the Southside District ranging from about \$10.00 to \$11.00 per square foot. The older office stock in the Frenchtown District and the Southside District are contributing to the comparatively low lease rates in those areas.

4.2 Lodging

Table 4.4 on the following page summarizes the hotel development activity occurring in Leon County and the City of Tallahassee over various time periods. Please note that these properties only include those tracked by Smith Travel Research, but it does represent the majority of the hotel product in the

County. Hotel units, in which year built data is not available, are summarized in the year built category as "unknown."

Table 4.4
Summary of Hotel Market - Leon County and City of Tallahassee

Year Built	Room Absorption	Room Cumulative Total	Avg. Annual Absorption	Avg. Annual Growth	% of Total	% Capture of County SF	% Capture of City SF
<u>Leon County</u>							
Prior to 1970	484	484	NA	NA	8.7%	100.0%	NA
1970-1979	775	1,259	78	10.0%	13.9%	100.0%	NA
1980-1989	1,207	2,466	121	7.0%	21.6%	100.0%	NA
1990-1999	961	3,427	96	3.3%	17.2%	100.0%	NA
2000-2009	1,561	4,988	156	3.8%	27.9%	100.0%	NA
2010-2015	343	5,331	57	1.1%	6.1%	100.0%	NA
Unknown	<u>261</u>	5,592	NA	NA	<u>4.7%</u>	100.0%	NA
Total	5,592				100.0%	100.0%	NA
<u>City of Tallahassee</u>							
Prior to 1970	484	484	NA	NA	8.7%	100.0%	100.0%
1970-1979	775	1,259	78	10.0%	13.9%	100.0%	100.0%
1980-1989	1,207	2,466	121	7.0%	21.6%	100.0%	100.0%
1990-1999	961	3,427	96	3.3%	17.2%	100.0%	100.0%
2000-2009	1,561	4,988	156	3.8%	27.9%	100.0%	100.0%
2010-2015	343	5,331	57	1.1%	6.1%	100.0%	100.0%
Unknown	<u>261</u>	5,592	NA	NA	<u>4.7%</u>	100.0%	100.0%
Total	5,592				100.0%	100.0%	100.0%
Source: Smith Travel Research; GAI							

According to data obtained from Smith Travel Research, there are approximately 5,600 hotel rooms in Leon County, and all are in the City of Tallahassee. About 51% of the County's inventory was added since 1990, and much of that product came on-line from 2000 on. Annual absorption of new hotel units within the County has generally ranged from about 60 to 155 units. This means that on average the County is adding about one new hotel a year.

Major planned additions to the hotel lodging supply in the districts include:

- ▶ Hampton Inn & Suites (Southside District)
 - Site work started
 - 6 stories, 124 rooms

Community Redevelopment Agency staff have requested the proposed "Washington Square" project listed below be included within this analysis and factored into the demand projections. Though this project does not meet the criteria for inclusion in the demand projections based on the methodology in Section 1.3, staff have indicated that they have adequately vetted the project for inclusion in the demand projections:

► Washington Square (Downtown District)

- Under Review
- 57,561 square feet office, 4 restaurants totaling 658 seats, 33 condominium units, and a 260 room hotel.

Outside of the districts, there are two planned hotel projects. The Hyatt Place Hotel planned near the Downtown District, would total approximately 145 rooms; and another hotel that is not yet named but planned on Apalachee Parkway, would total approximately 90 rooms.

The following Table 4.5 below summarizes the hotel development activity occurring in the Frenchtown, Southside and Downtown Districts over various time periods. Again please note that these properties only include those tracked by Smith Travel Research.

Table 4.5
Summary of Hotel Market - Frenchtown, Southside and Downtown District

Year Built	Room Absorption	Room Cumulative Total	Avg. Annual Absorption	Avg. Annual Growth	% of Total	% Capture of County SF	% Capture of City SF
<u>Frenchtown District</u>							
Prior to 1970	164	164	NA	NA	100.0%	33.9%	33.9%
1970-1979	0	164	0	0.0%	0.0%	0.0%	0.0%
1980-1989	0	164	0	0.0%	0.0%	0.0%	0.0%
1990-1999	0	164	0	0.0%	0.0%	0.0%	0.0%
2000-2009	0	164	0	0.0%	0.0%	0.0%	0.0%
2010-2015	0	164	0	0.0%	0.0%	0.0%	0.0%
Unknown	0	164	NA	NA	0.0%	0.0%	0.0%
Total	164				100.0%	2.9%	2.9%
<u>Southside District</u>							
Prior to 1970	0	0	NA	NA	NA	0.0%	0.0%
1970-1979	0	0	0	NA	NA	0.0%	0.0%
1980-1989	0	0	0	NA	NA	0.0%	0.0%
1990-1999	0	0	0	NA	NA	0.0%	0.0%
2000-2009	0	0	0	NA	NA	0.0%	0.0%
2010-2015	0	0	0	NA	NA	0.0%	0.0%
Unknown	0	0	NA	NA	NA	0.0%	0.0%
Total	0				NA	0.0%	0.0%
<u>Downtown District</u>							
Prior to 1970	0	0	NA	NA	0.0%	0.0%	0.0%
1970-1979	243	243	24	NA	34.8%	31.4%	31.4%
1980-1989	158	401	16	5.1%	22.6%	13.1%	13.1%
1990-1999	0	401	0	0.0%	0.0%	0.0%	0.0%
2000-2009	297	698	30	5.7%	42.6%	19.0%	19.0%
2010-2015	0	698	0	0.0%	0.0%	0.0%	0.0%
Unknown	0	698	NA	NA	0.0%	0.0%	0.0%
Total	698				100.0%	12.5%	12.5%

Source: Smith Travel Research; GAI

Hotel rooms total approximately 164 and 698 in the Frenchtown and Downtown Districts, respectively. There are no existing hotel rooms tracked by Smith Travel Research in the Southside District. However,

as noted earlier, the Hampton Inn is under construction in the Southside District. The one hotel property in the Frenchtown District was built prior to 1970. In the Downtown District, most of the hotel development activity occurred from 2000-2009. Other major observations on hotel development trends include:

- ▶ The Frenchtown District has captured about 2.9% of the total hotel rooms in the County tracked by Smith Travel Research. However, the Frenchtown District has not captured any of the County's hotel development since 1970.
- ▶ The Downtown District had an average annual absorption of new hotel units ranging from about 16 to 30 units during those time periods when development occurred. No hotel development occurred from 1990-1999 and from 2010-2015. The Downtown District has captured about 12.5% of the total hotel units in the County. The highest percentage capture of space was 31.4% of the County's total from 1970-1979.

Due to confidentiality restrictions we could not obtain occupancy and rate data for each individual district and instead had to use an aggregate grouping of hotels to represent the downtown area. The properties noted below are not all in the Downtown District but were chosen based on their data availability and their location near the downtown area. These properties include:

Table 4.6
Hotels Included in Downtown Area

Hotel	Year Open	Rooms	Class (1)
aloft Hotel	2009	162	Upscale Class
Autograph Collection Hotel Duval	1986	117	Upper Upscale Class
Doubletree by Hilton	1971	243	Upscale Class
Four Points by Sheraton	1960	164	Upscale Class
Comfort Suites	1999	64	Upper Midscale Class
Residence Inn Universities @ The Capitol	2006	135	Upscale Class
		885	
(1) As defined by Smith Travel Research.			
Source: Smith Travel Research; GAI			

The Governor's Inn was not included because that property does not report data to Smith Travel Research. The Comfort Suites had to be added to the group due to limits by Smith Travel Research on the number of properties in a group managed by a single company. Marriott manages a number of downtown properties, which was the reason for the restriction.

The hotel annual occupancy and average daily rate trends from 2010 through year to date 2016 for Leon County and the Downtown area are summarized in Table 4.7.

Table 4.7
Summary of Hotel Annual Occupancy and Average Daily Rates

	Leon County		Downtown Area	
	Amount	Growth %	Amount	Growth %
Occupancy %				
2010	54.7%	NA	63.8%	NA
2011	54.8%	0.3%	67.7%	6.1%
2012	56.1%	2.3%	67.9%	0.3%
2013	59.7%	6.4%	69.1%	1.7%
2014	60.7%	1.7%	70.8%	2.5%
2015	61.7%	1.7%	72.4%	2.2%
2016 YTD	64.8%	5.0%	71.6%	-1.0%
Avg Daily Rate				
2010	\$73.81	NA	\$108.51	NA
2011	\$78.27	6.0%	\$113.46	4.6%
2012	\$79.03	1.0%	\$113.45	0.0%
2013	\$82.68	4.6%	\$118.08	4.1%
2014	\$89.69	8.5%	\$125.91	6.6%
2015	\$94.92	5.8%	\$135.14	7.3%
2016 YTD	\$93.24	-1.8%	\$130.59	-3.4%

Source: Smith Travel Research; GAI

Hotel occupancy rates and average daily rates for Leon County and the Downtown area properties have been rising since 2010. Data for 2016 is through September so occupancy and average daily rates for that time period cannot be easily compared to the remainder of the table. The Downtown area outperformed Leon County for all the periods presented.

4.3 Retail

Table 4.8 below summarizes the retail development activity occurring in Leon County and the City of Tallahassee over various time periods. Square footage, in which year built data is not available, are summarized in the year built category as "unknown."

Table 4.8
Summary of Retail Market - Leon County and City of Tallahassee

Year Built	Absorption	Cumulative Total	Avg. Annual Absorption	Avg. Annual Growth	% of Total	% Capture of County SF	% Capture of City SF
<u>Leon County</u>							
Prior to 1970	3,758,830	3,758,830	NA	NA	18.6%	100.0%	NA
1970-1979	4,319,036	8,077,866	431,904	8.0%	21.4%	100.0%	NA
1980-1989	4,068,006	12,145,872	406,801	4.2%	20.1%	100.0%	NA
1990-1999	3,099,913	15,245,785	309,991	2.3%	15.3%	100.0%	NA
2000-2009	3,482,903	18,728,688	348,290	2.1%	17.2%	100.0%	NA
2010-2015	573,559	19,302,247	95,593	0.5%	2.8%	100.0%	NA
Unknown	<u>911,504</u>	20,213,751	NA	NA	<u>4.5%</u>	100.0%	NA
Total	20,213,751				100.0%	100.0%	NA
<u>City of Tallahassee</u>							
Prior to 1970	3,752,505	3,752,505	NA	NA	18.6%	99.8%	100.0%
1970-1979	4,319,036	8,071,541	431,904	8.0%	21.4%	100.0%	100.0%
1980-1989	4,064,886	12,136,427	406,489	4.2%	20.1%	99.9%	100.0%
1990-1999	3,099,913	15,236,340	309,991	2.3%	15.4%	100.0%	100.0%
2000-2009	3,482,903	18,719,243	348,290	2.1%	17.3%	100.0%	100.0%
2010-2015	564,187	19,283,430	94,031	0.5%	2.8%	98.4%	100.0%
Unknown	<u>893,849</u>	20,177,279	NA	NA	<u>4.4%</u>	98.1%	100.0%
Total	20,177,279				100.0%	99.8%	100.0%
Source: CoStar; GAI							

The retail market as tracked by CoStar totals approximately 19,302,000 square feet in Leon County. About 37% of the County's inventory was added since 1990. Annual absorption of space within the County has generally ranged from about 300,000 to 430,000 square feet. However, additions in more recent years have been closer to 100,000 square feet annually. Almost all of the retail square footage in Leon County is also in the City of Tallahassee, so the City's absorption and growth patterns generally mirror those of the County.

Major planned additions to retail supply in the district that we are aware of include:

- ▶ Gaines Street Publix (Southside District)
 - Planned 29,010 square foot grocery store
- ▶ 201 East Park (Downtown District)
 - Under construction, estimated completion Winter 2017
 - 7,100 square feet restaurant/retail and 55,100 square feet office
- ▶ CollegeTown Mixed Use Phase III (Downtown District)
 - Planned 159 unit, 330 bed apartment with 3,551 square feet of ground floor retail.

Community Redevelopment Agency staff have requested the proposed "Washington Square" project listed below be included within this analysis and factored into the demand projections. Though this project does not meet the criteria for inclusion in the demand projections based on the methodology in Section 1.3, staff have indicated that they have adequately vetted the project for inclusion in the demand projections:

► Washington Square (Downtown District)

- Under Review
- 57,561 square feet office, 4 restaurants totaling 658 seats, 33 condominium units, and a 260 room hotel.

As noted earlier, there is a potential project in planning that does not meet the criteria for inclusion in the demand projections based on the methodology established in Section 1.3. However, staff have requested that it be referenced as it is a possible future project on the horizon, though it is not included in the projections. Also, we understand the program is still in development and could change from what is shown below:

► Firestone/Bloxham Site (Downtown District)

- Developer responded to a Community Redevelopment Agency RFP for the site, no formal development review application at this time.
- Proposed 251 apartment units, 18,340 square feet office, 14,300 square feet retail, 15,750 square feet restaurants.

There are two major retail centers within Tallahassee that are located outside of the districts that were considered during the analysis. One is the Governor's Square Mall which is located near the Downtown District. The other is The Centre of Tallahassee (formerly the Tallahassee Mall) which is currently being renovated and converted into an open concept mall including an amphitheater. The Centre of Tallahassee has remained open during the first phase of renovations which has included improved access, enhanced public space and new tenant space. Future renovation plans include additional restaurants and a hotel.

Table 4.9 below summarizes the retail development activity occurring in the Frenchtown, Southside and Downtown Districts over various time periods.

Table 4.9
Summary of Retail Market - Frenchtown, Southside and Downtown Districts

Year Built	Absorption	Cumulative Total	Avg. Annual Absorption	Avg. Annual Growth	% of Total	% Capture of County SF	% Capture of City SF
Frenchtown District							
Prior to 1970	276,562	276,562	NA	NA	47.9%	7.4%	7.4%
1970-1979	70,144	346,706	7,014	2.3%	12.2%	1.6%	1.6%
1980-1989	12,947	359,653	1,295	0.4%	2.2%	0.3%	0.3%
1990-1999	86,400	446,053	8,640	2.2%	15.0%	2.8%	2.8%
2000-2009	122,970	569,023	12,297	2.5%	21.3%	3.5%	3.5%
2010-2015	0	569,023	0	0.0%	0.0%	0.0%	0.0%
Unknown	<u>8,201</u>	577,224	NA	NA	<u>1.4%</u>	0.9%	0.9%
Total	577,224				100.0%	2.9%	2.9%
Southside District							
Prior to 1970	491,546	491,546	NA	NA	54.3%	13.1%	13.1%
1970-1979	210,091	701,637	21,009	3.6%	23.2%	4.9%	4.9%
1980-1989	57,097	758,734	5,710	0.8%	6.3%	1.4%	1.4%
1990-1999	28,841	787,575	2,884	0.4%	3.2%	0.9%	0.9%
2000-2009	54,652	842,227	5,465	0.7%	6.0%	1.6%	1.6%
2010-2015	0	842,227	0	0.0%	0.0%	0.0%	0.0%
Unknown	<u>63,085</u>	905,312	NA	NA	<u>7.0%</u>	6.9%	7.1%
Total	905,312				100.0%	4.5%	4.5%
Downtown District							
Prior to 1970	240,835	240,835	NA	NA	50.3%	6.4%	6.4%
1970-1979	57,051	297,886	5,705	2.1%	11.9%	1.3%	1.3%
1980-1989	31,114	329,000	3,111	1.0%	6.5%	0.8%	0.8%
1990-1999	5,280	334,280	528	0.2%	1.1%	0.2%	0.2%
2000-2009	83,996	418,276	8,400	2.3%	17.5%	2.4%	2.4%
2010-2015	30,241	448,517	5,040	1.2%	6.3%	5.3%	5.4%
Unknown	<u>30,390</u>	478,907	NA	NA	<u>6.3%</u>	3.3%	3.4%
Total	478,907				100.0%	2.4%	2.4%
Source: CoStar; GAI							

The retail market totals approximately 569,000, 842,000 and 449,000 square feet in the Frenchtown, Southside and Downtown Districts, respectively. Most of the retail space is older in all of the districts, with much of the square footage built prior to 1970. Other major observations on retail trends include:

- ▶ In the Frenchtown District, average annual absorption of new retail space has ranged from about 1,300 to 12,300 square feet, with no space added from 2010-2015. The Frenchtown District has captured about 3.0% of the total retail space in the County and City. The highest percentage capture of space built after 1970 was 3.5% of the County's total from 2000-2009.
- ▶ The Southside District had an average annual absorption of new retail space ranging from about 5,500 to 21,000 square feet, with no space added from 2010-2015. The Southside District has captured about 4.4% of the total retail space in the County and City. The highest percentage capture of space was 13.1% of the County's total prior to 1970.

- ▶ The Downtown District had an average annual absorption of new retail space ranging from about 500 to 8,400 square feet. The Downtown District has captured about 2.3% of the total retail space in the County and City. The highest percentage capture of space was 6.4% of the County's total prior to 1970. However, during the 2010-2015 period, the Downtown District did capture about 5.3% of the total retail growth in the County.

The retail market occupancy and lease rate trends from 2010 through 2015 for all the geographies noted earlier are summarized in the following Table 4.10.

Table 4.10
Summary of Retail Market Occupancy and Average Lease Rates

	Leon County		Tallahassee		Frenchtown District		Southside District		Downtown District	
	Amount	Growth %	Amount	Growth %	Amount	Growth %	Amount	Growth %	Amount	Growth %
Occupancy %										
2010	94.5%	NA	94.5%	NA	95.3%	NA	93.3%	NA	98.3%	NA
2011	94.4%	-0.1%	94.4%	-0.1%	94.8%	-0.5%	91.8%	-1.6%	98.7%	0.4%
2012	94.7%	0.3%	94.7%	0.3%	95.9%	1.2%	93.0%	1.3%	99.1%	0.4%
2013	93.6%	-1.2%	93.6%	-1.2%	95.9%	0.0%	98.0%	5.4%	99.0%	-0.1%
2014	94.9%	1.4%	94.9%	1.4%	93.4%	-2.6%	94.8%	-3.3%	96.1%	-2.9%
2015	95.4%	0.5%	95.4%	0.5%	96.1%	2.9%	94.6%	-0.2%	94.9%	-1.2%
Avg Lease Rate										
2010	\$13.59	NA	\$13.59	NA	\$13.80	NA	\$12.38	-	\$19.18	NA
2011	\$12.31	-9.4%	\$12.31	-9.4%	\$14.90	8.0%	\$10.75	-13.2%	\$19.18	0.0%
2012	\$13.85	12.5%	\$13.85	12.5%	\$11.78	-20.9%	\$12.31	14.5%	NA	NA
2013	\$15.04	8.6%	\$15.04	8.6%	\$16.50	40.1%	\$16.30	32.4%	\$15.15	NA
2014	\$14.49	-3.7%	\$14.49	-3.7%	\$16.97	2.8%	\$12.45	-23.6%	\$16.95	11.9%
2015	\$14.18	-2.1%	\$14.18	-2.1%	\$14.50	-14.6%	\$11.02	-11.5%	\$19.93	17.6%

Source: CoStar, GAI

Retail market occupancies have generally been in the mid 90% range over the past six years in Leon County, the City of Tallahassee, Frenchtown and the Southside District. Occupancy rates have generally been higher in the Downtown District, though most recent data shows a drop in occupancy to around 95%. Lease rates have fluctuated over the last six years but are generally higher than 2010 rates in Leon County, the City of Tallahassee and the Frenchtown and Downtown Districts. Average lease rates are lower in 2015 than in 2010 in the Southside District. The Southside District's average lease rate is significantly lower than the other geographies.

4.4 Multi-Family For Rent Apartments

Table 4.11 below summarizes the for rent apartment development activity occurring in Leon County over various time periods. Only apartment complexes with 100 units or more are included. As noted earlier, although there are certainly projects that have been developed in the Tallahassee market that are under 100 units in size, we believe it is likely that most future projects will be greater than this number to capitalize on the economies of scale that larger projects can achieve. In our opinion, the development sites we would analyze during the next phase of work would be large enough that apartment projects would need to be over 100 units in size.

Table 4.11
Summary of Apartment Market - Leon County

Year Built	Unit Absorption	Unit Cumulative Total	Avg. Annual Absorption	Annual Growth	% of Total	% of County Total
<u>Leon County-Total</u>						
Prior to 1986	7,233	7,233	NA	NA	35.2%	100.0%
1986-1995	4,532	11,765	453	5.0%	22.0%	100.0%
1996-2005	5,978	17,743	598	4.2%	29.1%	100.0%
2006-2010	1,813	19,556	363	2.0%	8.8%	100.0%
2011-2016	<u>1,011</u>	20,567	202	1.6%	<u>4.9%</u>	100.0%
Total	20,567				100.0%	100.0%
<u>Leon County-Market Rate</u>						
Prior to 1986	5,270	5,270	NA	NA	46.9%	72.9%
1986-1995	2,681	7,951	268	4.2%	23.9%	59.2%
1996-2005	2,440	10,391	244	2.7%	21.7%	40.8%
2006-2010	846	11,237	169	1.6%	7.5%	46.7%
2011-2016	<u>0</u>	11,237	0	0.0%	<u>0.0%</u>	0.0%
Total	11,237				100.0%	54.6%
<u>Leon County-Student</u>						
Prior to 1986	1,595	1,595	NA	NA	23.0%	22.1%
1986-1995	994	2,589	99	5.0%	14.4%	21.9%
1996-2005	2,668	5,257	267	7.3%	38.5%	44.6%
2006-2010	656	5,913	131	2.4%	9.5%	36.2%
2011-2016	<u>1,011</u>	6,924	202	4.3%	<u>14.6%</u>	100.0%
Total	6,924				100.0%	33.7%
<u>Leon County-Other</u>						
Prior to 1986	368	368	NA	NA	15.3%	5.1%
1986-1995	857	1,225	86	12.8%	35.6%	18.9%
1996-2005	870	2,095	87	5.5%	36.2%	14.6%
2006-2010	311	2,406	62	2.8%	12.9%	17.2%
2011-2016	<u>0</u>	2,406	0	0.0%	<u>0.0%</u>	0.0%
Total	2,406				100.0%	11.7%
<i>Source: MyRentComps; GAI</i>						

There are over 20,000 apartment rental units in complexes of 100 units or more in Leon County. About 54% of the units are considered market rate rentals, with another 34% in student (by the bedroom) units and 12% in all other categories. For the purposes of this analysis, only "student by the bedroom" rental units are included in the student category. Properties that allow students but do not rent by the bedroom are included in the market rate category.

About 35% of the County's rental apartment supply was built prior to 1986. The periods from 1986-1995 and 1996-2005 also saw significant development. Market rate rental product followed the same



development patterns as the overall supply, but much of the student rentals by the bedroom product was added from 1996-2005.

Table 4.12 summarizes rental apartments of 100 units or more within the Frenchtown, Southside and Downtown Districts over various time periods.

Table 4.12
Summary of Apartment Market - Frenchtown, Southside and Downtown District

Year Built	Unit Absorption	Unit Cumulative Total	Avg. Annual Absorption	Annual Growth	% of Total	% of County Total
<u>Frenchtown District</u>						
Prior to 1986	112	112	NA	NA	30.8%	1.5%
1986-1995	0	112	0	0.0%	0.0%	0.0%
1996-2005	252	364	25	12.5%	69.2%	4.2%
2006-2010	0	364	0	0.0%	0.0%	0.0%
2011-2016	0	364	0	0.0%	0.0%	0.0%
Total	364				100.0%	1.8%
<u>Southside District</u>						
Prior to 1986	0	0	NA	NA	0.0%	0.0%
1986-1995	0	0	0	0.0%	0.0%	0.0%
1996-2005	0	0	0	0.0%	0.0%	0.0%
2006-2010	0	0	0	0.0%	0.0%	0.0%
2011-2016	414	414	83	0.0%	100.0%	40.9%
Total	414				100.0%	2.0%
<u>Downtown District</u>						
Prior to 1986	335	335	NA	NA	49.0%	4.6%
1986-1995	0	335	0	0.0%	0.0%	0.0%
1996-2005	0	335	0	0.0%	0.0%	0.0%
2006-2010	0	335	0	0.0%	0.0%	0.0%
2011-2016	349	684	70	NA	51.0%	34.5%
Total	684				100.0%	3.3%
Source: MyRentComps; GAI						

There are 364, 414 and 684 rental units in the Frenchtown, Southside and Downtown Districts, respectively. Most of the product within the Frenchtown District was built from 1996-2005. About half of the product in the Downtown District is older and was built prior to 1986 with the remainder built from 2011-2016. All of the rental apartment complexes of 100 units or more in the Southside District were built from 2011-2016. The units added in the Southside District are generally grouped with a larger complex called Stadium Centre that is managed by one company. The Axis, which totals approximately 32 units, was excluded since that building is located outside the Southside district.

The Frenchtown, Southside and Downtown Districts have captured approximately 1.8%, 2.0% and 3.3% of the County's development of apartment projects with 100 units or more. The Southside and

Downtown District both captured a significant amount (40.9% and 34.5%, respectively) of the units built within the County from 2011-2016.

Table 4.13 summarizes rental apartments of 100 units or more by type of property within the Frenchtown, Southside and Downtown Districts over various time periods.

Table 4.13
Summary of Apartment Market by Property Type - Frenchtown, Southside and Downtown District

	Type of Property				% of
Year Built	Market Rate	Student	Other	Total	Total
Frenchtown District					
Prior to 1986	0	0	112	112	30.8%
1986-1995	0	0	0	0	0.0%
1996-2005	0	252	0	252	69.2%
2006-2010	0	0	0	0	0.0%
2011-2016	0	0	0	0	0.0%
Total	0	252	112	364	100.0%
% of Total	0.0%	69.2%	30.8%	100.0%	
Southside District					
Prior to 1986	0	0	0	0	0.0%
1986-1995	0	0	0	0	0.0%
1996-2005	0	0	0	0	0.0%
2006-2010	0	0	0	0	0.0%
2011-2016	0	414	0	414	100.0%
Total	0	414	0	414	100.0%
% of Total	0.0%	0.0%	0.0%	0.0%	
Downtown District					
Prior to 1986	186	0	149	335	49.0%
1986-1995	0	0	0	0	0.0%
1996-2005	0	0	0	0	0.0%
2006-2010	0	0	0	0	0.0%
2011-2016	0	349	0	349	51.0%
Total	186	349	149	684	100.0%
% of Total	27.2%	51.0%	21.8%	100.0%	
Source: MyRentComps; GAI					

Over two-thirds of the rental supply in the Frenchtown District in complexes of 100 units or more is student by the bedroom product. There are no market rate complexes of 100 or more units in the Frenchtown District. All of the product of 100 units or more in Frenchtown is student by the bedroom. In the Downtown District, about 27% of the supply is market rate and 51% is student by the bedroom.

Table 4.14 summarizes various operating characteristics of the rental supply in Leon County and the Frenchtown, Southside and Downtown Districts.

Table 4.14
Summary of Apartment Market Characteristics –
Leon County, Frenchtown, Southside and Downtown District

Year Built	% Occupied	Average Square Feet/Unit	Average Base Market Rent/Unit	Average Base Market Rent/SF
<u>Leon County</u>				
Prior to 1980	95.9%	898	\$839	\$0.93
1980-1989	97.7%	961	\$876	\$0.91
1990-1999	97.6%	1,033	\$1,018	\$0.99
2000 and After	95.8%	1,237	\$1,325	\$1.07
Total	96.6%	1,051	\$1,047	\$1.00
<u>Frenchtown District</u>				
Prior to 1980	NA	NA	NA	NA
1980-1989	100.0%	600	\$673	\$1.12
1990-1999	100.0%	935	\$1,176	\$1.26
2000 and After	NA	NA	NA	NA
Total	100.0%	832	\$1,021	\$1.23
<u>Southside District</u>				
Prior to 1980	NA	NA	NA	NA
1980-1989	NA	NA	NA	NA
1990-1999	NA	NA	NA	NA
2000 and After	99.8%	852	\$1,764	\$2.07
Total	99.8%	852	\$1,764	\$2.07
<u>Downtown District</u>				
Prior to 1980	97.8%	545	\$626	\$1.15
1980-1989	NA	NA	NA	NA
1990-1999	NA	NA	NA	NA
2000 and After	94.0%	921	\$2,246	\$2.44
Total	95.3%	790	\$1,683	\$2.13
Source: MyRentComps; GAI				

Rental apartment complexes are generally very highly occupied. Leon County apartment complexes of 100 units or more average about 96.6% occupied. The Frenchtown and Southside District units are even more highly occupied than the County averages. On a per unit basis, the Frenchtown District has slightly lower rents than the County averages, but rents are higher on a per square foot basis due to the smaller units on average in the Frenchtown District. The Southside and Downtown Districts have higher rents than the County averages on both per unit and per square foot basis.

Major planned additions to for-rent apartment supply in the districts include:

- ▶ The Domain at Tallahassee (Frenchtown District)
 - Under construction, student oriented complex
 - 125 units, 434 beds



- ▶ 1119 West Gaines Street (Southside District)
 - Planned, student oriented complex
 - 115 units, 388 beds
- ▶ Stadium Enclave (Southside District)
 - Planned, student oriented complex
 - 184 units, 600 beds
- ▶ The Station (Southside District)
 - Planned, student oriented complex
 - 160 units, 562 beds
- ▶ CollegeTown Mixed Use Phase III (Downtown District)
 - Planned
 - 159 unit, 330 bed apartment with 3,551 square feet of ground floor retail.
- ▶ Casanas Village of Frenchtown Square (Frenchtown District)
 - Planned, affordable rental apartments
 - 88 units, 5 stories
- ▶ The Lumberyard (Downtown District)
 - Site work underway, student oriented complex
 - 112 units, 414 beds

There are two potential projects that do not meet the criteria for inclusion in the demand projections based on the methodology established in Section 1.3. However, Community Redevelopment Agency staff have requested that they be referenced as they are possible future projects on the horizon, though they are not included in the projections:

- ▶ Firestone/Bloxham Site (Downtown District)
 - Developer responded to Community Redevelopment Agency RFP for the site, no formal development review application at this time.
 - Proposed 251 apartment units, 18,340 square feet office, 14,300 square feet retail, 15,750 square feet restaurants. The program is still in development and could change from what is shown here.
- ▶ The Standard at Tallahassee (Frenchtown District)
 - Pre-application under review, student oriented apartment complex
 - 265 units, 915 beds

There are several for-rent apartment projects planned throughout the County but outside the districts however there are only three that are not student oriented. Two are located in Leon County, Apalachee Point Villas (under construction, 200 units), and Arbor Landing at Lake Jackson (planned, 120 units); and one is located in Tallahassee but outside the districts, Evergreen at Southwood (under construction, 288 units).

4.5 Multi-Family Residential For Sale

Table 4.15 below summarizes the for-sale residential condominium development activity occurring in Leon County and the City of Tallahassee over various time periods.

Table 4.15
Summary of For-Sale Residential Condominium Market - Leon County and City of Tallahassee

Year Built	Unit Absorption	Unit Cumulative Total	Avg. Annual Absorption	Avg. Annual Growth	% of Total	% Capture of County	% Capture of City
<u>Leon County</u>							
Prior to 1970	654	654	NA	NA	15.2%	100.0%	NA
1970-1979	554	1,208	55	6.3%	12.8%	100.0%	NA
1980-1989	470	1,678	47	3.3%	10.9%	100.0%	NA
1990-1999	72	1,750	7	0.4%	1.7%	100.0%	NA
2000-2009	2,322	4,072	232	8.8%	53.8%	100.0%	NA
2010-2015	<u>244</u>	4,316	41	1.0%	<u>5.7%</u>	100.0%	NA
Total	4,316				100.0%	100.0%	NA
<u>City of Tallahassee</u>							
Prior to 1970	316	316	NA	NA	14.4%	48.3%	100.0%
1970-1979	320	636	32	7.2%	14.5%	57.8%	100.0%
1980-1989	184	820	18	2.6%	8.4%	39.1%	100.0%
1990-1999	47	867	5	0.6%	2.1%	65.3%	100.0%
2000-2009	1,197	2,064	120	9.1%	54.4%	51.6%	100.0%
2010-2015	<u>136</u>	2,200	23	1.1%	<u>6.2%</u>	55.7%	100.0%
Total	2,200				100.0%	51.0%	100.0%

Source: Leon County Tax Roll; GAI

According to data obtained from the Leon County Property Appraiser, there are approximately 4,300 residential condominium units in Leon County, with 2,200 of those units in the City of Tallahassee. About 54% of the County's inventory was added from 2000 to 2009, meaning much of the inventory is newer. This bump in construction activity during the first decade of the century corresponds to the boom period of residential construction that occurred nationwide during that time period. Annual absorption of residential condominium units within the County has generally ranged from about 40 to 55 units, with the exception of the spike in 2000 to 2009 when about 230 units were added annually. However, additions in more recent years have been closer to 40 units annually. The City's absorption and growth patterns generally mirror those of the County.

Major planned additions to for-sale residential condominium supply in the County include:

- ▶ Cottage at Oak Commons (Tallahassee)
 - Planned, 54 Units
- ▶ The Dwellings (Leon County)
 - Planned, 130 units

- ▶ University Green (Tallahassee)
 - Under construction, 226 units complete as of July 2016
 - 404 total units planned

Community Redevelopment Agency staff have requested the proposed "Washington Square" project listed below be included within this analysis and factored into the demand projections. Though this project does not meet the criteria for inclusion in the demand projections based on the methodology in Section 1.3, staff have indicated that they have adequately vetted the project for inclusion in the demand projections:

- ▶ Washington Square (Downtown District)
 - Under Review
 - 57,561 square feet office, 4 restaurants totaling 658 seats, 33 condominium units, and a 260 room hotel.

Table 4.16 below summarizes the for-sale residential condominium development activity occurring in the Frenchtown, Southside and Downtown Districts over various time periods.

Table 4.16
Summary of For-Sale Residential Condominium Market - Frenchtown, Southside and Downtown District

Year Built	Unit Absorption	Unit Cumulative Total	Avg. Annual Absorption	Avg. Annual Growth	% of Total	% Capture of County	% Capture of City
Frenchtown District							
Prior to 1970	0	0	NA	NA	0.0%	0.0%	0.0%
1970-1979	0	0	0	NA	0.0%	0.0%	0.0%
1980-1989	37	37	4	NA	78.7%	7.9%	20.1%
1990-1999	0	37	0	0.0%	0.0%	0.0%	0.0%
2000-2009	10	47	1	2.4%	21.3%	0.4%	0.8%
2010-2015	0	47	0	0.0%	0.0%	0.0%	0.0%
Total	47				100.0%	1.1%	2.1%
Southside District							
Prior to 1970	28	28	NA	NA	26.9%	4.3%	8.9%
1970-1979	0	28	0	0.0%	0.0%	0.0%	0.0%
1980-1989	0	28	0	0.0%	0.0%	0.0%	0.0%
1990-1999	0	28	0	0.0%	0.0%	0.0%	0.0%
2000-2009	72	100	7	13.6%	69.2%	3.1%	6.0%
2010-2015	4	104	1	0.7%	3.8%	1.6%	2.9%
Total	104				100.0%	2.4%	4.7%
Downtown District							
Prior to 1970	126	126	NA	NA	21.9%	19.3%	39.9%
1970-1979	31	157	3	2.2%	5.4%	5.6%	9.7%
1980-1989	0	157	0	0.0%	0.0%	0.0%	0.0%
1990-1999	32	189	3	1.9%	5.6%	44.4%	68.1%
2000-2009	387	576	39	11.8%	67.2%	16.7%	32.3%
2010-2015	0	576	0	0.0%	0.0%	0.0%	0.0%
Total	576				100.0%	13.3%	26.2%
<i>Source: Leon County Tax Roll; GAI</i>							

For-sale residential condominium units total approximately 47, 104 and 576 in the Frenchtown, Southside and Downtown Districts, respectively. Most of the residential condominium product is older in the Frenchtown District with a significant amount of units built from 1980-1989. In the Southside and Downtown Districts, a significant amount of residential condominium construction occurred from 2000-2009, which again matches the residential boom that occurred nationwide in that time frame. Other major observations on for-sale residential condominium trends include:

- ▶ In the Frenchtown District, average annual absorption of new for-sale residential condominium units has ranged from 0 to 4 units. Residential condominium development only occurred during the 1980-1989 and 2000-2009 time periods. The Frenchtown District has captured about 1.1% of the total residential condominium units in the County. The highest percentage capture of units was 7.9% of the County's total from 1980-1989.
- ▶ The Southside District had an average annual absorption of new residential condominium units ranging from 0 to 7 units. No residential condominium development occurred from 1970-1999. The Southside District has captured about 2.4% of the total residential condominium units in the County. The highest percentage capture of units was 4.3% of the County's total prior to 1970.
- ▶ The Downtown District had an average annual absorption of new residential condominium units ranging from 0 to 39 units. No residential condominium development occurred from 1980-1989 and from 2010-2015. The Downtown District has captured about 13.3% of the total residential condominium units in the County. The highest percentage capture of space was 44.4% of the County's total from 1990-1999.
- ▶ In addition to the for-sale residential condominium product noted earlier, there were approximately 39, 61 and 14 townhouse units built in the Frenchtown, Southside and Downtown Districts, respectively. Townhouse units are considered single family attached product, which is why they are not included in the earlier tables. The exclusion of townhouse units from the for-sale residential condominium inventory does not impact the for-sale residential condominium demand projections.

For-sale residential condominium units that were sold in 2000, 2005 and 2010 to 2015 are summarized in Table 4.17 below for Leon County and the City of Tallahassee. This includes all units sold irrespective of year built.

Table 4.17
Summary of For-Sale Condominiums by Year Sold - Leon County and City of Tallahassee

Year Sold	# of Units	% of Total	% Capture of County	% Capture of City	Average SF	Average Price	Average Price SF
<u>Leon County</u>							
2000	10	1.2%	100.0%	N/A	1,212	\$63,840	\$52.67
2005	164	20.2%	100.0%	N/A	1,338	\$147,651	\$110.35
2010	69	8.5%	100.0%	N/A	1,169	\$91,644	\$78.40
2011	58	7.2%	100.0%	N/A	1,295	\$112,510	\$86.88
2012	61	7.5%	100.0%	N/A	1,239	\$96,372	\$77.78
2013	107	13.2%	100.0%	N/A	1,416	\$111,676	\$78.87
2014	170	21.0%	100.0%	N/A	1,454	\$123,306	\$84.80
2015	<u>171</u>	<u>21.1%</u>	100.0%	N/A	1,287	\$120,511	\$93.64
Total/Avg	810	100.0%	100.0%		1,301	\$108,439	\$83.35
<u>City of Tallahassee</u>							
2000	5	1.2%	50.0%	100.0%	1,054	\$64,700	\$61.39
2005	55	13.1%	33.5%	100.0%	1,313	\$135,383	\$103.11
2010	48	11.4%	69.6%	100.0%	1,127	\$86,075	\$76.38
2011	28	6.7%	48.3%	100.0%	1,170	\$133,914	\$114.46
2012	38	9.0%	62.3%	100.0%	1,116	\$93,673	\$83.94
2013	55	13.1%	51.4%	100.0%	1,203	\$120,178	\$99.90
2014	92	21.9%	54.1%	100.0%	1,211	\$139,252	\$114.99
2015	<u>99</u>	<u>23.6%</u>	57.9%	100.0%	1,134	\$136,289	\$120.18
Total/Avg	420	100.0%	51.9%	100.0%	1,166	\$113,683	\$97.50
Source: Leon County Tax Roll; GAI							

The number of for-sale residential condominium units sold dropped off in the years after the recession but have picked up significantly from 2013 to 2015 in both the County and City. The number of units sold in 2014 and 2015 are higher than any other time frame analyzed. In more recent years sales prices have ranged from about \$85 to \$94 per square foot in the County but are much higher in the City at about \$115 to \$120 per square foot.

For-sale residential condominium units that were sold in 2000, 2005 and 2010 to 2015 are summarized in Table 4.18 below for the Frenchtown, Southside and Downtown Districts. Again please note that this is all units sold irrespective of year built.

Table 4.18
Summary of For-Sale Residential Condominiums by Year Sold - Frenchtown, Southside and Downtown District

Year Sold	# of Units	% of Total	% Capture of County	% Capture of City	Average SF	Average Price	Average Price SF
<u>Frenchtown District</u>							
2000	1	4.0%	10.0%	20.0%	1,368	67,000	\$48.98
2005	2	8.0%	1.2%	3.6%	1,368	115,000	\$84.06
2010	1	4.0%	1.4%	2.1%	1,368	\$90,400	\$66.08
2011	1	4.0%	1.7%	3.6%	1,368	\$110,000	\$80.41
2012	3	12.0%	4.9%	7.9%	1,479	\$115,000	\$77.76
2013	9	36.0%	8.4%	16.4%	1,391	\$116,700	\$83.90
2014	6	24.0%	3.5%	6.5%	1,423	\$157,500	\$110.68
2015	2	8.0%	1.2%	2.0%	1,368	\$99,000	\$72.37
Total/Avg	25	100.0%	3.1%	6.0%	1,392	\$108,825	\$78.18
<u>Southside District</u>							
2000	0	0.0%	0.0%	0.0%	-	-	-
2005	0	0.0%	0.0%	0.0%	-	-	-
2010	25	37.9%	36.2%	52.1%	875	\$37,156	\$42.46
2011	11	16.7%	19.0%	39.3%	919	\$56,971	\$61.99
2012	8	12.1%	13.1%	21.1%	1,282	\$83,500	\$65.13
2013	10	15.2%	9.3%	18.2%	1,715	\$199,642	\$116.41
2014	6	9.1%	3.5%	6.5%	1,316	\$161,783	\$122.94
2015	6	9.1%	3.5%	6.1%	1,315	\$203,750	\$154.94
Total/Avg	66	100.0%	8.1%	15.7%	1,237	\$123,800	\$100.08
<u>Downtown District</u>							
2000	0	0.0%	0.0%	0.0%	-	-	-
2005	0	0.0%	0.0%	0.0%	-	-	-
2010	11	6.0%	15.9%	22.9%	759	\$80,537	\$106.11
2011	19	10.4%	32.8%	67.9%	907	\$123,873	\$136.57
2012	29	15.9%	47.5%	76.3%	605	\$167,045	\$276.11
2013	30	16.5%	28.0%	54.5%	660	\$179,988	\$272.71
2014	62	34.1%	36.5%	67.4%	1,070	\$188,394	\$176.07
2015	31	17.0%	18.1%	31.3%	633	\$229,922	\$363.23
Total/Avg	182	100.0%	22.5%	43.3%	772	\$161,627	\$209.36
Source: Leon County Tax Roll; GAI							

Residential condominium units that sold in the above time frames totaled approximately 25, 66 and 182 in the Frenchtown, Southside and Downtown Districts, respectively. Other major observations on residential condominiums sold in these years include:

- ▶ In the Frenchtown District, units sold were higher in 2013 and 2014 (6-9 units) than other years, but declined in 2015 (2 units). Sales prices in more recent years averaged approximately \$72-\$111 per square foot. The Frenchtown District has captured about 3.1% of the total residential condominium units sold in the County during the time periods analyzed. The highest percentage capture of units sold was 10.0% of the County's total in 2000.

- ▶ In the Southside District, units sold were highest in 2010 (25 units), but declined in 2014 and 2015 (6 units). Sales prices in more recent years averaged approximately \$123-\$155 per square foot. The Southside District has captured about 8.1% of the total residential condominium units sold in the County during the time periods analyzed. The highest percentage capture of units sold was 36.2% of the County's total in 2010.
- ▶ In the Downtown District, units sold were highest in 2014 (62 units), but declined in 2015 (31 units). Sales prices in more recent years averaged approximately \$176-\$363 per square foot. The Downtown District has captured about 22.5% of the total residential condominium units sold in the County during the time periods analyzed. The highest percentage capture of units sold was 47.5% of the County's total in 2012.

4.6 Implications

Through the end of 2015, Leon County had approximately 20,706,000 square feet of office space, 20,214,000 square feet of retail space, 19,900 rental apartment units (in complexes greater than 100 units) 4,300 residential condominium units and 5,600 hotel rooms. Since the City of Tallahassee dominates the County, development trends tend to be similar in both geographies.

The following tables (Tables 4.19 and 4.20) summarize the capture rate of pertinent development activity within the County in the Frenchtown, Southside and Downtown Districts. The capture percentages noted here will be used as a starting point for estimating each District's capture of future development within the County. These estimates are discussed in Section 5.0 of the report, the Long Term Outlook.

Table 4.19
Summary of County Capture Rates - Frenchtown, Southside and Downtown Districts

Year Built	Office SF	Retail SF	Condominium Units	Hotel Rooms
<u>Frenchtown District</u>				
Prior to 1970	6.6%	7.4%	0.0%	33.9%
1970-1979	0.7%	1.6%	0.0%	0.0%
1980-1989	0.6%	0.3%	7.9%	0.0%
1990-1999	0.2%	2.8%	0.0%	0.0%
2000-2009	1.1%	3.5%	0.4%	0.0%
2010-2015	0.0%	0.0%	0.0%	0.0%
Unknown	16.8%	0.9%	NA	0.0%
Total	1.8%	2.9%	1.1%	2.9%
<u>Southside District</u>				
Prior to 1970	6.4%	13.1%	4.3%	0.0%
1970-1979	0.0%	4.9%	0.0%	0.0%
1980-1989	0.1%	1.4%	0.0%	0.0%
1990-1999	0.3%	0.9%	0.0%	0.0%
2000-2009	0.4%	1.6%	3.1%	0.0%
2010-2015	0.0%	0.0%	1.6%	0.0%
Unknown	3.1%	6.9%	NA	0.0%
Total	1.1%	4.5%	2.4%	0.0%
<u>Downtown District</u>				
Prior to 1970	34.2%	6.4%	19.3%	0.0%
1970-1979	14.6%	1.3%	5.6%	31.4%
1980-1989	17.6%	0.8%	0.0%	13.1%
1990-1999	10.6%	0.2%	44.4%	0.0%
2000-2009	2.5%	2.4%	16.7%	19.0%
2010-2015	8.5%	5.3%	0.0%	0.0%
Unknown	1.8%	3.3%	NA	0.0%
Total	14.9%	2.4%	13.3%	12.5%
<i>Source: CoStar; Leon County Tax Rolls; Smith Travel Research; GAI</i>				

Table 4.20
Summary of County Capture Rates - Frenchtown, Southside and Downtown District

Year Built	Apartment Units
<u>Frenchtown District</u>	
Prior to 1986	1.5%
1986-1995	0.0%
1996-2005	4.2%
2006-2010	0.0%
2011-2016	0.0%
Total	1.8%
<u>Southside District</u>	
Prior to 1986	0.0%
1986-1995	0.0%
1996-2005	0.0%
2006-2010	0.0%
2011-2016	40.9%
Total	2.0%
<u>Downtown District</u>	
Prior to 1986	4.6%
1986-1995	0.0%
1996-2005	0.0%
2006-2010	0.0%
2011-2016	34.5%
Total	3.3%
<i>Source: MyRentComps; GAI</i>	

The Downtown District has generally dominated capture rates of the County's development of pertinent land uses with the exception of retail. The Frenchtown District has captured a greater amount of office space and hotel rooms, but the Southside District has captured a higher percentage of retail space and condominium units. In recent years the Downtown and Southside District have captured a significant percentage of the County's overall apartment development in complexes with 100 units or more.

5.0 LONG TERM OUTLOOK

Our analysis included a number of different land uses, but their mix and timing will depend upon several factors connected to long term market outlooks (e.g., the national and regional economy), the availability of developable sites, and the willing exchanges between buyers and sellers as opportunities arise.

Toward quantifying those uses, we prepared a series of population projections for Leon County extending through 2030 and then estimated the commensurate space needs linked to those long term projections. The projections were based on per capita square feet estimates based on the current situation in Leon County compared to other counties that may have already experienced growth as their markets matured. Per capita is calculated for each county by dividing the supply of product within each land use type by the population of the county.

Table 5.1 below shows varying relationships among other counties in Florida that are also home to large public universities. In many cases these counties are larger in size and population to Leon County. The data links the period's estimated population and the actual square footage of the various uses listed.

Table 5.1
Per Capita SF/Units for Selected Land Uses, 1990-2015

County	Retail				Office				Lodging				Apartments				Condominiums			
	1990	2000	2010	2015	1990	2000	2010	2015	1990	2000	2010	2015	1990	2000	2010	2015	1990	2000	2010	2015
Leon	67	67	71	71	67	69	72	72	0.02	0.02	0.02	0.02	0.07	0.09	0.10	0.10	0.01	0.01	0.01	0.02
Alachua	47	49	51	64	28	32	36	33	0.02	0.02	0.02	0.02	0.08	0.11	0.12	0.12	0.01	0.01	0.02	0.02
Hillsborough	45	53	53	51	57	63	61	48	0.02	0.02	0.02	0.02	0.08	0.09	0.08	0.08	0.01	0.01	0.02	0.02
Orange	45	52	57	55	53	54	58	48	0.07	0.08	0.08	0.07	0.08	0.10	0.10	0.10	0.01	0.01	0.02	0.02
Duval	47	51	61	67	57	67	70	59	0.02	0.02	0.02	0.02	0.08	0.09	0.09	0.09	0.01	0.01	0.02	0.02
Escambia	65	71	83	70	31	34	40	39	0.02	0.02	0.02	0.02	0.03	0.04	0.05	0.05	0.01	0.01	0.02	0.01

Source: CoStar; University of Florida Bureau of Economic & Business Research; US Census Bureau; GAI

5.1 Leon County Population and Space Projections

We used three sets of population projections reflecting low, medium and high estimates that tie our projections of population and demand for future space utilization patterns together. The highest figures generally assume the most aggressive growth scenarios for both the region and the county, increasing population gains in the county relative to nearby counties which will have fewer land options as the region matures, and patterns of space needs which demonstrate increasing concentrations of space relative to the resident population and diversity in the employment mix. In effect, the low to high estimates represent a range of possible outcomes for each land use. In particular, timing can be impacted by construction delays, permitting issues and the like. What we believe is important is that we expect a particular land use to fall within this range.

Table 5.2 on the following page summarizes our estimates of future office and retail square footage and hotel, apartment and for-sale residential condominium units in Leon County through 2030. Estimated square feet or units per capita for each land use was derived using historic information from Leon County. Projections of the future supply of product for each land use within the County were calculated by multiplying the per capita estimates by the low, medium and high population estimates.

Table 5.2

Leon County's Projected Office, Hotel, Retail, Apartment and Residential Condominium Demand, 2015-2030

	Per Capita SF	Total County SF			Avg Annual Growth Rates			Avg Annual County SF Absorption		
		Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Office:										
2015	72	20,706,118	20,706,118	20,706,118						
2020	72	20,715,376	21,742,465	22,769,555	0.0%	1.0%	1.9%	1,852	207,269	412,687
2025	72	20,946,833	22,722,540	24,498,247	0.2%	0.9%	1.5%	46,291	196,015	345,738
2030	72	21,134,892	23,651,983	26,169,075	0.2%	0.8%	1.3%	37,612	185,889	334,166
Hotel:										
2015	0.02	5,592	5,592	5,592						
2020	0.02	5,871	6,162	6,453	1.0%	2.0%	2.9%	56	114	172
2025	0.02	6,082	6,597	7,113	0.7%	1.4%	2.0%	42	87	132
2030	0.02	6,282	7,031	7,779	0.7%	1.3%	1.8%	40	87	133
Retail:										
2015	71	20,213,751	20,213,751	20,213,751						
2020	71	20,222,789	21,225,455	22,228,122	0.0%	1.0%	1.9%	1,808	202,341	402,874
2025	71	20,561,600	22,304,650	24,047,700	0.3%	1.0%	1.6%	67,762	215,839	363,916
2030	71	20,819,250	23,298,750	25,778,250	0.2%	0.9%	1.4%	51,530	198,820	346,110
Apartments:										
2015	0.10	19,902	19,902	19,902						
2020	0.10	20,218	21,221	22,223	0.3%	1.3%	2.2%	63	264	464
2025	0.10	20,543	22,285	24,026	0.3%	1.0%	1.6%	65	213	361
2030	0.10	20,728	23,196	25,665	0.2%	0.8%	1.3%	37	182	328
Condominiums:										
2015	0.02	4,316	4,316	4,316						
2020	0.02	4,318	4,532	4,746	0.0%	1.0%	1.9%	0	43	86
2025	0.02	4,366	4,736	5,106	0.2%	0.9%	1.5%	10	41	72
2030	0.02	4,405	4,930	5,455	0.2%	0.8%	1.3%	8	39	70
Source: GAI										

Source: GAI

5.2 District Capture of Future Market Demand

Based upon the County-wide projections noted above, we subsequently evaluated each district's ability to capture or support a part of this future potential market demand based on their historical capture rates noted in an earlier section. However, local preferences or policies could advance or delay certain uses, as well as the availability of developable sites within each district. Also, in both the long and short term there are other emerging and established areas in Leon County that will remain major competitors to future development within each district. Even as some of these reach maturity, others will be redeveloped to take advantage of, or to secure, their locations.

The capture rates applied in this analysis stem largely from observations and interpretations of the actual experience in each district, prior development patterns in the County, and our own understanding about the competitive framework in the region. The District capture percentages represent the percentage of the County's projected future development that we believe will be developed within the District. As noted earlier, the low to high estimates represent a range of possible outcomes for each land use.

Our projections are meant to be viewed as a potential outcome for future development within the combined districts. The reader needs to keep in mind that the districts are so physically close to each

other that the development we are projecting may not necessarily fall entirely within the respective district. Developers will look for sites that best suit their vision and will not be restricted by district boundaries. In other words, it may be beneficial to think of the projections for all three districts as a whole rather than three separate areas, as development shown in one district could potentially be shifted to an adjoining district based on other factors. Other factors that could influence the distribution of future inventory among each district could include the price structure of land and its decreasing (or increasing) availability. For example, as development sites in the Downtown area become scarcer, it is possible that some of the space projected within the Downtown District could shift to either the Frenchtown District or the Southside District, most likely in the areas closest to the Downtown District. Further, demand for some uses could occur in any of the districts depending on the timing and opportunity created by land owners and developers.

The following series of tables summarize our estimates of potential future market demand within each district based on site capture percentages of the County's growth in supply for each land use. The first series of tables (Tables 5.3, 5.4, 5.5, 5.6, and 5.7) summarize each land use for the districts separately and in total.

Table 5.3
Projected Office Demand within Each District, 2015-2030

District Capture %	District Cumulative Total SF			District Cumulative New SF			District Avg Annual SF Absorption		
	Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Frenchtown District:									
2015	382,968	382,968	382,968						
2020	383,061	393,331	403,602	93	10,363	20,634	19	2,073	4,127
2025	385,954	405,582	425,211	2,986	22,614	42,243	579	2,450	4,322
2030	388,775	419,524	450,273	5,807	36,556	67,305	564	2,788	5,012
Southside District:									
2015	231,946	231,946	231,946						
2020	232,011	239,200	246,390	65	7,254	14,444	13	1,451	2,889
2025	234,325	249,001	263,677	2,379	17,055	31,731	463	1,960	3,457
2030	236,770	261,084	285,398	4,824	29,138	53,452	489	2,417	4,344
Downtown District:									
2015	3,083,583	3,083,583	3,083,583						
2020	3,084,324	3,166,491	3,248,658	741	82,908	165,075	148	16,582	33,015
2025	3,112,098	3,284,100	3,456,101	28,515	200,517	372,518	5,555	23,522	41,489
2030	3,140,307	3,423,516	3,706,725	56,724	339,933	623,142	5,642	27,883	50,125
Total All Districts:									
2015	3,698,497	3,698,497	3,698,497						
2020	3,699,395	3,799,023	3,898,650	898	100,526	200,153	180	20,105	40,031
2025	3,732,378	3,938,683	4,144,989	33,881	240,186	446,492	6,597	27,932	49,268
2030	3,765,852	4,104,124	4,442,396	67,355	405,627	743,899	6,695	33,088	59,481

Source: GAI

As can be seen in the above Table 5.3, the site capture percentages for the office market vary between each district based on their historical capture percentages discussed in an earlier section. By 2030 in the midpoint scenario, the Frenchtown District could add about 37,000 square feet of office space, the Southside District about 29,000 square feet and the Downtown District approximately 340,000 square feet. All the districts combined could add up to approximately 744,000 square feet of new office space

on the high end. These office projections focus on traditional office space. Specialized uses, such as medical/institutional health care would not be included.

There are other factors that could influence the distribution of space among each district, such as the availability and price of development sites. As development sites in the Downtown area become scarcer, it is possible that space shown above within the Downtown District could shift to either the Frenchtown or the Southside District, most likely in the areas closest to the Downtown District.

Table 5.4
Projected Hotel Demand within Each District, 2015-2030

District	District Capture %	District Cumulative Total Units			District Cumulative New Units			District Avg Annual Units Absorption		
		Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Frenchtown District:										
2015		164	164	164						
2020	0.0%	164	164	164	0	0	0	0	0	0
2025	0.0%	164	164	164	0	0	0	0	0	0
2030	0.0%	164	164	164	0	0	0	0	0	0
Southside District:										
2015		0	0	0						
2020	15.0%	42	86	129	42	86	129	8	17	26
2025	12.0%	67	138	208	67	138	208	5	10	16
2030	0.0%	67	138	208	67	138	208	0	0	0
Downtown District:										
2015		698	698	698						
2020	25.0%	768	841	913	70	143	215	14	29	43
2025	25.0%	820	949	1,078	122	251	380	11	22	33
2030	30.0%	881	1,079	1,278	183	381	580	12	26	40
Total All Districts:										
2015		862	862	862						
2020	40.0%	974	1,090	1,207	112	228	345	22	46	69
2025	37.0%	1,052	1,251	1,451	190	389	589	16	32	49
2030	30.0%	1,112	1,381	1,650	250	519	788	12	26	40
Source: GAI										

Source: GAI

By 2030 the Southside could add about 200 hotel rooms in the high scenario. The 124 room Hampton Inn is currently under construction. Downtown could add just under 600 hotel rooms in the high scenario by 2030. We have not projected demand for any new hotels in the Frenchtown District. However, as noted earlier, as development sites in the Downtown area become scarcer, it is possible that space shown above within the Downtown District could shift to either the Frenchtown or the Southside District, most likely in the areas closest to the Downtown District. All the districts combined could add up to just under 800 hotel rooms on the high end.

Table 5.5
Projected Retail Demand within Each District, 2015-2030

District	Capture %	District Cumulative Total SF			District Cumulative New SF			District Avg Annual SF Absorption		
		Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Frenchtown District:										
2015		577,224	577,224	577,224						
2020	2.0%	577,405	597,458	617,511	181	20,234	40,287	36	4,047	8,057
2025	3.0%	587,569	629,834	672,099	10,345	52,610	94,875	2,033	6,475	10,917
2030	4.0%	597,875	669,598	741,321	20,651	92,374	164,097	2,061	7,953	13,844
Southside District:										
2015		905,312	905,312	905,312						
2020	2.0%	905,493	925,546	945,599	181	20,234	40,287	36	4,047	8,057
2025	3.0%	915,657	957,922	1,000,187	10,345	52,610	94,875	2,033	6,475	10,917
2030	4.0%	925,963	997,686	1,069,409	20,651	92,374	164,097	2,061	7,953	13,844
Downtown District:										
2015		478,907	478,907	478,907						
2020	2.0%	479,088	499,141	519,194	181	20,234	40,287	36	4,047	8,057
2025	4.0%	492,640	542,309	591,978	13,733	63,402	113,071	2,710	8,634	14,557
2030	5.0%	505,523	592,014	678,505	26,616	113,107	199,598	2,577	9,941	17,306
Total All Districts:										
2015		1,961,443	1,961,443	1,961,443						
2020	6.0%	1,961,985	2,022,145	2,082,305	542	60,702	120,862	108	12,140	24,172
2025	10.0%	1,995,866	2,130,065	2,264,263	34,423	168,622	302,820	6,776	21,584	36,392
2030	13.0%	2,029,361	2,259,298	2,489,235	67,918	297,855	527,792	6,699	25,847	44,994
Source: GAI										

Source: GAI

As can be seen in the above Table 5.5, the site capture percentages for the retail market produce average annual absorption levels similar to what has occurred in the past within each district. Projected new retail space added is the same in the Frenchtown and the Southside District and slightly higher in the Downtown District. By 2030 in the midpoint scenario, the Frenchtown and the Southside District could add about 92,000 square feet of retail space, and the Downtown District add approximately 113,000 square feet. All the districts combined could add up to approximately 528,000 square feet of new retail space on the high end.

Table 5.6
Projected Rental Apartment Demand within Each District, 2015-2030

District	District Capture %	District Cumulative Total Units			District Cumulative New Units			District Avg Annual Units Absorption		
		Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Frenchtown District:										
2015		364	364	364						
2020	6.0%	383	443	503	19	79	139	4	16	28
2025	7.0%	406	518	629	42	154	265	5	15	25
2030	8.0%	420	591	761	56	227	397	3	15	26
Southside District:										
2015		335	335	335						
2020	11.0%	370	480	590	35	145	255	7	29	51
2025	12.0%	409	608	807	74	273	472	8	26	43
2030	13.0%	433	726	1,020	98	391	685	5	24	43
Downtown District:										
2015		465	465	465						
2020	11.0%	500	610	720	35	145	255	7	29	51
2025	12.0%	539	738	937	74	273	472	8	26	43
2030	13.0%	563	856	1,150	98	391	685	5	24	43
Total All Districts:										
2015		1,164	1,164	1,164						
2020	28.0%	1,253	1,533	1,814	89	369	650	18	74	130
2025	31.0%	1,353	1,863	2,373	189	699	1,209	20	66	112
2030	34.0%	1,416	2,173	2,930	252	1,009	1,766	13	62	111
Source: GAI										

Source: GAI

As noted earlier, the Domain at Tallahassee student-oriented apartment complex is under construction in the Frenchtown District. Those 125 units would be included in the range of potential new supply for the 2015-2020 time period.

In the Southside District there are three projects in planning that would add a total of 459 units if built as planned. That total would be between the midpoint and high scenario by 2025 in the Southside District.

The Downtown District's capture percentage of the County's new apartment development ranges between 11% and 13%. In the most recent five year period, the Downtown District captured approximately 35% of the new 100 unit or more apartment complex development, so the estimated capture percentages seem attainable.

In total the combined districts are projected to capture from 28% to about 34% of the total County new apartment development. That is a significant amount of the County's total. However, we believe that urban or near urban living will continue to be a popular option, particularly given the presence of the two universities and the concentration of downtown employment. All the districts combined could add just under 1,800 apartment units on the high end.

Most of the apartment projects that are either under construction or planned in the districts are student oriented housing. It is likely that the demand for that type of product will continue, though it is possible market rate properties could gain an increasing share of future development in later years.



Table 5.7
Projected For-Sale Residential Condominium Demand within Each District, 2015-2030

	District Capture %	District Cumulative Total Units			District Cumulative New Units			District Avg Annual Units Absorption		
		Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Frenchtown District:										
2015	0.0%	47	47	47						
2020	0.0%	47	47	47	0	0	0	0	0	0
2025	2.0%	48	51	54	1	4	7	0	1	1
2030	3.0%	49	57	65	2	10	18	0	1	2
Southside District:										
2015	0.0%	104	104	104						
2020	2.0%	104	108	113	0	4	9	0	1	2
2025	3.0%	105	114	123	1	10	19	0	1	2
2030	4.0%	107	122	137	3	18	33	0	2	3
Downtown District:										
2015	0.0%	576	576	576						
2020	20.0%	576	619	662	0	43	86	0	9	17
2025	25.0%	588	670	752	12	94	176	2	10	18
2030	30.0%	600	728	857	24	152	281	2	12	21
Total All Districts:										
2015		727	727	727						
2020	22.0%	727	775	822	0	48	95	0	10	19
2025	30.0%	742	836	930	15	109	203	3	12	22
2030	37.0%	756	907	1,059	29	180	332	3	14	26
Source: GAI										

Source: GAI

The for-sale residential condominium market is limited in both the Frenchtown and the Southside District. Although the relationship between renter occupied and owner occupied residential units could change in the future, both areas are much more oriented towards renter occupied housing. As noted earlier, we believe there could be opportunities for new rental housing in the Frenchtown and the Southside District, but only a limited amount of for-sale residential condominium product. The Downtown District may be able to add about 150 units by 2030 in the midpoint scenario. However, as noted earlier, as development sites in the Downtown area become scarcer, it is possible that space shown above within the Downtown District could shift to either the Frenchtown or the Southside District, most likely in the areas closest to the Downtown District. All the districts combined could add about 330 condominium units on the high end.

The next series of tables (Tables 5.8, 5.9, and 5.10) summarize each district's potential demand for new product. The data is the same as noted above but summarizes each district separately.

Table 5.8
Frenchtown District Projected Office, Hotel, Retail, Apartment and Residential Condominium Demand,
2015-2030

	District	Cumulative Total SF/Units			Cumulative New SF/Units			Avg Annual SF/Units Absorption		
	Capture %	Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Office:										
2015		382,968	382,968	382,968						
2020	1.0%	383,061	393,331	403,602	93	10,363	20,634	19	2,073	4,127
2025	1.3%	385,954	405,582	425,211	2,986	22,614	42,243	579	2,450	4,322
2030	1.5%	388,775	419,524	450,273	5,807	36,556	67,305	564	2,788	5,012
Hotel:										
2015		164	164	164						
2020	0.0%	164	164	164	0	0	0	0	0	0
2025	0.0%	164	164	164	0	0	0	0	0	0
2030	0.0%	164	164	164	0	0	0	0	0	0
Retail:										
2015		577,224	577,224	577,224						
2020	2.0%	577,405	597,458	617,511	181	20,234	40,287	36	4,047	8,057
2025	3.0%	587,569	629,834	672,099	10,345	52,610	94,875	2,033	6,475	10,917
2030	4.0%	597,875	669,598	741,321	20,651	92,374	164,097	2,061	7,953	13,844
Apartments:										
2015		364	364	364						
2020	6.0%	383	443	503	19	79	139	4	16	28
2025	7.0%	406	518	629	42	154	265	5	15	25
2030	8.0%	420	591	761	56	227	397	3	15	26
Condominiums:										
2015		47	47	47						
2020	0.0%	47	47	47	0	0	0	0	0	0
2025	2.0%	48	51	54	1	4	7	0	1	1
2030	3.0%	49	57	65	2	10	18	0	1	2
Source: GAI										

Source: GAI

Table 5.9
Southside District Projected Office, Hotel, Retail, Apartment and Residential Condominium Demand,
2015-2030

	District	District Cumulative Total SF/Units			District Cumulative New SF/Units			District Avg Annual SF/Units Absorption		
	Capture %	Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Office:										
2015		231,946	231,946	231,946						
2020	0.7%	232,011	239,200	246,390	65	7,254	14,444	13	1,451	2,889
2025	1.0%	234,325	249,001	263,677	2,379	17,055	31,731	463	1,960	3,457
2030	1.3%	236,770	261,084	285,398	4,824	29,138	53,452	489	2,417	4,344
Hotel:										
2015		0	0	0						
2020	15.0%	42	86	129	42	86	129	8	17	26
2025	12.0%	67	138	208	67	138	208	5	10	16
2030	0.0%	67	138	208	67	138	208	0	0	0
Retail:										
2015		905,312	905,312	905,312						
2020	2.0%	905,493	925,546	945,599	181	20,234	40,287	36	4,047	8,057
2025	3.0%	915,657	957,922	1,000,187	10,345	52,610	94,875	2,033	6,475	10,917
2030	4.0%	925,963	997,686	1,069,409	20,651	92,374	164,097	2,061	7,953	13,844
Apartments:										
2015		335	335	335						
2020	11.0%	370	480	590	35	145	255	7	29	51
2025	12.0%	409	608	807	74	273	472	8	26	43
2030	13.0%	433	726	1,020	98	391	685	5	24	43
Condominiums:										
2015		104	104	104						
2020	2.0%	104	108	113	0	4	9	0	1	2
2025	3.0%	105	114	123	1	10	19	0	1	2
2030	4.0%	107	122	137	3	18	33	0	2	3
Source: GAI										

Source: GAI

Table 5.10
Downtown District Projected Office, Hotel, Retail, Apartment and Residential Condominium Demand, 2015-2030

	District	District Cumulative Total SF/Units			District Cumulative New SF/Units			District Avg Annual SF/Units Absorption		
	Capture %	Low	Midpoint	High	Low	Midpoint	High	Low	Midpoint	High
Office:										
2015		3,083,583	3,083,583	3,083,583						
2020	8.0%	3,084,324	3,166,491	3,248,658	741	82,908	165,075	148	16,582	33,015
2025	12.0%	3,112,098	3,284,100	3,456,101	28,515	200,517	372,518	5,555	23,522	41,489
2030	15.0%	3,140,307	3,423,516	3,706,725	56,724	339,933	623,142	5,642	27,883	50,125
Hotel:										
2015		698	698	698						
2020	25.0%	768	841	913	70	143	215	14	29	43
2025	25.0%	820	949	1,078	122	251	380	11	22	33
2030	30.0%	881	1,079	1,278	183	381	580	12	26	40
Retail:										
2015		478,907	478,907	478,907						
2020	2.0%	479,088	499,141	519,194	181	20,234	40,287	36	4,047	8,057
2025	4.0%	492,640	542,309	591,978	13,733	63,402	113,071	2,710	8,634	14,557
2030	5.0%	505,523	592,014	678,505	26,616	113,107	199,598	2,577	9,941	17,306
Apartments:										
2015		465	465	465						
2020	11.0%	500	610	720	35	145	255	7	29	51
2025	12.0%	539	738	937	74	273	472	8	26	43
2030	13.0%	563	856	1,150	98	391	685	5	24	43
Condominiums:										
2015		576	576	576						
2020	20.0%	576	619	662	0	43	86	0	9	17
2025	25.0%	588	670	752	12	94	176	2	10	18
2030	30.0%	600	728	857	24	152	281	2	12	21
Source: GAI										

Source: GAI

5.3 Implications and Next Steps

Our analysis has attempted to place parameters on the potential development opportunities within each district. Because of past development patterns, the Downtown District has captured the lion's share of new development among the three areas. However, as development sites in the Downtown area become scarcer, it is possible that space demand allocated to the Downtown District could shift to either the Frenchtown or the Southside District, most likely initially in the areas closest to the Downtown District, and in future years extending out to more distant locations. Please keep in mind that our projections are as of the date of the report. New information or data that becomes available after that time could significantly alter the results of this analysis.

The next phase of our study will focus on market demand opportunities in specific development sites identified by the City or the community within the districts. A separate report will be issued on that analysis.

SECTION 11:

APPENDIX D: PUBLIC WORKSHOPS

This section contains the meeting dates and purpose of the public workshops held to determine the goals and vision for the Redevelopment Area that were incorporated into the updated Redevelopment Plan.

January 24, 2008

First Public Workshop – Conceptual Plan Amendment

The purpose of this Frenchtown workshop was to gather comments from residents and business owners located within the Greater Frenchtown/Southside Community Redevelopment Area, as well as from interested persons outside the Redevelopment Area, on the vision of the current redevelopment plan.

February 12, 2008

Second Public Workshop – Conceptual Plan Amendment

The purpose of this second workshop, held on the Southside, was to gather additional comments from residents and business owners located within the Greater Frenchtown/Southside Community Redevelopment Area, as well as from interested persons outside the Redevelopment Area, on the vision of the current redevelopment plan.

March 13, 2008

Third Public Workshop – Conceptual Plan Amendment

The purpose of this Frenchtown workshop was to focus on refining the various public comments from the first two workshops into an updated vision for the Redevelopment Area as well as get feedback on the draft of the updated Community Vision. Comments were gathered from residents and business owners located within the Greater Frenchtown/Southside Community Redevelopment Area, as well as from interested persons outside the Redevelopment Area.

A draft plan was completed in 2010 based on comments from the three workshops held in 2008. Before adoption, a legal interpretation was sought to determine whether the Redevelopment Area's beginning date (June 2000) started over with the adoption of the updated plan. Once the interpretation was received, the CRA decided additional workshops were needed given the amount of time that had passed.

November 13, 2014

First of Four Public Workshops – GFS Plan Amendment

The purpose of this Southside workshop was to gather sufficient community input from residents and business owners located within the Greater Frenchtown/Southside Community Redevelopment Area to develop definable and measurable goals for the update to the Redevelopment Plan.

November 17, 2014

Second of Four Public Workshops – GFS Plan Amendment

The purpose of this Frenchtown workshop was to gather sufficient community input from residents and business owners located within the Greater Frenchtown/Southside Community Redevelopment Area to develop definable and measurable goals for the update to the Redevelopment Plan.

July 28, 2015

Third of Four Public Workshops – GFS Plan Amendment

The purpose of this Southside workshop was to gather additional community input from residents and business owners located within the Greater Frenchtown/Southside Community Redevelopment Area to develop definable and measurable goals for the update to the Redevelopment Plan.

July 30, 2015

Fourth of Four Public Workshops – GFS Plan Amendment

The purpose of this Frenchtown workshop was to gather additional community input from residents and business owners located within the Greater Frenchtown/Southside Community Redevelopment Area to develop definable and measurable goals for the update to the Redevelopment Plan.

Between 2016 and 2018, the boundary of the Redevelopment Area was expanded twice. In October 2016, 26 parcels located on the eastside of South Monroe Street between Van Buren and Perkins Streets were added to the Redevelopment Area. The second expansion was approved in May 2018 expanding the boundaries to include three areas in the Southside portion of the Redevelopment Area. With the expansion areas approved, additional community input was needed to ensure all Redevelopment Area residents and business owners had an opportunity to provide comments and prioritize the goals and vision for the updated Redevelopment Plan.

June 3, 2019

Southside Public Workshop – GFS Plan Amendment

The purpose of this Southside workshop was to have residents and business owners located within the Greater Frenchtown/Southside Community Redevelopment Area provide additional comments and prioritize their goals and vision for the updated Redevelopment Plan, especially those from the newly expanded areas.

June 4, 2019

Southside Public Workshop – GFS Plan Amendment

The purpose of this Frenchtown workshop was to have residents and business owners located within the Greater Frenchtown/Southside Community Redevelopment Area provide additional comments and prioritize their goals and vision for the updated Redevelopment Plan, especially those from the newly expanded areas.

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SECTION 12

APPENDIX E: LEGAL DESCRIPTION

The following section contains the legal description of the Greater Frenchtown/Southside Community Redevelopment Area.

BOUNDARIES OF THE GREATER FRENCHTOWN/SOUTHSIDE COMMUNITY REDEVELOPMENT AREA ARE AS FOLLOWS:

THE WEST THARPE STREET AREA:

BEGIN at the centerline intersection of Colorado Street and West Tharpe Street; thence Easterly along the centerline of West Tharpe Street to the intersection with the northerly extension of the westerly boundary line of Green Acres, a subdivision recorded in Plat Book 3, Page 189 of the Public Records of Leon County, Florida; thence Southerly along said westerly boundary and its extension to the northeast corner of that property described in Official Record Book 294, Page 339 (Tax I.D. 21-26-20-003-0000) of said Public Records; thence Westerly along the northerly boundary line of said described property to the northwest corner of said described property; thence Southerly along the westerly boundary line of said described property to an intersection with the northerly boundary line of Greenwood Cemetery, a map or plat recorded in Plat Book 2, Page 113 of said Public Records; thence Westerly along said northerly boundary line and its extension thereof to an intersection with the centerline of Old Bainbridge Road; thence Southerly along said centerline to an intersection with the easterly extension of the southerly boundary line of that property described in Official Record Book 1512, Page 1428 (Tax I.D. 21-26-20-019-0000) of said Public Records; thence Westerly along said southerly boundary line and its extension thereof and along the southerly boundary line of that parcel described in Official Record Book 1645, Page 572 (Tax I.D. 21-26-20-089-0000) of said Public Records, and along the southerly boundary line and a westerly extension thereof of that parcel described in Official Record Book 2054, Page 1099 (Tax I.D. 21-26-20-224-0000), of said Public Records, to an intersection with the centerline of Colorado Street; thence Northerly along said centerline to the **POINT OF BEGINNING**.

Containing 65 acres more or less.

THE AREA NORTH OF TENNESSEE ST. AND EAST OF WOODWARD AVE.:

BEGIN at the centerline intersection of West Tharpe Street and North Monroe Street; thence Southerly along the centerline of North Monroe Street to an intersection with the centerline of East Fourth Avenue; thence Westerly along said centerline to an intersection with the centerline of North Adams Street; thence Southerly along said centerline to an intersection with the centerline of West Third Avenue; thence Westerly along said centerline to an intersection with the centerline of North Duval Street; thence Southerly along said centerline to an intersection with the centerline of West Brevard Street; thence Westerly along said centerline to an intersection with the centerline of North Bronough Street; thence Southerly along said centerline to an intersection with the centerline of West Tennessee Street; thence Westerly along said centerline to an intersection with the centerline of Dewey Street; thence Northerly along said centerline to an intersection with

the centerline of West Virginia Street; thence Westerly along said centerline to an intersection with the centerline of North Woodward Avenue; thence Northerly along said centerline to an intersection with the centerline of Alabama Street; thence Easterly along said centerline to an intersection with the centerline of Old Bainbridge Road; thence Northwesterly along said centerline to an intersection with a southwesterly extension of the northerly boundary line of that property described in Official Record Book 1756, Page 502 (Tax I.D. 21-26-20-083-0000) of said Public Records; thence Northeasterly along said northerly boundary line and said extension to an intersection with the westerly boundary line of Gibbs Terrace, a subdivision recorded in Plat Book 4, Page 95 of said Public Records; thence Northerly along said westerly boundary line and the westerly boundary line of Gore Subdivision, a subdivision recorded in Plat Book 3, Page 141 of said Public Records, to an intersection with the westerly extension of the centerline of Efferson Street; thence Easterly along said centerline extension and said centerline to an intersection with the centerline of Gibbs Drive; thence Southerly along said centerline to an intersection with the centerline of West Seventh Avenue; thence Easterly along said centerline to an intersection with the centerline of North Martin Luther King Boulevard.; thence Northerly along said centerline to an intersection with the centerline of West Tharpe Street; thence Easterly along said centerline to the **POINT OF BEGINNING**; Less and Except Oakland Cemetery and it's Additions 1, 2, and 3 as shown on the plats recorded in Plat Books 1, Page 7; Plat Book 2, Page 99; Plat Book 2, Page 123 and Plat Book 12, Page 7, all of said Public Records and those properties described in the following: Deed Book 198, Page 223 Tax I.D. 21-25-20-851-0000); Official Record Book 580, Page 810 (Tax I.D. 21-25-20-804-0000) and Official Record Book 2135, Page 1735 (Tax I.D. 21-25-20-601-0000), all of the Public Records of Leon County, Florida.

Containing 540 acres more or less.

THE AREA GENERALLY SOUTH OF GAINES STREET:

BEGIN at the intersection of the southerly extension of the westerly boundary line of that parcel described in Official Record Book 1811, Page 105 (Tax ID 21-35-51-000-1100) of the Public Records of Leon County, Florida, with the centerline of Jackson Bluff Road; thence Northerly along the west boundary line of said parcel to an intersection with centerline of relocated Stadium Drive; thence Easterly along said centerline and along the centerline of West Gaines Street to an intersection with the centerline of Railroad Avenue; thence North along the centerline of Railroad Avenue to an intersection with the centerline transition of St. Augustine Road into Madison Street; thence Southeasterly along said centerline transition and along the centerline of Madison Street to an intersection with the westerly right-of-way boundary of Boulevard Street; thence South along said westerly right-of-way to an intersection with the centerline of West Gaines Street; thence east along said centerline to an intersection with the centerline of the easternmost north/south roadway of Boulevard Street; thence South along said centerline to an intersection with the centerline of All Saints Street; thence East along said centerline to an intersection with the centerline of Duval Street; thence North along said centerline to an intersection with the centerline of West Bloxham Street; thence Easterly along said centerline to an intersection with the centerline of South Adams Street; thence South along the centerline of South Adams Street to an intersection with the centerline of West Van Buren Street; thence East along said centerline to a point north

of the northeast corner of that property described as Tax parcel #41-01-20-024-0000; thence South to the southeast corner of said property; thence Westerly, along said properties south boundary, to the northwest corner of that property described as Tax parcel #41-01-20-026-0000; thence Southerly to the northeast corner of that property described as Tax parcel #41-01-20-025-0000; thence Southerly, along the easterly boundary of said property to its southeast corner; thence Southeasterly, crossing Oakland Avenue, to the northeast corner of that property described as Tax parcel #41-01-20-034-0001; thence Southerly to the southeast corner of said property; thence Westerly, along the south boundary of said property to the northeast corner of that property described as Tax parcel #41-01-20-034-0000; thence Southerly, along the easterly boundary of said property and that property described as Tax parcel #41-01-20-030-0000, to the southeast corner of last referenced property lying on the northerly boundary of East Harrison Street; thence Southeasterly to the northeast corner of that property described as Tax parcel #41-01-20-057-0000; thence Southerly to the southeast corner of that property described as Tax parcel #41-01-20-056-0000; thence Westerly, along the southerly boundary of last referenced property to the northeast corner of that property described as Tax parcel #41-01-20-028-0000; thence Southerly to the southeast corner of last referenced property; thence Southwesterly, crossing East Pershing Street, to the northeast corner of that property described as Tax parcel #41-01-20-068-0000; thence Southerly, along the easterly boundaries of those properties described as Tax parcel #41-01-20-068-0000; Tax parcel #41-01-20-133-0000; Tax parcel #41-01-20-137-0000 and Tax parcel #41-01-20-138-0000, to the southeast corner of that property described as Tax parcel #41-01-20-138-0000; thence Easterly, along that property described as Tax parcel #41-01-20-067-0000 to the northeast corner of last referenced property; thence Southerly, along the easterly boundary of last referenced property to an intersection with the northerly boundary of that property described as Tax parcel #41-01-20-066-0000; thence Easterly, along said northerly boundary, to the northeast corner of last referenced property; thence Southerly to the southeast corner of last referenced property; thence Southeasterly, crossing East Jennings Street, to the northeast corner of that property described as Tax parcel #41-01-20-086-0000; thence Southerly to the southeast corner of last referenced property; thence Southwesterly, crossing Palmer Avenue East, to the northeast corner of that property described as Tax parcel #41-01-20-412-0000; thence Southerly to the southeast corner of last referenced property; thence Easterly, along the northerly boundary of that property described as Tax parcel #41-01-20-413-0000, to the northeast corner of last referenced property; thence Southerly, along the easterly boundaries of those properties described as Tax parcel #41-01-20-413-0000; Tax parcel #41-01-20-414-0000 to the southeast corner of said property described as Tax parcel #41-01-20-414-0000; thence Easterly, along the northerly boundary of that property described as Tax parcel #41-01-20-477-0000, to the northeast corner of last referenced property; thence Southerly, along the easterly boundaries of those properties described as Tax parcel #41-01-20-477-0000; Tax parcel #41-01-20-427-0000 to the southeast corner of said property described as Tax parcel #41-01-20-427-0000; thence Westerly, along the southerly boundary of that property described as Tax parcel #41-01-20-427-0000, to the northeast corner of that property described as Tax parcel #41-01-20-485-0000; thence Southerly, along the easterly boundaries of those properties described as Tax parcel #41-01-20-485-0000; Tax parcel #41-01-20-487-0000; Tax parcel #41-01-20-484-0000 to a

point on the northerly boundary of that property described as Tax parcel #41-01-20-484-0000; thence Easterly, along said northerly boundary, to an intersection with the westerly boundary of South Gadsden Street; thence Southerly, along said westerly boundary and a part of the easterly boundary of last referenced property and that property described as Tax parcel #41-01-20-851-0000, to the southeast corner of said property described as Tax parcel #41-01-20-851-0000; thence Westerly, along the southerly boundary of last referenced property, to the northeast corner of that property described as Tax parcel #41-01-50 L0040; thence Southerly to the southeast corner of last referenced property; thence Southerly to an intersection with the centerline of Perkins Street; thence East along said centerline to an intersection with the centerline of South Meridian Street; thence Southerly along the centerline of South Meridian Street to the intersection with the Westerly extension of the Northerly right of way of East Magnolia Drive; thence Easterly along said Northerly right of way to the intersection of the Northerly extension of the Westerly boundary of Indian Head Acres, a subdivision recorded in Plat Book 3, Page 30 of the Public Records of Leon County, Florida, thence Southerly along said Westerly boundary to the Southwest corner of Lot 16, Block N of said Indian Head Acres (parcel #310550 N0160), also being the Northwest corner of Lot 1 of Lehigh Subdivision, a subdivision recorded in Plat Book 3, Page 230 of the Public Records of Leon County, Florida (Parcel #31-07-70-000-0010) thence Southerly along the Westerly boundary of said Lehigh Subdivision and an extension thereof to the intersection with the Southerly right of way of Orange Avenue, thence Westerly along said Southerly right of way and an extension thereof to the intersection with the centerline of South Meridian Street, thence Northerly along said centerline to an intersection with the centerline of Orange Avenue; thence West along said centerline to an intersection with the centerline of South Adams Street; thence Northerly along said centerline to an intersection with the centerline of Palmetto Street; thence West along said centerline to an intersection with the centerline of South Martin Luther King Jr. Boulevard; thence North along said centerline to an intersection with the centerline of Young Street; thence east along said centerline to an intersection with the centerline of South Adams Street; thence North along said centerline to an intersection with the centerline of Palmer Avenue West; thence West along said centerline to an intersection with the centerline of South Martin Luther King Jr. Boulevard; thence Northerly along said centerline to an intersection with the centerline of Famu Way; thence Westerly and Northwesterly along said centerline to an intersection with the centerline of Wahnish Way; thence South along said centerline to an intersection with the centerline of Eugenia Street; thence Westerly along said centerline to an intersection with the centerline of Perry Street; thence South along said centerline to an intersection with the centerline of Nassau Street; thence West along said centerline to an intersection with the centerline of Pasco Street; thence South along said centerline to an intersection with the centerline of Kissimmee Street; thence east along said centerline to an intersection with the centerline of Wahnish Way; thence South along said centerline to an intersection with the centerline of Osceola Street; thence West along said centerline to an intersection with the centerline of Main Street; thence South along said centerline to an intersection with the centerline of Campbell Street; thence West along said centerline to an intersection with the centerline of Saxon Street; thence South along said centerline to an intersection with the centerline of Tucker Street; thence East along said centerline to an intersection with the centerline of Pasco Street; thence Southerly along the centerline

of said Pasco Street to an intersection with the Southerly right of way of Orange Avenue, thence Westerly along the Southerly right of way of said Orange Avenue to an intersection with the Westerly right of way of Springhill Road, thence Northerly along the Westerly right of way of said Springhill Road to an intersection with the Westerly right of way transition into Lake Bradford Road, thence continue Northerly along the Westerly right of way of said Lake Bradford Road to an intersection with the centerline of Hutchinson Avenue; thence West along said centerline to an intersection with the centerline of Hillsborough Street; thence North along said centerline to an intersection with Levy Avenue; thence West along said centerline to an intersection with the centerline of Iamonia Street; thence North along said centerline to an intersection with the southerly right-of-way boundary of the Seaboard Air line Railroad (now known as CSX Railroad); thence Easterly along said southerly right-of-way boundary to an intersection with the westerly right-of-way boundary of Lake Bradford Road; thence North along said right-of-way boundary to an intersection with the southerly boundary of Lot 90, Block A of Elberta Empire, a subdivision as per plat thereof, recorded in Plat Book 2, Page 110 of the Public Records of Leon County, Florida; thence Westerly along the southerly boundary of said Lot 90 to the southwest corner of said Lot 90; thence Northerly along the westerly boundary of said Lot 90 and Lots 89, 88, and 87, Block A of said Elberta Empire to the southerly right-of-way boundary of Elberta Drive; thence, crossing said Elberta Drive to the northerly right-of-way boundary of said Elberta Drive at the southwest corner of Lot 1, Block C of said Elberta Empire subdivision; thence Northerly along the westerly boundary of Lots 1 thru 8, of said Block C to the southerly right-of-way boundary of Hernando Drive; thence. Crossing Hernando Drive to the northerly right-of-way boundary of said Hernando Drive at the southwest corner of Lot 1, Block A of said Elberta Empire subdivision; thence Northerly along the westerly boundary of Lots 1 thru 4, Block A of said Elberta Empire subdivision to the northwest corner of Lot 4, Block A of said Elberta Empire subdivision; thence Easterly along the north boundary of said Lot 4, Block A to an intersection with the westerly boundary of Lot 3, Block F, Elberta Empire Addition Unit 1, a subdivision as per plat thereof, recorded in Plat Book 3, Page 67 of said Public Records; thence North along the westerly boundary of Lots 3, 2, 1 of said Block F, crossing Pepper Drive to the southwest corner of Lot 3, Block E of said Elberta Empire Addition Unit 1 to an intersection with the north boundary of said subdivision last referenced; thence East along the north boundary of said subdivision last referenced to an intersection with the westerly right-of-way boundary of Lake Bradford Road; thence North along said westerly right-of-way boundary to an intersection with the westerly boundary of Lake Bradford Road, a subdivision as per plat thereof, recorded in Plat Book 3, Page 57 of said Public Record; thence Northwesterly, Northerly and Northeasterly along the westerly boundary of said Lake Bradford Road subdivision to an intersection with the southerly right-of-way boundary of Jackson Bluff Road; thence east along said southerly right-of-way boundary to an intersection with the southerly extension of the westerly boundary line of that parcel described in Official Record Book 1811, Page 105 (Tax ID 21-35-51-000-1100) of the Public Records of Leon County, Florida, thence North along said southerly extension to the POINT OF BEGINNING. **Containing 1253 acres, more or less.**

The above areas contain in the aggregate **1858 acres**, more or less.

Revised: 05/2018

Greater Frenchtown/Southside Five-Year Strategic Investment Plan

The Greater Frenchtown/Southside (GFS) Strategic Investment Plan is a complementary document to the Greater Frenchtown/Southside Redevelopment Plan. The Strategic Investment Plan contains the objectives, strategies and measurements for the goals listed in the Redevelopment Plan. The goals which are listed in order of importance were ranked by GFS residents and business owners.

The GFS Strategic Investment Plan provides the path to achieving the goals desired by the community. The objectives, strategies and measurements cover the next five years of planning for the redevelopment area. The Strategic Investment Plan should be updated every five years or based upon changes in the economy, relevant public concerns, and opportunities associated with private development.

All executed development agreements will include a community benenfit analysis and will be renamed community benefit agreement.

Priority Area 1: Economic Development

Goal 1: To create a thriving economic environment in the GFS District.

Objective 1a. Attract new and retain existing businesses

1. Invest in small, local businesses through the Business Facility Improvement Grant Program
Target: \$1,300,000
2. Invest in medium and large-scale redevelopment projects (excluding community services)
Target: 5
3. Only invest in projects that meet or exceed MWSBE participation goals.
Target: 100%

Initiative

1. Purchase and assemble properties to assist redevelopment projects.
2. Incorporate community benefit analysis and requirements in all development agreements.

Objective 1b. Stimulate GFS businesses during catastrophic events

Initiative

1. Provide funding that is targeted towards stabilization and recovery efforts when catastrophic events occur in neighborhoods or within the district.

Priority Area 2: Impact on Poverty

Goal 2: To assist GFS residents with access to resources which lead to opportunities for wealth accumulation

Objective 2a. Increase the availability of affordable, mixed-income housing

1. Invest in projects creating new affordable housing units.
Target: 30 new housing units created
2. Invest in housing rehabilitation and repair programs.
Target: 150 housing units will be rehabilitated and/or repaired
3. Acquire properties, without competing with private citizens, for the construction of new affordable units and/or donate to qualified affordable housing developers for the construction of new affordable units.
Target: 5 lots purchased and donated
4. Invest in projects that create new affordable rental units.
Target: 200 units

Initiative

1. Partner with local affordable housing entities to assist with increasing affordable housing units. *(To the extent possible, preference will be given to GFS housing entities.*
2. Continue to work with Community Housing and Resilience Division to leverage funds for affordable housing units.

Objective 2b. Encourage a quality education

1. Number of GFS residents employed with a “fair or living wage” through CRA assisted businesses, or other employment agencies.

Target: 25

Initiative

1. Identify Leon County School’s tax increment revenue for use by the School Board for schools attended by GFS residents. The increment related revenue for tax year 2019 for the Leon County School Board was \$2,128,321.
2. Incorporate community benefit analysis and requirements in all development agreements.
3. Support arts education and culturally enriched programs to aid GFS youth with opportunities to create wealth.

Objective 2c. Increase social services supported by GFS residents

1. Number of façade improvements provided to social service facilities.

Target: 10 (2 per year on average)

Initiative

1. Support social service agencies on a case by case basis, whose mission align with the goals of the Redevelopment Plan.

Priority Area 3: Public Safety

Goal 3: To create a place where residents and visitors feel safe and secure.

Objective 3a. Increase neighborhood safety

1. Fund safety improvement projects such as upgraded lighting, crosswalks, traffic calming
Target: 25

Initiatives

1. Support public safety initiatives through Neighborhood First Plans.
2. Support Demolition Program to remove dangerous and unsafe structures, and replace with affordable housing where possible.

Priority Area 4: Quality of Life

Goal 4: To promote a healthy, vibrant and culturally rich community

Objective 4a. Enhance the beauty and vitality of GFS neighborhoods

1. Fund adopted Neighborhood First Plans.

Target: \$12 million

Initiative

1. Support Neighborhood Partnership Grant Program
2. Support individual property owners with property improvements visible to the public.

Objective 4b. Promote arts, cultural, entertainment and historic character of the District to attract visitors

1. Fund arts, cultural, entertainment and heritage opportunities.

Target: \$790,000

Objective 4c. Enhance public spaces and parks in the GFS District

Initiative

1. Support new parks and open spaces, park improvements and enhancements of existing right-of-ways and open spaces through Neighborhood First Plans.

Priority Area 5: Public Infrastructure

Goal 5: To provide GFS residents with various means of safe mobility and improved infrastructure.

Objective 5a. Enhance new and improve existing infrastructure

1. Fund small infrastructure and landscape projects.
Target: \$500,000

Initiative

1. Support new and existing infrastructure projects through Neighborhood First Plans.

Objective 5b. Enhance connectivity of roads, sidewalks, bikelanes and public transit accessibility

Initiative

1. Support enhancements to transportation projects including sidewalks, roadways, bike lanes, trails, transit facilities, etc.

Priority Area 6: Public Trust and Organizational Effectiveness

Goal: To create an environment where residents are encouraged to participate in the civic process, ensuring redevelopment efforts align with community goals.

Objective 6a. Facilitate citizen and community participation in the civic process

1. Conduct community engagement workshops to review current priorities and initiatives and seek input on needed initiatives.

Target: 10 Workshops (2 per year with a virtual view option such as Facebook Live and/or Youtube.

2. Publish CRA Newsletter in multiple media outlets.

Target: 20 publications plus special editions when needed (at least 4 per year)

Initiatives

1. Implement CRA project portal with real time project information

2. Develop a CRA subscription e-mail portal

3. Implement a CRA Dashboard providing data for projects and programs that have received funding over time.

Florida Statute Requirements

The metrics outlined in the GFS Strategic Investment Plan are not the only evaluation criteria required of the CRA. Beginning in 2020, Chapter 163.371(2) of the Florida Statutes requires each community redevelopment agency provide in their annual report five measures of performance. Those performance data points are described below.

1. Total number of projects started and completed and estimated cost for each project
2. Total expenditures from the GFS trust fund
3. Original assessed real property values in the GFS District as of the day the agency was created.
4. Total assessed real property values of property in the GFS District as of January 1 of the reporting year.
5. Total amount expended for affordable housing for low- and moderate-income residents of the GFS District.

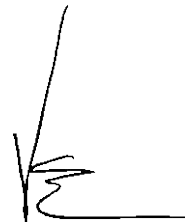
Leon County Board of County Commissioners

Agenda Item #22

April 13, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Approval of the Tallahassee Community Redevelopment Agency's Recommendation to Award Arts, Cultural and Heritage Grant Program Funds to the LeMoyne Arts, Inc. "Arts for Always" Project

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:	Nicki Paden, Management Analyst

Statement of Issue:

This item provides a status update on the Community Redevelopment Agency's (CRA) recent actions related to the Arts, Culture, and Heritage Grant Program and seeks Board approval to award \$1 million for the LeMoyne Arts, Inc. "Arts for Always" project for the purchase and renovation of an adjacent building adjacent to serve as the new education center/museum.

Fiscal Impact:

This item has a fiscal impact. Adequate Tourist Development Tax (TDT) funds are available for the LeMoyne Arts "Arts for Always" project in the amount of \$1 million. LeMoyne Arts recently modified the scope of the project previously approved by the Board in July 2018 to include the purchase and renovation of an adjacent building and the CRA Board recommended the same funding level of \$1 million. An additional \$1.8 million of TDT remains in the Arts, Culture, and Heritage Grant Program at this time.

Staff Recommendation:

- Option #1: Accept the status report on the Community Redevelopment Agency's recent actions related to the Arts, Cultural and Heritage Grant Program.
- Option #2: Approve the LeMoyne Arts "Art for Always" project for \$1 million to be awarded from Tourist Development Tax funds.

Title: Approval of the Tallahassee Community Redevelopment Agency's Recommendation to Award Arts, Cultural and Heritage Grant Program Funds to the LeMoyne Arts, Inc. "Arts for Always" Project

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Report and Discussion

Background:

This item provides a status update on the CRA Board's recent actions related to the Arts, Culture, and Heritage Grant (ACHG) Program and seeks County Commission approval to award \$1 million for the LeMoyne Arts, Inc. "Arts for Always" project for the purchase and renovation of an adjacent building adjacent to serve as the new education center/museum. The purchase and renovation of an adjacent building is a modification to the project scope approved by the County, City, and CRA in 2018 for the ACHG Program (Attachment #1). On March 25, 2021 the CRA Board recommended approval of the changes to the "Arts for Always" project with the initial funding level of \$1 million from TDT.

On May 25, 2017, the CRA created the ACHG Program and review committee to award grant funds for cultural projects, programs, and expenses in either of the CRA Districts. The funding source was the remaining \$3 million of TDT funds once dedicated to the performing arts center. While the County's participation in the CRA has since been restructured, the CRA's utilization of the funds remains subject to final approval by both the County and City Commissions as provided in the CRA Interlocal Agreement (Attachment #2).

Accordingly, at their respective meetings in July 2018, the County, CRA Board, and City each approved the allocation of the approximately \$3 million of TDT funds through the CRA's ACHG Program to the following projects:

- John G. Riley House Museum "Soul Voices – Frenchtown Heritage Kiosk" (\$189,000)
- LeMoyne Arts "Art for Always" Project (\$1 million)
- TLH Arts, Inc. "Performance and Rehearsal Venue Renovation" (\$1.8 million)

Following the approval of the funding awards in July 2018, the CRA worked with the applicants to develop implementation agreements determining how funding would be disbursed and monitored. Since that time, only the John G. Riley House Museum "Soul Voices" project has been completed. On January 28, 2021, the CRA Board received a status report on the remaining two projects including the lack of progress made on the TLH Arts, Inc. project and a request from LeMoyne Arts to modify the scope of its project and seek additional funding.

Rather than constructing the new education center/museum at its current site, LeMoyne Arts is seeking to purchase and renovate an existing property located immediately adjacent to their current facility. The status report also outlined other projects and concepts that have been recently presented to the CRA for consideration. Following deliberation and public input, the CRA Board voted to reallocate the \$1.8 million originally awarded for TLH Arts, Inc. to the modified LeMoyne Arts project (\$800,000) and the renovation of the Ashmore Building in Frenchtown to a museum (\$1 million).

As required by the CRA Interlocal Agreement, the County Commission considered the CRA Board recommendations on February 16, 2021 (Attachment #3). During extensive discussion on the

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CRA Board's process to identify and consider other project opportunities, the County Commission emphasized the importance of fairness and due process with regard to the allocation of public funds. The County Commission voted not to approve the CRA Board's recommendations for the reallocation of the \$1.8 million of TDT and directed the County Administrator to write a letter to the CRA Board requesting it extend the timeline and seek a revised proposal from TLH Arts, Inc. for a performance and rehearsal venue. As detailed in the letter to the CRA Board (Attachment #4), the County Commission requested the CRA provide TLH Arts, Inc. the same opportunity provided to LeMoyne Arts to modify the scope of its original project prior to rescinding and reallocating its grant funds.

This item provides an update on the recent action taken by the CRA Board related to the ACHG awards, following the County Commission's action on February 16, 2021, and seeks approval to award \$1 million for the LeMoyne Arts, Inc. "Arts for Always" project.

Analysis:

On March 25, 2021 the CRA Board reconvened its discussion regarding the allocation of TDT funds through the ACHG Program (Attachment #5). Consistent with the County Commission's previous action, the CRA Board effectively rescinded its actions from January 28, 2021 related to the ACHG Program. The CRA Board voted to provide additional time to TLH Arts, Inc. to submit a revised project proposal for consideration during the next CRA Board meeting on May 13, 2021. At that time, the CRA Board will deliberate options for the allocation of the \$1.8 million of TDT originally dedicated to TLH Arts, Inc. The CRA Board also directed the City Manager to bring back an agenda item to the City Commission to consider options for funding the Ashmore Building project through the City's budget rather than through the reallocation of the TDT funds from the TLH Arts, Inc. project. A letter from the CRA's Interim Director summarizing the CRA Board's recent actions is provided as Attachment #6.

LeMoyne Arts, Inc. is seeking to acquire an adjacent property which will allow for the completion of LeMoyne's "Arts for Always" project by January 2022. As described in the revised proposal provided to the CRA (Attachment #1), LeMoyne anticipates the acquisition and renovation of the adjacent building will reduce the overall project costs while also providing additional parking, garden and event space, and visibility/visitor access. LeMoyne Arts has an option to purchase the adjacent property through April 30, 2021. As a result, LeMoyne Arts requested the immediate disbursement of ACHG funds to support the purchase of the new building.

As detailed in the ACHG Program application guidelines, allocation of the funding awards by the CRA is on a reimbursement basis contingent upon successful completion of the approved project proposals. On March 25, 2021 the CRA recommended approval of the "Arts for Always" project to award \$1 million from TDT for the purchase and renovation of an adjacent building adjacent to serve as the new education center/museum. This is the same funding level previously awarded for the LeMoyne "Arts for Always" project so the disbursement of \$1 million from TDT would not conflict with the \$1.8 million allocation to TLH Arts.

Title: Approval of the Tallahassee Community Redevelopment Agency's Recommendation to Award Arts, Cultural and Heritage Grant Program Funds to the LeMoyne Arts, Inc. "Arts for Always" Project

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This item seeks Board approval for a modified LeMoyne Arts "Arts for Always" project scope at the same funding level of \$1 million to support the purchase and renovation of a building adjacent to the LeMoyne Arts Museum to serve as the new education center/museum. The original ACHG Program Guidelines from 2018 allowed for TDT funds to be spent on the acquisition of new property and improvements to leased property with certain conditions to ensure compliance with Florida Statutes and an ongoing public benefit that is reflective of the public investment. These provisions were included in the grant guidelines to encourage capital investment within the CRA Districts while also protecting the public investment to ensure the properties improved with TDT funds maintained their intended use. Should the Board approve the modified scope for the 'Arts for Always' project, the disbursement of County TDT funds will be contingent upon the execution of an agreement between the CRA and LeMoyne Arts which include restrictive covenants given the level of public investment to be provided in advance. The grant funding agreements would be managed by the CRA.

The next CRA Board meeting is scheduled for May 13, 2021. At that time, the CRA Board is expected to consider TLH Arts, Inc's revised project proposal seeking \$1.8 million of TDT. Based on the outcome of that meeting, staff will bring back another status report to the County Commission regarding any recommendations for funding or project modifications. Under the CRA Interlocal Agreement and ACHG Program, all projects and funding allocations require the approval of the CRA Board and the County and City Commissions.

Options:

1. Accept the status report on the Community Redevelopment Agency's recent actions related to the Arts, Cultural and Heritage Grant Program.
2. Approve the LeMoyne Arts "Art for Always" project for \$1 million to be awarded from Tourist Development Tax funds.
3. Do not approve the modified scope for the LeMoyne Arts "Art for Always" project.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. LeMoyne Art's Revised Arts for Always Project Scope
2. Downtown CRA Interlocal Agreement Between the County, City, and CRA
3. February 16, 2021 Status Report on the CRA's Art, Culture, and Heritage Grant Program
4. County Administrator's Letter to the CRA Board Regarding the County Commissions Recent Action
5. March 25, 2021 CRA Report on the Arts, Culture, and Heritage Grant recipients
6. Letter from the CRA's Interim Director Summarizing the CRA Board's Recent Actions

**Leon County
Board of County Commissioners**

Notes for Agenda Item #21

Leon County Board of County Commissioners

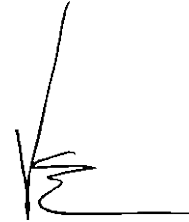
Agenda Item #21

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Update Regarding Curbside Collection Service Provided by Waste Pro, Inc.



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

Statement of Issue:

This item seeks Board acceptance of the status update regarding curbside collection service provided by Waste Pro, Inc.

Fiscal Impact:

This item has no fiscal impact. The monthly subscription is paid for by residents opting to receive curbside residential and commercial solid waste collection for the unincorporated area of Leon County.

Staff Recommendation:

Option #1: Accept the status update regarding curbside collection service through Waste Pro, Inc.

Report and Discussion

Background:

This item seeks Board acceptance of the status update regarding curbside collection service provided by Waste Pro, Inc. (Waste Pro). At the February 10, 2020 meeting the Board approved continuing service with Waste Pro through a renewal of the Solid Waste Franchise Agreement (Agreement). At the same February meeting the Board directed staff to prepare a quarterly status reports regarding the Agreement. As requested by the Board status reports will be presented on a routine basis to monitor performance of Waste Pro and ensure Waste Pro meets the expectations of the Agreement. The first status report was included in the July 14, 2020 meeting agenda, and subsequent reports were provided on November 17, 2020 and February 16, 2021.

The Agreement includes the exclusive collection of commercial solid waste, residential solid waste, recyclable materials, yard debris, and bulky waste on a subscription (i.e. voluntary) basis and commercial collection. Currently an estimated 29,000 residents in the unincorporated area subscribe. Although commercial recycling is not an exclusive service, Waste Pro is required to offer commercial recycling collection service within the unincorporated area. There are currently an estimated 730 commercial accounts.

Analysis:

To ensure performance, the Agreement provides for liquidated damages to be assessed against Waste Pro in the event of unresolved customer complaints for infractions not meeting the requirements of the Agreement. Per the Agreement, the ability to levy liquidated damages is a tool the County uses to address non-compliance with terms of the Agreement. For 2020, \$30,950 in liquidated damages were levied, demonstrating a downward trend from damages in 2018 and 2019. For the start of 2021, January through March, liquidated damages are the lowest since the start of service in 2014. In addition to levied liquidated damages, the volume and nature of customer calls is another indicator used to monitor Waste Pro service. The Commission requested clarity of the customer call data during the February 16, 2021 Board meeting. Table #1 has been refined to provide the annual number of inquiries and requests for service received by Waste Pro, as well as the annual number of liquidated damages assessments, and the amount paid to the County for liquidated damages.

Table #1. Waste Pro Inquiries, Requests for Services, and Liquidated Damages Assessments 2018-2021

Calendar Year	# Inquiries/ Grievance	# Requests for Service	# Liquidated Damages Legitimate Complaints	\$ Liquidated Damages
2018 ¹	2,585	20,473	980	\$104,525
2019	4,064	21,074	2,245	\$201,780
2020	3,126	25,499	355	\$30,950
2021 ²	944	6,266	39	\$2,835

¹ Hurricane Michael, deactivated Yard debris service, did not suspend Liquidated Damages for all other services

² 2021 totals reflect January - March

The *Inquiries/Grievance* column represents incoming calls/email by customers to Waste Pro which involve delivery of routine service for waste, recycling, and yard debris. Generally, these calls are regarding missed pick-up.

The *Requests for Service* column includes calls regarding specialized service that is not included in routine weekly service such as scheduling bulk items, service of oversized yard debris, or waste/recycling carts to be repaired. Requests for service represent nearly 90% of the inquiries received. In comparing 2019 to 2020, grievance related calls were down. Meanwhile service-related calls increased in the past year. Of all the December 2020 inquiries, 52% of requests were for bulky service pick up. Anecdotally, this increase may be attributed to the many people remaining home due to quarantine and catching up on minor home repair and clearing out unneeded bulky items.

The *Liquidated Damages Legitimate Complaints* column correlates to, but is not directly derived from, the *Inquiries/Grievance* or *Requests for Service* columns. For example, Waste Pro has 24 hours to take corrective action on a grievance of missed pick-up and 7 business days to service bulky items before such an inquiry would become a *Legitimate Complaint* as included in Table #1. Additionally, the Agreement includes liquidated damages for items that are not customer-facing, such as hydraulic leaks. The amount levied for individual liquidated damages varies based on the type and duration of the noncompliance.

As reflected through the reduced liquidated damages, Waste Pro continues to take proactive steps to improve customer service and reduce legitimate complaints. In summary, efforts have been made by Waste Pro since the renewal of the Agreement to enhance service delivery. Assurances to improve service have been made, and several tangible steps have been taken by the Company to deliver on those commitments, resulting in fewer Legitimate Complaints. The County will continue to actively engage with Waste Pro and monitor contract performance to ensure satisfactory service levels are maintained.

Options:

1. Accept the status update regarding curbside collection service through Waste Pro, Inc.
2. Do not accept the status update regarding curbside collection service through Waste Pro, Inc.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #22

Leon County Board of County Commissioners

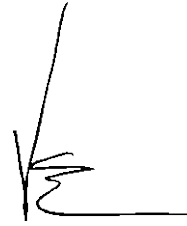
Agenda Item #22

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Process for the Siting of Homeless Shelters



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Ken Morris, Assistant County Administrator Ben Pingree, Director, Department of PLACE Barry Wilcox, Director, Department of DSEM Cherie Bryant, Director, Planning Department Ryan Culpepper, Director, Development Support
Lead Staff/ Project Team:	Shington Lamy, Director, Office of Human Services & Community Partnerships Abigail Sanders, Human Services Analyst

Statement of Issue:

To implement the Strategic Initiative to develop a public engagement coordination and planning process with the Big Bend Continuum of Care for the siting of future homeless shelters in Leon County, this item provides an overview of the current public engagement and approval process to site homeless shelters and recommendations to the process for Board consideration.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendations:

- Option #1: Accept the status report on the siting on homeless shelters.
- Option #2: Authorize staff to proceed with the development of an Ordinance to amend the Leon County Land Development Code to include coordination of the establishment of a transitional residential facility with the Big Bend Continuum of Care, and to exempt temporary cold night shelters from the Land Development Code.

Report and Discussion

Background:

As requested by the Board at its January 25, 2021 annual retreat, this item presents the current process for siting homeless shelters in unincorporated Leon County and in the City of Tallahassee (City). The item also provides recommendations for enhancing coordination with the Big Bend Continuum of Care (CoC) on planning and public engagement for the siting of homeless shelters in unincorporated Leon County. At the Retreat, the Board approved a series of new strategic initiatives including the development of a public engagement coordination and planning process with the City and the Big Bend Continuum of Care for the siting of all future homeless shelters and support facilities. On February 16, 2021, the Board ratified the actions taken at the Board Retreat.

This item provides an update and recommendations on the siting of homeless shelters which advances the following FY2017-FY2021 Strategic Initiative:

- Develop a public engagement coordination and planning process with the City and Big Bend Continuum of Care for the siting of all future homeless shelters and support facilities. (2021-16)

This particular Strategic Initiative aligns with the Board's Strategic Priorities:

- (G1) Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.
- (G3) Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community.

Currently there are no homeless shelters in the unincorporated areas of Leon County. However, this item details current developmental policies and practices in place for the review and approval of homeless shelters in unincorporated Leon County. The item also provides a comparison to the City of Tallahassee's regulation of homeless shelters; however, the City did not participate in the development of this agenda item or the proposed recommendations as changes to its process are not underway at this time. The item culminates with recommendations to enhance the coordination with the Big Bend Continuum of Care on planning and public engagement, should a homeless shelter be considered in unincorporated Leon County through the following actions:

- Require preapplication meetings with County staff and the Big Bend Continuum of Care for transitional residential facilities.
- Require that an applicant include a recommendation from the Big Bend Continuum of Care on the purpose and justification for a transitional residential facility (i.e. homeless shelter) as part of the application submittal. To enhance public engagement, the Big Bend Continuum of Care would require a series of meetings be conducted by the applicant with the community prior to providing a recommendation on the purpose and justification for a proposed homeless shelter.

Finally, the item describes the process for the coordination and activation of temporary cold night shelters and presents a recommendation to exempt such temporary and emergency services from the definition and requirements of traditional homeless shelters.

On April 13, 2021, the Board directed the County Administrator to work with the City Manager to schedule a joint workshop on the Big Bend Continuum of Care Strategic Plan and homelessness. The joint workshop with the City and Big Bend Continuum of Care is tentatively scheduled for July 13, 2021 and will include the actions taken by the Board on this item.

Analysis:

According to the Big Bend Continuum of Care, the Florida Department of Children and Families, and Florida Department of Health in Leon County (Health Department), the development and operation of homeless shelters are not regulated by the state or federal governments. At the local level both the County and City land development codes, define and regulate homeless shelters as transitional residential facilities and require a development permit to operate. The following sections of the analysis presents the County and City's respective developmental review process for transitional residential facilities as well as recommendations to enhance the coordination with the Big Bend Continuum of Care on planning and public engagement on the siting of homeless shelters and to ensure access to shelter for homeless individuals and families when the community has determined that temporary cold night shelter should be provided to the most vulnerable population.

Leon County Transitional Residential Facilities Process

As previously stated, there are currently no homeless shelters in the unincorporated areas of Leon County and Department of Development Support and Environmental Management (DSEM) has never received an application to establish and operate a homeless shelter. In order to establish and operate a homeless shelter in unincorporated Leon County, an applicant must obtain a permit as a transitional residential facility. This section provides the definition of transitional residential facilities and describes the development review process, public engagement efforts and code enforcement process.

Definition of Transitional Residential Facilities

Section 10-1.101 of the County's Land Development Code (LDC) (Attachment #1) defines transitional residential facilities as "facilities or structures, operated or maintained by a public or not-for-profit corporation or association, religious institution, or government-funded organization to provide shelter for homeless individuals and families on a temporary or transitional basis, with the duration of stay limited to a period not exceeding one year." The LDC specifically states that single-family homes with normal and customary use are excluded from the definition and requirements of transitional residential facilities. The definition also states that, "transitional residential facilities may also provide services common to the operation of homeless shelters, including, but not limited to, dining facilities and meal preparation, and referral, counseling and educational programs".

Regulation and Review of Transitional Residential Facilities Applications

Transitional residential facilities are regulated by Section 10-6.809 of the LDC and includes emergency shelters, short-term shelters, and transitional shelters (Attachment #2). According to the LDC, transitional residential facilities may be allowed in any zoning district, subject to the limitations, criteria, and procedures set forth in Section 10-6.809. At the time of application for a permit, an applicant must provide statements on several general criteria including the purpose of the facility and the justification of need. Additionally, specific information including a security plan that addresses the needs of the clients that will reside in the facility as well as those of the surrounding community and neighborhoods are required at the time of application. Once an application is complete and submitted, it is reviewed by DSEM staff.

Transitional residential facilities are reviewed pursuant to a modified Type C development review process. Generally, Type C reviews require an initial review by staff at an Application Review Meeting (ARM). Staff will provide a recommendation to the Development Review Committee (DRC) which consists of the directors of DSEM, Public Works, and Planning, who make recommendations on the application to the Board. However, Section 10-6.809 adds an additional step and requires the DRC to make its recommendation on transitional residential facilities to the Tallahassee-Leon County Planning Commission (Planning Commission) first for consideration at a Public Hearing. Subsequently, the Planning Commission makes a recommendation to the Board based on several minimum criteria established in Section 10-6.809 that must be satisfied to recommend approval:

1. The operation and location of the facility as proposed is consistent with the Comprehensive Plan and applicable land development regulations;
2. The applicant has given reasonable assurances the facility would not create or cause a private nuisance, including, but not limited to, noise, odor, health hazard, glare (lighting) and unlawful activities, affecting adjacent properties;
3. The facility will implement adequate security and supervision measures to address the needs of the facility's residents as well as residents of adjacent lands and their property;
4. The facility site is served by mass transit or mass transit will be therefrom easily accessible;
5. The facility will be of adequate size and design to reasonably accommodate its projected capacity;
6. The facility and its features are designed to be compatible with the general architectural theme, appearance and representative building types of adjacent properties and uses; and
7. The applicant for the facility provides reasonable assurances that the intensity of use of the proposed facility shall not unreasonably adversely impact upon existing uses or change the character of the area in which it is to be located. Intensity of the use of the proposed facility shall be determined based upon its size, the number and type of accessory services to be provided, either by itself or in conjunction with other group homes, community residential homes, and transitional residential facilities located within a 2,400-foot distance of the site boundaries. Adverse impacts shall be evaluated particularly with respect to existing residential uses and districts within 500 feet of the site.

It is important to note that the fourth criteria requires that a facility be served by mass transit; however, mass transit is not currently provided in unincorporated Leon County and as a result a transitional residential facility permit application would not meet the minimum criteria. The final determination of an application to establish and operate a transitional residential facility is considered by the Board at a scheduled public hearing as required by the LDC which is noticed in the *Tallahassee Democrat* and County website in accordance with Florida Statutes.

Public Awareness and Engagement Efforts

As established in the LDC, public awareness and engagement is a critical component of the review and consideration of transitional residential facilities. Prior to any decision, several steps are made to notify and engage the public. Upon receipt of an application, the County sends direct mail notifications to all property owners, including homeowner's associations and business associations that are within 1,000 feet of the proposed location of the transitional residential facility. This is consistent with all Type C and Type D development applications, which is the highest threshold for citizen engagement authorized through the LDC. The site is also posted with a sign noting the proposed use as well as the time, date and location of any scheduled staff (ARM, DRC) meetings. Throughout the development process, citizens can also access Project Dox, the County's online project management platform, to view the progress of permit applications and sign up for email notifications on new document uploads, changes to the permit status, as well as dates and times of upcoming public meetings for a particular site and development plan application.

There are four required public meetings held during the consideration of a transitional residential facility permit application: ARM meeting, DRC meeting, Planning Commission Public Hearing, and Board Public Hearing. The first required meeting, the ARM, is conducted by DSEM staff with the applicant to review and discuss any deficiencies or concerns with the application. A notice of the ARM meeting is posted on the property of the proposed transitional residential facility, in the *Tallahassee Democrat*, and on the County website. Public comments are taken before and during ARM meetings. If the application is sufficiently complete to proceed to the next step, a DRC meeting is scheduled. The DRC meeting is publicly noticed similar to ARM meetings. The public is also provided the opportunity to provide comments before and during DRC meetings. Once the DRC has provided a recommendation on the application, the application is placed on the next available Planning Commission meeting agenda. The public hearings by both the Planning Commission and the Board are advertised consistent with Florida Statutes and the public is provided the opportunity to make comments prior to consideration of the application by each respective body.

Violation and Enforcement

Consistent with current practices, an individual or organization that were to open a transitional residential facility in unincorporated Leon County without proper and/or approved permit, would be given an opportunity to voluntarily comply. Subsequent to the receipt of a complaint that is verified by DSEM staff, the property owner is sent a notice of violation and is typically provided 7-10 days to come into compliance. If the property owner works to resolve the issue, DSEM can consider providing additional time to resolve the alleged violation. The LDC or current procedures do not require the immediate closure of a transitional residential facility that violates the County Code. However, health, safety and environmental concerns may warrant an immediate cease and desist.

If the property owner does not comply within the specified time frame, DSEM would refer the alleged violation to the Code Enforcement Board (CEB), which is comprised of seven citizen members appointed by the Board, and has final authority to enforce certain County code provisions. The CEB has the power to conduct hearings, subpoena witnesses, issue Orders and require compliance. The CEB also can assess fines and impose liens against personal and real property of the violator. If the property owner fails to comply with the Order of the Code Enforcement Board, fines of up to \$250 per day for a first violation or up to \$500 per day for a repeat violation may be assessed. Additionally, the CEB may authorize the County to file a lawsuit in the Second Judicial Circuit Court of Florida, to foreclose on the Code Enforcement Board lien.

City of Tallahassee Transitional Residential Facility Process

The County and City regulations for the siting of homeless shelters are generally similar with the exceptions of preapplication requirements and who has final authority for the consideration for the siting of homeless shelters. Both the County and City ordinances define and regulate homeless shelters as transitional residential facilities. There are four emergency homeless shelters within the City limits properly permitted as transitional residential facilities: the Kearney Center, Hope Community, the Capital City Youth Services-Youth Shelter, and Refuge House. Transitional residential facilities are allowed in any zoning district with the exception of the industrial district.

In the City, new transitional residential facilities and expansions must apply for and receive a land use compliance certificate prior to submitting an application for permitting. The land use compliance certificate is used to determine whether a proposed use or development is permitted by the City's Land Development Code (City LDC), and which type of permit is required for project approval. The City's land use compliance certificate is similar to the County's Permitted Use Verification Application however is not required prior to submitting a transitional residential facility permit application.

Additionally, unlike the County, the City does not require final approval by the governing body (City Commission). Per the City's LDC, the City's Development Review Committee (City DRC) which is comprised of the directors of several City departments, reviews and considers transitional residential facilities permit applications. The decision of the City DRC becomes final 30 days after final approval unless appealed to the Planning Commission. The Planning Commission's decision to uphold or overturn the City's DRC determination is final.

Similar to the County, City DRC meetings are noticed on the property of the proposed transitional residential facility, in the *Tallahassee Democrat*, and on the City website. Public comments are taken at the City DRC meetings. As mentioned previously, the Planning Commission meetings are also noticed on the property of the proposed transitional residential facility, in the *Tallahassee Democrat*, and on the City website if there is an appeal of the City DRC's decision.

Although the County has never received an application to establish and operate a homeless shelter, the City recently considered such an application. On February 3, 2021, City Walk Urban Mission Church (City Walk) submitted an application to the City requesting to change the use of a site located at 1709 Mahan Drive to a transitional residential facility. Since November 2020, City Walk operated an emergency homeless shelter without a proper permit. On March 8, 2021, the City's DRC denied the City Walk's application due to the fact that the organization did not

adequately demonstrate that the proposed facility would not create or a cause a private nuisance to adjacent properties, did not have an adequate security plan for adjacent neighborhoods, and did not demonstrate that the proposed facility would not adversely impact existing uses within the area or change the character of the area. Following the decision of the City's DRC, the City's Code Enforcement Division ordered City Walk to discontinue its operation. City Walk has appealed the City DRC decision to the Planning Commission; however, the City Walk appeal hearing has been scheduled for June 11th at 9:00 a.m. Changes to the City's current process on the review and consideration of transitional residential facilities are not underway at this time and as a result the City did not participate in the development of this item. Portions of this item were developed in consultation with the Big Bend Continuum of Care.

Big Bend Continuum of Care and Temporary Cold Night Shelter

Big Bend Continuum of Care

Homeless services including shelter, permanent housing for the homeless population, outreach, and data collection are coordinated among local service providers through the Big Bend Continuum of Care (CoC). In the effort to end homelessness, the CoC is recognized by the U.S. Department of Housing and Urban Development (HUD) as the regional planning and oversight organization for Leon, Franklin, Gadsden, Jefferson, Liberty, Madison, Taylor, and Wakulla counties. The CoC membership is comprised of representatives from Leon County, City of Tallahassee, CareerSource Capital Region, Veterans Administration, the four emergency shelter providers, several human services organizations, and representatives from municipalities in the eight counties within its coverage area.

Annually, the CoC leads the Point In Time (PIT) count which is required by HUD to calculate the number of sheltered and unsheltered individuals that are experiencing homelessness. The CoC regularly utilizes the data from the PIT count as well as HUD required metrics to determine the highest needs for homeless individuals and families as well as secure federal and state funding.

As a result, the CoC serves as the subject matter expert on homelessness in Leon County. Therefore, it is recommended that the CoC be incorporated into the review process for consideration of transitional residential housing applications. First, it is recommended preapplication meetings be required with County staff and the CoC prior to the submittal of a transitional residential facilities permit application. This is consistent with Section 10-6.708 of the LDC which requires preapplication meetings prior to the submittal of an application for a historic preservation overlay district designation. The preapplication meeting for the historic preservation overlay district designation is held with the Planning Department and the Tallahassee Trust for Historic Preservation, Inc., which is the subject matter expert on historic preservation.

Secondly, it is recommended that LDC be amended to require that an applicant include a recommendation from the CoC on the purpose and justification for a transitional residential facility as part of the application submittal. As previously mentioned, Section 10-6.809 of the LDC requires an applicant to demonstrate the purpose and need for a transitional residential facility. The recommendation of the CoC would be incorporated into the process of reviewing applications for a transitional residential facility permit. This will ensure that the CoC is informed of any proposals to establish a homeless shelter in unincorporated Leon County and that the CoC

performs an analysis on such proposals as the federally recognized planner and coordinator of homeless services in Leon County. In order to enhance public engagement, the CoC will require a potential applicant conduct a series of community engagement meetings with adjacent neighborhoods in coordination with the CoC as part of its analysis on the purpose and need for a potential transitional residential facility. Should the Board authorize staff to proceed with the development of an ordinance to amend the LDC to reflect this recommendation, a future agenda item would be prepared that memorializes the CoC's process to make recommendations on the purpose and justification of transitional residential facility permit applications and to enhance public engagement on the siting of transitional residential facilities. The future item would include standard information that would be included in the CoC's analysis and recommendation on the purpose and justification for a proposed transitional residential facility, the CoC's minimum number of community engagement meetings to be conducted, the minimum radius of neighborhood outreach, and specific information and data to be shared with the public regarding a proposed transitional residential facility.

Requiring preapplication meetings with County staff and the CoC, as well as obtaining a recommendation of purpose and justification for a transitional residential facility from the CoC, will ensure that applicants communicate with the CoC on proposals for the establishment and/or expansion of emergency homeless shelters in unincorporated Leon County. The CoC is a federally recognized partner in the planning, development, and implementation of homeless services in Leon County. As a result, the CoC assumes a lead coordinating role in emergency homeless shelters as well as temporary cold night shelter activations.

Temporary Cold Night Shelter

In 2010, the County's Comprehensive Emergency Management Plan established the temporary cold night shelter process. Community partners activate the cold night sheltering plan when an apparent temperature of 35 degrees or colder is anticipated for three consecutive hours prior to sunrise. The County's Emergency Management division coordinates a conference call with community partners, including the CoC, on the delivery of services, logistics and other details focused on addressing homelessness. On the coordinating calls, National Weather Service provides an up-to-the-minute forecast for all participants. Following the forecast, the Florida Health Department makes a recommendation whether cold night shelters should be activated.

The Kearney Center site on Municipal Way serves as the primary shelter for homeless individuals in the community including cold night activations. When it is determined that the Kearney Center is at capacity, other community partners including churches serve as temporary cold night shelters. The churches that have served as temporary cold night shelters are located within the City limits; however, the CoC has indicated that it anticipates that churches and organizations in the unincorporated areas of Leon County could be needed to serve as cold night shelters in the future to meet Centers for Disease Control and Prevention (CDC) and Health Department guidelines and recommendations for social distancing and preventing the spread of COVID-19.

As mentioned earlier, transitional residential facilities are defined in Section 10-1.101 of the LDC as facilities or structures, operated or maintained by a public or not-for-profit corporation or association, religious institution, or government-funded organization to provide shelter for homeless individuals and families on a temporary or transitional basis, with the duration of stay

limited to a period not exceeding one year. Based on this definition in the LDC, a church or organization in unincorporated Leon County willing to serve as a temporary cold night shelter would be required to submit an application for a permit as a transitional residential facility. The City's transitional residential facilities definition is identical to the County's definition; however, the City has not determined whether permits are required for temporary cold night shelters.

In order to prevent barriers to the CoC's effort to engage and recruit churches and organizations in the unincorporated areas to serve as temporary cold night shelter sites, it is recommended that the definition of a transitional residential facility be amended. The LDC would exempt temporary cold night shelters specifically established and operated in coordination with County Emergency Management, the Health Department, and the CoC, from the definition of a transitional residential facility. This will ensure access to shelter for homeless individuals and families when the community has determined that temporary cold night shelter should be provided to the most vulnerable population.

Conclusion

Although there are no homeless shelters in the unincorporated areas, Leon County has a thorough review and approval process, including the highest thresholds for citizen engagement for transitional residential facilities through targeted community outreach and a series of meetings that provide opportunities for public input. However, this item recommends Board consideration of enhancements to that process to address the needs of the homeless population while balancing public input in coordination with the CoC, with the following recommendations to authorize staff to prepare an Ordinance to amend the appropriate provisions in the LDC and schedule the Public Hearings to adopt the proposed amendments:

- a. Require preapplication meetings with County staff and the CoC for transitional residential facilities.
- b. Require that an applicant include a recommendation from the CoC on the purpose and justification for a transitional residential facility as part of the application submittal. To enhance public engagement, the CoC would require a series of meetings be conducted by the applicant with the community prior to providing a recommendation on the purpose and justification for a proposed homeless shelter.
- c. Exempt temporary cold night shelters specifically established and operated in coordination with County Emergency Management, the Health Department, and the CoC, from the definition of a transitional residential facility.

If approved by the Board, a future agenda item would be prepared to amend the LDC to effectuate these recommendations. All amendments to the LDC require consideration by the Advisory Committee on Quality Growth (ACQG), consistency review by the Planning Commission and two Public Hearings by the Board. Staff would prepare an agenda item to schedule the Public Hearings for the referenced amendments for the Board's consideration. As mentioned earlier, the actions taken by the Board on this item will be presented as part of the joint workshop on homelessness with the City and the CoC tentatively scheduled for July 13, 2021.

Options:

1. Accept the status report on the siting of homeless shelters.
2. Authorize staff to proceed with the development of an Ordinance to amend the Leon County Land Development Code to include coordination of the establishment of a transitional residential facility with the Big Bend Continuum of Care, and to exempt temporary cold night shelters from the Land Development Code.
3. Board direction.

Recommendations:

Options #1 and #2

Attachments:

1. Section 10-1.101 Land Development Code – Transitional Residential Facilities Definition
2. Section 10-6.809 Land Development Code – Transitional Residential Facilities

existing violations of state or local health, sanitary, or safety code specifications, which have been identified by the local code enforcement official prior to the application for permit for improvement, and which are the minimum necessary to ensure safe living conditions. The term "substantial improvements" does not include any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

Surety device means evidence of security adequate to ensure the installation and completion and maintenance of all specified or required improvements. Acceptable surety devices include a cash deposit, a surety bond, an irrevocable simple letter of credit, or any other financial assurance acceptable to the County Attorney guaranteeing installation or maintenance of all required improvements within a reasonable period of time.

Surface water means water upon the surface of the earth, whether diffused or contained in natural or artificial bounds.

Swale means a manmade trench which:

- (1) Has a top width-to-depth ratio the cross-section of which is equal to or greater than 6:1, or side slopes equal to or greater than three feet horizontal to one foot vertical;
- (2) Contains contiguous areas of standing or flowing water only during or following a rainfall event;
- (3) Is planted with or has stabilized vegetation suitable for soil stabilization, stormwater treatment, and nutrient uptake; and
- (4) Is designed to take into account the soil erodibility, soil percolation, slope length, and drainage area so as to prevent erosion and reduce pollutant concentration of any discharge.

Technical coordinating committee means a select group of county and state employees and utility providers with technical expertise whose task it is to review land use applications which will subsequently be considered by the County Administrator or designee, planning commission or Board of County Commissioners.

Temporary use means a use established for a fixed period of time with the intent to discontinue such use upon the expiration of such time. Such uses do not involve the construction or alteration of any permanent structure.

Threatened species are defined based on the same criteria and analogous to the state and federal list: any species of fish, wildlife and plants naturally occurring in the state which exists in such small populations as to become endangered if it is subjected to increased stress as a result of further modifications of its environment.

Timbering. See *Silviculture practice or operation*.

Tower permit means a permit for the use and location of a communication tower subject to the requirements of this section.

Tower site means a parcel of land smaller than the minimum lot size required in the zoning district completely contained within a lot meeting the requirements of the zoning district for the purposes of locating a communication tower.

Townhouse means a single-family dwelling unit attached to one or more single-family dwelling units by not more than two party walls.

Transient lodging. See *Hotel and motel*.

Transitional residential facilities mean facilities or structures, operated or maintained by a public or not-for-profit corporation or association, religious institution, or government-funded organization to provide shelter for homeless individuals and families on a temporary or transitional basis, with the duration of stay limited to a period not exceeding one year. Normal and customary use of a dwelling unit by a single-family is specifically excluded from the requirements of this chapter. Transitional residential facilities may also provide services to residents accessory to the provision of shelter, including, but not limited to, dining facilities and meal preparation, and referral, counseling and educational programs.

Transportation and freight handling activities mean terminals with the capability of handling a large variety of goods involving various forms of transportation and providing multimodal shipping capabilities, such as rail to truck and truck to air.

Transportation corridor means a broad geographical band that follows a general directional flow or connects major sources of trips. It may contain a number of streets and highways and transit lines or routes.

Transportation system means a coordinated system made up of one or several modes of transportation serving a common purpose of the movement of people, goods, or both.

Sec. 10-6.809. - Transitional residential facilities.

- (a) *Purpose and intent.* This section is promulgated in response to the needs of the homeless within the community, including emergency shelter, short-term shelter and transitional shelter, for the purpose of providing for the location of transitional residential facilities within the county.
- (b) *Where allowed.* Transitional residential facilities may be allowed in any zoning district subject to the limitations and in accordance with the procedures and minimum criteria set forth in this division.
- (c) *Approval procedure.* These facilities shall be subject to Type C site and development plan approval.
- (d) *General information required.* Any applicant requesting transitional residential facility approval must submit the following general information for review in order for the application to be considered complete:
 - (1) Statement describing the purpose of the facility;
 - (2) Statement justifying the need for the facility;
 - (3) Statement supporting the proposed location as appropriate for the facility;
 - (4) Statement of ownership and management of the proposed transitional residential facility;
 - (5) Legal description and ownership of the subject property;
 - (6) Statement of traffic impact;
 - (7) General location map showing the relation of the proposed site to existing and proposed features and land uses: major streets, existing utilities and public features, and the land uses of the surrounding area;
 - (8) Statement of the size and capacity of the proposed transitional residential facility;
 - (9) Statement describing in detail, the character and intended use of the transitional residential facility; and
 - (10) The following additional information shall be included for transient residential facility sites which will require new construction:
 - a. Statement describing the type and availability of utilities and public facilities to be used; and
 - b. Tabulation of the gross acreage of the site and the area to be devoted to impervious surfaces such as structures and parking lots.
- (e) *Specific information required.* Any applicant requesting a transitional residential facility approval must submit the following specific information for review in order for the application to be complete:
 - (1) A security plan addressing the needs of the facility's residents as well as those of the surrounding community, including a statement describing the special supervision to be provided to residents;
 - (2) A description of all activities and uses to be conducted on the site;
 - (3) A description of any needs which may be required by residents of the transitional residential facility which will not be available on-site, and a statement indicating how these needs will be met off-site;
 - (4) A plan indicating:
 - a. The size, location, height, and setbacks of all existing and proposed buildings and other structures, including a description of the specific use of all buildings and structures;
 - b. Any natural conditions which may affect the use of the site;
 - c. Off-street parking;
 - d. Driveway and access limitation controls;
 - e. Location and size of open spaces and landscaped areas or buffering elements;
 - f. The general architectural themes, appearance, and representative building types; and
 - g. A schedule of any and all renovations or other activities proposed to improve the appearance of any existing structures and grounds.
- (f) *Minimum criteria for the issuance of transitional residential facility site and development plan approval.* As a Type C review, the DRC shall recommend to the planning commission, and the planning commission shall recommend to the

board whether a transitional residential facility approval shall be granted based on finding that the following minimum criteria have been satisfied:

- (1) The operation and location of the facility as proposed is consistent with the Comprehensive Plan and applicable land development regulations;
- (2) The applicant has given reasonable assurances the facility would not create or cause a private nuisance, including, but not limited to, noise, odor, health hazard, glare and unlawful activities, affecting adjacent properties;
- (3) The facility will implement adequate security and supervision measures to address the needs of the facility's residents as well as residents of adjacent lands and their property;
- (4) The facility site is served by mass transit or mass transit will be therefrom easily accessible;
- (5) The facility will be of adequate size and design to reasonably accommodate its projected capacity;
- (6) The facility and its features are designed to be compatible with the general architectural theme, appearance and representative building types of adjacent properties and uses; and
- (7) The applicant for the facility provides reasonable assurances that the intensity of use of the proposed facility shall not unreasonably adversely impact upon existing uses or change the character of the area in which it is to be located. Intensity of the use of the proposed facility shall be determined based upon its size, the number and type of accessory services to be provided, either by itself or in conjunction with other group homes, community residential homes, and transitional residential facilities located within a 2,400-foot distance of the site boundaries. Adverse impacts shall be evaluated particularly with respect to existing residential uses and districts within 500 feet of the site.

(Code 1992, § 10-6.809; Ord. No. 07-20, § 2, 7-10-2007)

**Leon County
Board of County Commissioners**

Notes for Agenda Item #23

Leon County Board of County Commissioners

Agenda Item #23

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Revisions to Policies Regarding the Consent Agenda



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Heather Peebles, Special Projects Coordinator

Statement of Issue:

To further promote transparency and increase efficiency, this item proposes revisions to Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners" to include the creation of a new subsection on Board meeting agendas entitled "Procurements." This item also recommends the repeal of Policy No. 79-11, "Consent Agenda."

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Adopt the proposed revisions to Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners" (Attachment #1) and repeal Policy No. 79-11, "Consent Agenda" (Attachment #2).

Report and Discussion

Background:

This item provides an overview of the current policies and procedures governing the Consent Agenda presented during regular Board meetings. To further promote transparency and reader-friendliness of meeting agendas as well as efficiency of Board meetings, this item also proposes revisions to Policy No. 01-05, “Rules of Procedure for Meetings of the Leon County Board of County Commissioners” as well as the repeal of Policy No. 79-11, “Consent Agenda.”

In summary, the County’s current practice is for procurement and bid awards over \$250,000 to be placed on the General Business portion of the meeting agenda. However, General Business is intended to address items that require Board direction or pertain to Board policy. As bid awards are recommended for approval based on existing policy and procedures, are typically included as part of the adopted budget and do not require any additional policy direction from the Board, this item recommends placing these items on the Consent Agenda. This is consistent with how like-sized Florida counties approach agendas and procurement awards. In order to highlight these awards, it is recommended a new subsection be established as part of the Consent Agenda for “Procurements,” similar to the existing “Status Report” section. Of course, Commissioners would still be able to request that any item be removed from Consent to be discussed by the Board at the meeting.

Analysis:

The following analysis provides an overview of the proposed revisions to County policies regarding the Consent Agenda as well as a survey of the six (6) like-sized counties in Florida.

It is currently the practice of the County to place bid awards and other procurement agreements over \$250,000 under General Business on the Board’s regular meeting agendas. Per Section V.G. of Policy No. 01-05, items under General Business require Board direction or pertain to Board policy. However, the vast majority of bid awards and procurement agreements meet the criteria to be designated as “Consent” as they do not deviate from past Board direction or policy. First, all procurement agreements are the result of previous guidance from the Board through annual Budget Workshops or the Capital Improvement Plan. Furthermore, all items recommending a bid award must be consistent with the County’s Purchasing Policy which is regularly reviewed and updated by the Board. For example, the Purchasing Policy requires that, when applicable, recommended bid awards are for the “lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation to bid.”

As procurement agreements meet the criteria for being designated as “Consent,” it is recommended that these items be placed on the Board’s Consent Agenda moving forward. To formalize this change, this item recommends that Policy No. 01-05, “Rules of Procedure for Meetings of the Leon County Board of County Commissioners” be amended to include “Procurements” as a subsection of the Consent Agenda. In the unlikely event that a procurement deviates from previous Board direction, the item would be placed on General Business in accordance with Policy No. 01-05. Additionally, the Board will continue to have the authority to withdraw any item from the Consent Agenda for discussion. It is anticipated that the proposed change will further promote

transparency, reader-friendliness of the agenda, and efficiency of Board meetings. These benefits are likely why placing bid awards on the Consent Agenda is standard practice in all six like-sized counties in Florida: (1) Alachua; (2) Escambia; (3) Lake; (4) Osceola (5) St. Johns; and (6) St. Lucie

Should the Board wish to adopt this practice, Option #1 proposes that Policy No. 01-05, “Rules of Procedure for Meetings of the Leon County Board of County Commissioners” be revised to include “Procurements” as a subsection of the Consent Agenda. Additionally, in recognition of the County’s longstanding practice, a subsection titled “Status Reports” is also included in the proposed revised Policy. If adopted by the Board, the Policy would go into effect immediately and would be implemented in the June 8, 2021 meeting agenda. Furthermore, by simultaneously repealing Policy No. 79-11, “Consent Agenda,” all rules regarding the Consent Agenda would be under one policy and any future changes would no longer require updates to multiple County policies.

Options:

1. Adopt the proposed revisions to Policy No. 01-05, “Rules of Procedure for Meetings of the Leon County Board of County Commissioners” (Attachment #1) and repeal Policy No. 79-11, “Consent Agenda” (Attachment #2).
2. Do not adopt the proposed revisions to Policy No. 01-05, “Rules of Procedure for Meetings of the Leon County Board of County Commissioners” and do not repeal Policy No. 79-11, “Consent Agenda.”
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed revised Policy No. 01-05, “Rules of Procedure for Meetings of the Leon County Board of County Commissioners”
2. Policy No. 79-11, “Consent Agenda”

Board of County Commissioners Leon County, Florida

Policy No. 01-05

Title: Rules of Procedure for Meetings of the Leon County Board of County Commissioners

Date Adopted: ~~June 16, 2020~~ May 11, 2021

Effective Date: ~~June 16, 2020~~ May 11, 2021

Reference: *Robert's Rules of Order Revised*

Policy Superseded: Policy No. 92-11, "Citizen Inquiry Processing" adopted September 8, 1992; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners" adopted May 29, 2001; revised September 17, 2002; revised January 13, 2004; revised December 14, 2004; revised March 28, 2006; revised January 9, 2007; revised December 8, 2009; revised March 13, 2012; revised June 16, 2020

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 01-05 "Rules of Procedure for Meetings of Leon County Board of County Commissioners" amended on ~~June 16, 2020~~ ~~March 13, 2012~~, is hereby further amended, and a revised policy is hereby adopted in its place, to wit:

It is the policy of the Leon County Board of County Commissioners that these Rules of Procedure shall govern all meetings of the Board of County Commissioners. The members of the Board, County Administrator, County Attorney, staff, and the public shall adhere to these rules.

I. Rules of Parliamentary Procedure.

The Leon County Board of County Commissioners, otherwise known as the Board, shall determine its own procedures, rules, and order of business, so long as they do not conflict with any provision of law that applies to the Board. In promulgating the procedures, rules, and order of business, the Board shall follow simplified parliamentary procedures and be guided by *Robert's Rules of Order Revised*. No action taken by the Board shall be deemed void or invalid because of a failure to adhere to *Robert's Rules of Order Revised*.

II. Open to the Public.

- A. Meetings Open to Public. All meetings of the Board shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes.

Rules of Procedure for Meetings of the Board of County Commissioners
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- B. Exempt Meetings. The exception to the opening meeting requirement shall be those meetings statutorily exempt, such as executive collective bargaining sessions, Section 447.605(1), F.S., meetings regarding risk management claims, Section 768.28(16)(c), F.S., and litigation meetings pursuant to Section 286.011(8) Florida Statutes. The Board shall comply with all statutory requirements for exempt meetings.
- C. Seating Capacity. Due to the need to comply with seating capacity requirements of the Fire Code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited. When the seating capacity in Commission Chambers or other meeting room has been met, the County shall endeavor to accommodate overflow seating elsewhere in the meeting vicinity.
- D. Accessibility. All Board meetings will be conducted in a publicly accessible building.
- E. Signs, Placards, Banners. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures shall be allowed in Commission Chambers or other meeting rooms. Other signs, placards and banners shall not disrupt meetings or interfere with others' visual rights.

III. Quorum.

- A. Quorum. A majority, meaning more than half, of the entire Board shall constitute a quorum.
- B. Remaining in Chambers. During a Board meeting, Commissioners should remain in the Commission Chambers or other meeting room at all times unless an emergency or illness occurs. Commissioners present in the meeting should not absent themselves for a particular item.
- C. Participation by Absent Commissioner. Upon the determination by a majority of the Commissioners present in the Commission Chambers or other meeting room and voting, that extraordinary circumstances exist to justify the absence of any Commissioner from said meeting, and assuming a quorum of the Board is otherwise present, the Board may allow the participation of the physically absent Commissioner. The decision of the Board shall take place before the subject meeting and shall be based upon the facts and circumstances of each request. The physically absent Commissioner may not vote on any motion authorizing such participation. The physically absent Commissioner must take all steps necessary to provide an interactive communication between the meeting location and the location of the physically absent Commissioner, and at a minimum must provide interactive voice communication, but should also endeavor to provide interactive video communication whenever possible. In instances in which the physically absent Commissioner participates in the meeting, this Commissioner shall also be allowed to cast his/her vote, but only to the extent that the physically absent Commissioner's vote does not break a tie vote of those Commissioner present in Commissioner Chambers or other meeting room and voting.

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- D. Conflict of Interest. Any Commissioner who announces a conflict of interest on a particular matter pursuant to Section 112.3143 or Section 286.012, Florida Statutes, and refrains from voting or otherwise participating in the proceedings related to that matter, shall be deemed present for the purpose of constituting a quorum.
- E. Loss of Quorum. In the event that quorum is lost after a meeting has commenced because a Commissioner leaves the Commission Chambers or other meeting room temporarily, or a Commissioner is required to depart a Board meeting prior to adjournment that causes a loss of quorum, no further official action may be taken until or unless a quorum is restored, other than adjournment.
- F. No Quorum. If the Board is unable to constitute a quorum within 30 minutes after the hour appointed for the meeting the Chair, the Vice Chair, or in their absence, another Commissioner, in order of seniority, shall adjourn the meeting. The Clerk shall record in the minutes the names of the members present and their action at such meeting.

IV. Presiding Officer.

- A. Chair. The Presiding Officer is the Chair of the Board. The Chair presides at all meetings. The Chair's responsibilities shall include, but not be solely limited to:
 - 1. Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.
 - 2. Announce the business to come before the Board, in accordance with the prescribed order of business.
 - 3. Recognize all Commissioners, the County Administrator, and the County Attorney, who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by him or her, and he or she declares all votes. The Chair shall repeat every motion and state every question coming before the Board and announce the decision of the Board on all matters coming before it.
 - 4. Preserve decorum and order, and in case of disturbance or disorderly conduct in the Commission Chambers or other meeting room, may cause the same to be cleared or cause any disruptive individual to be removed.
 - 5. Call to order any Commissioner who violates any of these rules and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.
 - 6. Expedite business in every way compatible with the rights of the Commissioners.
 - 7. The Presiding Officer is required to remain objective. For the Chair to make a motion, the gavel must be relinquished. The gavel shall be relinquished in the following order:

- (a) to the Vice Chair;
- (b) to other Commissioners based upon seniority.

The Presiding Officer who relinquishes the chair should not return to it until the pending main question has been disposed of, since he or she has shown himself or herself to be partisan about the particular item. The Presiding Officer may otherwise second a motion and engage in debate and shall not be deprived of any of the rights and privileges of a Commissioner by reason of being the Presiding Officer.

- 8. Declare the Board meeting adjourned when all agenda items have been introduced and disposed of by the Board, or at any time in the event of an emergency affecting the safety of those present.
- B. Vice Chair. In the absence of the Chair or in the event of the Chair's inability to serve by reason of illness or accident, the Vice Chair shall perform the duties and functions of the Chair until the Chair is available and able to resume the responsibilities of the Presiding Officer.

V. Order of Business.

- A. Official Agenda. There shall be an official agenda for every Board meeting, which shall determine the order of business conducted at the meeting. All proceedings and the order of business at all meetings shall be conducted in accordance with the official agenda.
- B. Agenda Form; Availability; Support Information. The agenda shall be prepared by the County Administrator in appropriate form approved by the Board. The County Administrator shall make available to the Commissioners a copy of the agenda before the meeting. All support information for agenda items shall be available no later than the morning of the business day before the meeting. If the support information is not available by the morning of the business day before the meeting, the agenda item shall be removed from the agenda and considered at a later meeting.
- C. Agenda Format for Regular Meeting. The agenda format for a regular Commission meeting shall be in substantially the form as set forth below:
 - 1. Call to Order, Invocation and Pledge of Allegiance
 - 2. Awards and Presentations
 - 3. Consent
 - (a) [Procurements](#)
 - (b) [Status Reports](#)
 - 4. Consent Agenda Items Pulled for Discussion
 - 5. Citizens to be Heard on Non-Agendaed Items (first)
 - 6. General Business
 - 7. Scheduled Public Hearings, 6:00 p.m.
 - 8. Citizens to be Heard on Non-Agendaed Items (second)
 - 9. County Attorney
 - 10. County Administrator
 - 11. Discussion Items by Commissioners

12. Adjourn

- D. Invocation Procedures. The following procedures are not intended and shall not be implemented or construed in any way, to affiliate the Board with, nor express the Board's preference for, any particular faith or religious denomination, and shall be utilized for the scheduling and offering of invocations at Board meetings.
1. The County Administrator, or designee, shall compile a list of religious congregations and assemblies in Leon County. The list shall be compiled from information reasonably available from a variety of sources, such as the Internet, and the local chamber of commerce. The list should be updated on an annual basis.
 2. Each Commissioner, on a rotational basis, shall offer the invocation or extend an invitation to a leader of a religious congregation or assembly on the list or otherwise choose a person to offer the invocation, making every reasonable effort to ensure that individuals from a variety of faiths and beliefs are scheduled.
 3. Should the individual scheduled to offer the invocation not be present at the meeting, the invocation may be offered pursuant to the Chair's invitation.
 4. The invocation should be limited to not more than 3 minutes.
 5. Invocations shall be nonsectarian and shall avoid advancing one faith or belief.
 6. Participation in the invocation by persons in attendance at meetings is voluntary.
- E. Consent Agenda. All items in the portion of the agenda designated as "Consent" may be voted on with one motion. Consent items are considered to be routine in nature, are typically non-controversial and do not deviate from past Board direction or policy. However, any Commissioner, the County Administrator, or the County Attorney may withdraw an item from the consent agenda, provided that such request is made in writing 24 hours (excluding holidays) before the subject meeting, and it shall then be voted on individually.
- F. Citizens to be Heard on Non-Agendaed Items (first). On the portion of the agenda designated as the first "Citizens to be Heard on Non-Agendaed Items" (3-minute limit; non-discussion by the Board), there shall be no debate and no action by the Board.
- G. General Business. General business items are items of a general nature that require Board direction or pertain to Board policy.

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- H. Scheduled Public Hearings, 6:00 p.m. Prior to placing a matter on the agenda that requires a public hearing, the consent of the Board is required pursuant to Section V, Subsection L. (Placing Items on Agenda) of this policy. Public hearings shall be held as required to receive public comments on matters of special importance or as prescribed by law. For regular Board meetings, public hearings shall be heard at 6:00 p.m., or as soon thereafter as is possible. This time designation is intended to indicate that an item will not be addressed prior to the listed time. Individual speakers are encouraged to adhere to a three (3) minute time limit when speaking on issues scheduled for public hearing. The Chair has the discretion to either extend or reduce time limits, based on the number of speakers.
- I. Citizens to be Heard on Non-Agendaed Items (second). On the portion of the agenda designated near the end of the meeting as the “Citizens to be Heard on Non-Agendaed Items” (3-minute limit), there may be debate by the Board, but the Board shall take no policy action except to agenda the topic for a later date or by a unanimous vote of the Commissioners present and eligible to vote.
- J. Discussion Items by Commissioners. On the portion of the agenda designated as “Discussion Items by Commissioners,” no assignments shall be given to the County Administrator or County Attorney except by the affirmative vote of a majority of the Commissioners present and eligible to vote. The Board shall take no policy action without an agenda item unless the policy action is taken by a unanimous vote of the Commissioners present and eligible to vote. The remarks of each Commissioner during his or her “discussions items” time shall be limited to no more than three (3) minutes, unless the Chair extends the time.
- K. Departure from Order of Business. Any departure from the order of business set forth in the official agenda shall be made only upon majority vote of the Commissioners present and eligible to vote.
- L. Placing Items on Agenda. With the consent of the majority Commissioners present and eligible to vote, matters may be placed on the agenda by any Commissioner. When a Commissioner wishes to place a matter on the agenda, the Commissioner shall raise the matter at a regular Board meeting and seek the Board’s consent for inclusion of the matter on the next available regular agenda. A Commissioner may not unilaterally add a matter to an agenda without the Board’s prior approval.

The Administrator and County Attorney may place an item on the agenda at any time for Board consideration.

Prior to placing a matter on the agenda that requires a public hearing, the consent of the Board is required. A request to schedule the public hearing shall be placed on the Consent Agenda for consideration by the Board. Upon the Board’s approval of the request to schedule a public hearing, the public hearing shall then be scheduled for inclusion on the next available regular agenda. In addition, the Commission may direct the scheduling of a matter that requires a public hearing by a majority vote. This rule of procedure does not apply to zoning and site and development plan approvals, which are placed on the agenda by staff pursuant to County Code and general law.

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- M. Additions, Deletions, or Corrections to Agenda. Deletions or corrections to the agenda may be considered by the Board and adopted by the passage of a single motion. Non-agendaed matters shall be confined to items that are informational only.

“Add On” agenda items (items that missed the deadline for agenda preparation for the meeting) should be considered by the Board only in exigent circumstances, for issues that are time critical or cost sensitive to the County. For such matters, the Chair, County Administrator and County Attorney will be consulted in advance of the meeting to approve the “Add On” agenda item. If the “Add On” agenda item is approved, the Agenda Coordinator will modify and reprint the agenda table of contents for redistribution to all persons who received the initial agendas. Furthermore, the County’s web site will be updated to reflect the new agenda. For matters of extreme emergency, a special Board meeting may be called by the Chair upon adequate notice being provided under Section 286.011, Florida Statutes.

- N. Announcing Agenda Items. The Chair shall announce each item on the agenda. The County Administrator or County Attorney shall then present the item to the Board.

VI. Parliamentarian.

The County Attorney shall act as parliamentarian and shall advise and assist the Chair in matters of parliamentary law. In the absence of a Rule of Procedure as provided for by these Rules, the parliamentarian shall refer to *Robert’s Rules of Order Revised* for guidance on all rulings.

VII. Rules of Debate.

- A. Decorum.
1. Every Commissioner desiring to speak will address the Chair, and once recognized by the Chair, confine discussion to the question under debate, avoiding all personalities and indecorous language.
 2. Commissioners shall refrain from: attacking a Commissioner’s motives; speaking adversely on a prior motion not pending; speaking while the Chair or other Commissioners are speaking; speaking against their own motions; and disturbing the Board.
 3. A Commissioner once recognized cannot be interrupted when speaking unless the Commissioner is being called to order. The Commissioner is required to then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said Commissioner shall be at liberty to proceed.
 4. A Commissioner will be deemed to have yielded the floor when he or she has finished speaking. A Commissioner may claim the floor only when recognized by the Chair.

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B. Motions.

1. A motion and a second to the motion is to precede any action on an agenda item unless there are speakers to be heard on the agenda item.
2. All motions shall be made and seconded before debate.
3. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except: to adjourn, to lay on the table, to postpone, to substitute, or to amend until the question is decided. These motions shall have preference in the order in which they are listed.
4. Any Commissioner may move to close debate and call the question on the motion being considered which shall be nondebatable. A successful vote on the motion to close debate will end discussion of the item.
5. If the Chair wishes to put forth a motion, he or she shall relinquish the gavel to the Vice Chair until the main motion, on which he or she spoke, has been disposed. The Chair may second any main motion made by another Commissioner.
6. The following motions are not debatable: to adjourn; to lay on the table; to take from the table; to call the question.

C. Motions to Amend. An amendment to a motion must be germane, that is, the amendment must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A Commissioner may amend the main motion in either of the following two ways:

1. **By Consent of the Commissioners.** The Chair, or another Commissioner through the Chair, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion, the motion shall stand as amended.
2. **Formal Amendment.** An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If an amendment fails, the motion shall be the motion as it was before the amendment was presented.

VIII. Voting.

- A. **Voice Vote.** Unless otherwise directed by the Chair, all votes shall be taken by voice.
- B. **Tabulating the Vote.** The Chair shall tabulate the votes and announce the results. Upon any roll call, there shall be no discussion by any Commissioner prior to voting, and each Commissioner shall vote “yes” or “no.”

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- C. Voting. Every Commissioner who is in the Commission Chambers or other meeting room when the question is put must give his or her vote, unless the Commissioner has publicly stated that he or she is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, Florida Statutes. If any Commissioner declines to vote “yes” or “no” by voice, his or her silence shall be counted as an “yes” vote.
- D. Absent for Vote; Changing Vote. Any Commissioner momentarily absent for a vote on a particular item may record his or her vote, and any Commissioner may change his or her vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter, except with the consent of all the Commissioners who voted on the item.
- E. Voting Conflict. No Commissioner shall vote on an item when the Commissioner has a voting conflict of interest as specified in Section 112.3143 or Section 286.011, Florida Statutes. A Commissioner abstaining from voting due to a conflict shall announce the conflict prior to discussion on the matter. Within fifteen (15) days following that Board meeting, the Commissioner shall file with the Clerk a Form 8B “Memorandum of Voting Conflict” which describes the nature of the interest in the item. Each Form 8B shall be received by the Clerk and incorporated into the meeting minutes as an exhibit.
- F. Majority Vote; Extraordinary Vote; Tie Vote. The passage of any motion, policy, ordinance or resolution shall require the affirmative vote of a majority of the Commissioners present and eligible to vote unless an affirmative vote of more than a majority vote of the Commissioners present and eligible to vote is required by this policy or law. If a vote greater than a majority is required by the Florida Statutes or this policy, the parliamentarian will identify the basis for the voting requirement and the number of affirmative votes required. In the case of a tie in votes on any item, the item fails.

IX. Citizen Input: Addressing the Board of County Commissioners.

- A. Citizen Input. The Board recognizes the importance of protecting the right of all citizens to express their opinions on the operation of County government and encourages citizen participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete County business in a timely manner.
- B. Non-Agendaed Inquiries.

At regularly scheduled meetings, the Board provides two comment periods for citizens to speak on non-agendaed items. These public comment periods are denoted on the agenda as “Citizens to be Heard on Non-Agendaed Items.” The remarks of each citizen at the initial comment period shall be limited to no more than three (3) minutes, unless the Chair extends the time.

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Any citizen who did not speak during the first citizen comment period shall have the opportunity to speak during the second comment period. The remarks of each citizen at the second comment period shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce time limits, based on the number of speakers.

- C. Citizen Input on a Matter Pending Before the Board. Each citizen who addresses the Board on an agenda item pending before the Board shall complete an input card and submit the card to the Chair. The remarks of each citizen shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce the time limits, based on the number of speakers.
- D. Citizen Input at Workshops. Citizen input at Board workshops is not permitted unless an individual is called upon by the Chair. In such case, each person who addresses the Board shall complete an input card and submit the card to the Chair. The remarks of each speaker shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce the time limits, based on the number of speakers. The Board itself may also vote to allow public input on an item during the Board workshop.
- E. Addressing the Board.
 - 1. When the citizen's name is called, the citizen shall step up to the speaker's lectern and shall give the following information in an audible tone of voice for the minutes:
 - (a) name;
 - (b) place of residence or business address;
 - (c) if requested by the Chair, the citizen may be required to state whether the citizen speaks for a group or a third party, if the citizen represents an organization, whether the view expressed by the citizen represents an established policy or position approved by the organization, and whether the citizen is being compensated by the organization.
 - 2. All remarks shall be addressed to the Board as a body and not to any Commissioner specifically.
 - 3. No citizen, other than a Commissioner, and the citizen having the floor, may be permitted to enter into any discussion, either directly or through a Commissioner, without permission of the Chair. No question may be asked except through the Chair.
 - 4. Speakers should make their comments concise and to the point and present any data or evidence they wish the Board to consider. No citizen may speak more than once on the same subject unless specifically granted permission by the Chair.

Rules of Procedure for Meetings of the Board of County Commissioners
Policy No. 01-05

F. Decorum.

1. Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceedings or the peace of the Board, or disturb any person having the floor. No person shall refuse to obey the orders of the Chair or the Board. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the Board shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chair and given the opportunity to conclude remarks in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Chair, unless permission to continue or again address the Board is granted by a majority vote of the Commissioners present and eligible to vote.
2. If the Chair or the Board declares an individual out of order, he or she will be requested to relinquish the podium. If the person does not do so, he or she is subject to removal from the Commission Chambers or other meeting room and may be arrested by the Sheriff subject to Section 810.08(1), Florida Statutes.
3. Any person who becomes disruptive or interferes with the orderly business of the Board may be removed from the Commission Chambers or other meeting room for the remainder of the meeting.

X. Adjournment.

No meeting should be permitted to continue beyond 11:00 p.m. without the approval of a majority of the Board. A new time limit must be established before taking a vote to extend the meeting. In the event that a meeting has not been closed or continued by a majority vote of the Board prior to 11:00 p.m., the items not acted on are to be continued to 9:00 a.m. on the following day, unless state law requires taking up the items at a different time, or the Board, by a majority vote of Commissioners present and eligible to vote, determines otherwise.

Revised ~~6/16/2020~~ 5/11/2021

Board of County Commissioners Leon County, Florida

Policy No. 79-11

Title: Consent Agenda

Date Adopted: December 18, 1979

Effective Date: December 18, 1979

Reference: N/A

Policy Superseded: N/A

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

An Item may be included in the Agenda of any meeting of the Board of County Commissioners of Leon County, Florida, entitled "Consent Agenda". For purpose of convenience and for expediting the Board meetings, matters of business of a repetitive and/or routine nature may be included in the Consent Agenda, and all such matters of business contained in the Consent Agenda shall be voted on collectively.

A particular matter of business may be singled out from the Consent Agenda for debate and for a vote upon the request of any Leon County Commissioner. In such case, the excluded matter of business shall be severable from the Consent Agenda, and only the remaining matters of business contained in the Consent Agenda shall be voted on collectively.

Each and every matter of business contained in the Consent Agenda shall be recorded separately in the minutes of the meeting.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #24

Leon County Board of County Commissioners

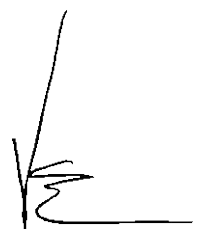
Agenda Item #24

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Revisions to Policy No. 03-16, "Holidays" to Include Election Day as a Paid Holiday for Leon County Government Employees



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Candice Wilson, Human Resources Director
Lead Staff/ Project Team:	Heather Peeples, Special Projects Coordinator

Statement of Issue:

As requested at the April 13, 2021 meeting, this item seeks Board consideration to establish Election Day as a paid holiday for Leon County Government employees. Election Day is observed on the first Tuesday after the first Monday in November in even-numbered years.

Fiscal Impact:

This item has a fiscal impact. Per Leon County Human Resources Policies & Procedures Section VII, "Attendance and Leave," specified employees who work on a designated holiday will be paid double time for all hours worked. In accordance with this policy, it is estimated that an additional paid holiday will have a fiscal impact of \$18,560 in holiday pay, which can be paid for from existing personnel budgets.

Staff Recommendation:

Option #3: Board direction.

Report and Discussion

Background:

At the April 13, 2021 meeting, the Board directed staff to provide an agenda item exploring the option to include Election Day as a Leon County Government employee paid holiday. Election Day is observed on the first Tuesday after the first Monday in November in even-numbered years.

Many states have declared Election Day a legal holiday, including Delaware, Hawaii, Illinois, Kentucky, Louisiana, Montana, New Jersey, New York, Ohio, Virginia, West Virginia, and the territory of Puerto Rico. Other states require that workers be permitted to take time off from employment to vote in elections without loss of pay. The State of Florida has neither declared Election Day a legal holiday nor adopted a law requiring that employers provide paid time off for voting. However, State workers are provided up to one hour of administrative leave for primary, general, or special elections held in their place of residence.

In states where Election Day is a legal holiday, several local governments have likewise recognized the date as a paid holiday for their staff. In other states, counties have independently chosen to adopt the holiday. This is the case in Michigan where at least three (3) counties have adopted Election Day as a paid holiday for their staff: (1) Kalamazoo County, (2) Macomb County, and (3) Oakland County. While none of Florida’s 67 counties currently recognize the holiday, the City of Tallahassee’s Commission voted on April 7, 2021, to recognize Election day as a paid Holiday for eligible employees.

As it relates to election days, the County’s current practice is to allow employees to utilize personal or compensatory leave to vote, if they are unable to vote outside their regular working hours. Workload permitting, supervisors can authorize the use of leave, flex the workday, or allow employees to make time on another workday for time taken to go vote. If an employee does not have any available leave and a work schedule cannot be flexed or time made-up later in the week, the employee may be given Leave Without Pay for the time required to vote. Additionally, the County’s Attendance & Leave Policy (Human Resources Policy No. 11.01, Section VII, Subsection 7.19) provides up to eight (8) hours of paid administrative leave to non-OPS employees who, on a regularly scheduled County workday, serve as an election day poll worker for the Leon County Supervisor of Elections.

Analysis:

The following analysis provides an overview of voting in Leon County, Leon County Government’s current holiday policy, and the estimated fiscal impacts of providing an additional paid holiday for Election Day every other year.

Voting in Leon County

Currently, citizens in Leon County have multiple options for voting including by mail, early voting, or on election day. Additionally, many County facilities such as the Courthouse, Library, and community centers serve as voting sites making them easily accessible to staff. While data is currently not available regarding voter turnout among County employees, Table #1 provides a

Title: Proposed Revisions to Policy No. 03-16, “Holidays” to Include Election Day as a Paid Holiday for Leon County Government Employees

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summary of how Leon County citizens voted during the last three general elections. As demonstrated in the table, the majority of Leon County voters opt to vote early or by mail rather than on Election Day. For the 2018 and 2016 general elections, over 60% of votes were by mail or early voting. In part due to the pandemic, over 80% of votes in 2020 were cast by mail or through early voting.

Table #1 – General Election Voting Data

	2020 General Election	2018 General Election	2016 General Election
Mail/Absentee	67,334 (41%)	27,421 (19.4%)	27,421 (20.4%)
Early Voting	64,945 (39.5%)	56,139 (39.8%)	56,139 (43.5%)
Election Day	31,817 (19.4%)	57,598 (40.8%)	57,598 (35.9%)
Provisional	274 (0.2%)	-	- (0.1%)
Total	164,370	141,158	141,158
% Total Turnout	75.6%	66.2%	75.1%

Source: Leon County Supervisor of Elections Office

Leon County Government Holiday Policy

Leon County Government’s current holiday schedule was established by the Board of County Commissioners in 2002 through the adoption of Policy No. 03-16, “Holidays.” The intent of the policy is to establish a permanent holiday schedule that remains constant each year unless a formal request for change is made by the Board, Constitutional Officers or County Administration. Per the Policy, Leon County Government currently observes the following ten (10) holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Emancipation Day (May 20th)
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

Additionally, the Policy provides Leon County Government employees, except for O.P.S. employees, with up to three (3) “swing days” or personal days each year.

This holiday schedule was initially adopted to ensure government office closures were consistent with both the City of Tallahassee and State of Florida. However, the City’s and County’s holiday schedules have deviated from the State’s schedule since 2020 when both governments recognized Emancipation Day (May 20th) as a paid holiday. The revisions to County Policy No. 03-16, “Holidays” (Attachment #1) would make the County’s holiday schedule consistent with the City’s schedule by designating Election Day a paid holiday for all Leon County employees.

Title: Proposed Revisions to Policy No. 03-16, "Holidays" to Include Election Day as a Paid Holiday for Leon County Government Employees

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If approved, the Policy change would be effective October 1, 2021; however, the first Election Day would not occur until November 8, 2022. It should be noted that annual holiday schedules for the offices of the Clerk of Courts, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector would not be impacted by this change as each constitutional officer is responsible for establishing the holidays for their respective offices.

As shown in Table #2, when compared to like-sized counties in the State, Leon County Government provides a comparable number of paid holidays and personal days.

Table #2 – Comparison of Like-Sized Counties: Current Holidays & Personal Days

Like-Sized Counties	# Scheduled Holidays	# Personal Days / Swing Days	Total Days
St. Lucie	12	2	14
Alachua	11	2	13
Escambia	13	0	13
Leon County	10	3	13
St. Johns	12	1	13
Lake	10	2	12
Osceola	10	1	11

Estimated Fiscal Impact

Per Leon County Human Resources Policies & Procedures Section VII, "Attendance and Leave," specified employees who work on a designated holiday will be paid double time for all hours worked. In accordance with this Policy, it is estimated that 88 employees would qualify to receive double time resulting in an estimated fiscal impact of \$18,560 if an additional paid holiday is provided. Table #3 provides a breakdown of the estimated cost by department, which can be paid from existing personnel budgets. It should be noted that the estimated fiscal impact does not include the cost of lost productivity from closing County offices for an additional holiday.

Table #3 – Fiscal Impact of an Additional Paid Holiday (By Department)

Department	# Employees Receiving Double Time	Estimated Cost
Emergency Medical Services (EMS)	57	\$ 12,570
Office of Intervention & Detention Alternatives (IDA)	5	\$ 940
Public Works	2	\$ 420
Office of Resource Stewardship (ORS)	24	\$ 4,630
TOTAL	88	\$ 18,560

Options:

1. Adopt the proposed revisions to Leon County Policy No. 03-16, "Holidays" to establish Election Day as a paid holiday for Leon County Government employees (Attachment #1).
2. Do not adopt the proposed revisions to Leon County Policy No. 03-16, "Holidays" to establish Election Day as a paid holiday for Leon County Government employees.
3. Board direction.

Recommendation:

Option #3 – Board direction.

Attachment:

1. Proposed revised Policy No. 03-16, "Holidays"

Board of County Commissioners
Leon County, Florida
Policy No. 03-16

Title: Holidays

Date Adopted: ~~September 29, 2020~~ May 11, 2021

Effective Date: October 1, ~~2020~~ 2021

Reference: N/A

Policy Superseded: Policy No. 02-10, "Holidays," adopted October 8, 2002; Policy No. 03-16, "Holidays," adopted October 14, 2003; revised September 29, 2020

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy 03-16, "Holidays," adopted ~~October 14, 2003~~ September 29, 2020, is hereby amended and a revised policy is adopted in its place, to wit:

This policy establishes a permanent Holiday Schedule for all Leon County employees. Beginning October 1, ~~2020~~ 2021 and until such time as the Holiday Policy is amended, the County shall observe the following holidays:

New Year's Day*
Birthday of Martin Luther King, Jr. (third Monday in January)
Memorial Day (last Monday in May)
Emancipation Day (May 20th)
Independence Day
Labor Day, (first Monday in September)
Election Day (first Tuesday after the first Monday in November in even-numbered years)
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Day*

If any of these holidays fall on Saturday, the preceding Friday shall be observed as a holiday. When these holidays fall on Sunday, the following Monday shall be observed as a holiday. (*If the New Years or Christmas Holiday falls on a Thursday, the following Friday shall be observed as a holiday. If the New Years or Christmas Holiday falls on a Tuesday, the preceding Monday shall be observed as a holiday).

The Holiday Schedule will remain constant each year unless a formal request for change is made by the Board, Constitutional Officers or County Administration.

In accordance with Leon County Human Resources Policies and Procedures, Section 7.06, Leon County employees, except for O.P.S. employees, will accrue twenty-four (24) hours of Personal Days annually.

The Holiday Schedule for each year will be distributed by the Office of Human Resources to all Board employees and Constitutional Officers by November 1st of the preceding year.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #25

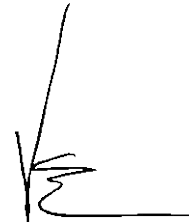
Leon County Board of County Commissioners

Agenda Item #25

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: First and Only Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Article XI of the Leon County Land Development Code, Uniform Street Naming and Property Numbering System, Amending Section 10-7.502, General Layout Design Standards, and the Implementing Addressing Policies and Procedures Operating Guidelines

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support and Environmental Management
Lead Staff/ Project Team:	Scott Brockmeier, Chief Development Resources Officer Lisa Scott, Addressing Program Manager Mark Pritzl, Addressing Customer Service Technician

Statement of Issue:

This item requests the Board conduct the first and only required Public Hearing to consider adopting an Ordinance repealing and replacing the Uniform Street Naming and Property Numbering System Ordinance of the Land Development Code and amending Section 10-7.502, General Layout and Design Standards (Ordinance), as well as the implementing Addressing Policies and Procedures Operating Guidelines (Policy Manual). The proposed Ordinance seeks to resolve uniformity issues and interpretations related to the requirements and procedures for street renaming, provide a process for appeals, and provide for the updating of the Policy Manual.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only required Public Hearing and adopt the proposed Ordinance repealing and replacing Article XI of the Leon County Land Development Code, Uniform Street Naming and Property Numbering System, amending Section 10-7.502, General Layout and Design Standards (Attachment #1), and approve the Implementing Addressing Policies and Procedures Operating Guidelines (Attachment #2).

Title: First and Only Required Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Article XI of the Leon County Land Development Code, Uniform Street Naming and Property Numbering System, Amending Section 10-7.502, General Layout and Design Standards, and the Implementing Addressing Policies and Procedures Operating Guidelines

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Report and Discussion

Background:

At the April 13, 2021 meeting, the Board of County Commissioners approved scheduling the first and only Public Hearing to consider adopting an Ordinance repealing and replacing Article XI of the Leon County Land Development Code (LDC), Uniform Street Naming and Property Numbering System, amending Section 10-7.502, General Layout and Design Standards (Ordinance), and the Implementing Addressing Policies and Procedures Operating Guidelines (Policy Manual). This item requests the Board conduct the first and only required public hearing to consider adopting the proposed Ordinance, and implement the associated Addressing Policies and Procedures Operating Guidelines (Policy Manual).

The proposed Ordinance (Attachment #1), which was developed in coordination with the Addressing Steering Committee (ASC) and stakeholders, addresses uniformity issues and clarifies interpretations related to citizen-initiated requests for street renaming. Currently, citizen-initiated requests for street renaming requires approval petitions from 100% of abutting property owners. Consistent with other Florida counties, the proposed Ordinance reduces the petition threshold to 75% of abutting property owners. In addition, the proposed Ordinance clarifies the Board's authority to name and rename streets within the incorporated areas. In the past, the renaming of streets within the incorporated areas was not clear and resulted in conflicting legal interpretations. The proposed Ordinance also creates efficiency by reducing the time associated with street renaming for emergency purposes. This process will be made more efficient by delegating final approval authority to the ASC for emergency purposes. Other amendments to the Ordinance, as outlined below, provide for clarification and consistency between the Ordinance and the adopted Policy Manual.

The proposed Ordinance was coordinated with City of Tallahassee (City) staff. City Administration has reviewed the proposed Ordinance and concurs with the draft changes.

Existing Ordinance

The authority for the Board to name and rename streets in the unincorporated areas, except designated state roads, is provided under Section 336.05, Florida Statutes. Ordinance No. 95-21 was adopted in 1995 by the Board and established countywide criteria for street naming, street renaming and property address assignment (Attachment #3). The Ordinance was the result of a joint workshop between the City and County in 1994. The intent behind this joint process was to ensure that street naming and renaming was consistent throughout all of Leon County. The City of Tallahassee does not have street naming approval until such time the City adopts a local Ordinance providing for a separate process for street naming within its jurisdiction.

The current Ordinance for street naming and renaming efforts in the incorporated and unincorporated areas of Leon County generally provides the following:

Title: First and Only Required Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Article XI of the Leon County Land Development Code, Uniform Street Naming and Property Numbering System, Amending Section 10-7.502, General Layout and Design Standards, and the Implementing Addressing Policies and Procedures Operating Guidelines

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- Authorizes the Board to name and rename streets for public safety and emergency response related issues;
- Establishes that any changes in the names of streets be approved by the Board;
- Authorizes the Development Support and Environmental Management (DSEM) Department to coordinate all street naming and renaming efforts;
- Establishes minimum criteria and standards for the administration of street naming and address assignment to ensure safety and consistency; and
- Establishes the ASC with powers and duties, which includes review of requests for street naming and address re-assignments.

Street Renaming (Public Safety vs. Citizen-Initiated)

Authority for the Board to name and rename streets, except designated state roads, is provided under Section 336.05, Florida Statutes. According to a legal interpretation of the existing Ordinance by the County Attorney's Office, the County's authority for renaming includes streets within the incorporated areas of the City, even when the renaming is not tied to resolving issues with public safety. Moreover, under the existing Ordinance, the City does not have any authority for the naming or renaming of streets within the incorporated areas of the City. Should the City adopt a conflicting Ordinance for naming or renaming streets within the incorporated City limits, the County's Ordinance will no longer apply within the incorporated portions of the County pursuant to Section 1.6 (1) of the Leon County, Florida Charter. The City is supportive of the proposed Ordinance and does not intend to adopt a separate Ordinance at this time.

Pursuant to the existing Ordinance, the County is responsible for coordinating street naming and renaming efforts throughout both the unincorporated and incorporated portions of the County. All street renaming is reviewed by DSEM staff to ensure compliance with the Ordinance and Policy Manual prior to being forwarded to the ASC for review. All requests for street renaming must be approved by the Board.

Typically, the street renaming process is initiated by the ASC as the result of a potential hazard to life and property due to duplicate or phonetically similar street names, which may cause a delay for emergency responders. While most instances of street renaming are required to eliminate these conflicts, the County also allows citizens the opportunity to request street renaming for non-emergency related reasons.

Citizen-initiated requests for street renaming are usually intended to promote wayfinding, identify landmarks or for other reasons unique to a neighborhood or an applicant. In addition to the required ASC review for public safety, citizen-initiated requests for street renaming are required to obtain 100% approval from abutting property owners. This "all or nothing" requirement often proves difficult and usually results in abandonment of the renaming effort. It is not uncommon for a request to fail due to a lack of support or non-response by a single property owner. Several

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unsuccessful citizen attempts at street renaming in recent years prompted a review of existing policies in comparison with other jurisdictions.

Other Opportunities

In reviewing the Ordinance, staff has identified other opportunities to provide clarity and consistency that include, but are not limited to, the following:

- Delegation of limited approval authority to the ASC for street renaming;
- Updates to the criteria for approving street names
 - Specify the number of characters that can be used in a street name including prohibitions on street names that constitute ethnic, religious, gender or racial slurs; and,
- Edits that will provide clarification and consistency between the Ordinance and the adopted Policy Manual.

Addressing Steering Committee

The ASC was appointed by the Board at an Addressing Workshop in 1994. The ASC's purpose is to facilitate intergovernmental cooperation and communication and to oversee the elimination of duplicate and phonetically similar street names and address numbering issues which hinders emergency responders. The ASC consists of representatives from the Tallahassee Fire Department, Emergency Management, Tallahassee-Leon County Geographic Information System (GIS), Tallahassee Growth Management Department (TGM), Department of Planning, Land Management & Community Enhancement (PLACE), DSEM, Leon County Property Appraiser's Office, Consolidated Dispatch Center, Leon County Emergency Medical Services (EMS), United States Postal Service, and the Leon County School Board. Technical support is provided to the ASC by representatives from County Public Works, City Traffic Engineering, Tallahassee-Leon County GIS, the Consolidated Dispatch Center, and the Supervisor of Elections Office. The ASC serves to provide recommendations to the Board, intergovernmental coordination, and system integrity for the implementation of addressing, street naming and street renaming policies in Leon County.

Analysis:

The proposed Ordinance will clarify the County's street naming and renaming authority within incorporated and unincorporated areas and will expand to include authority for Board or City Commission initiation of street name changes. The proposed Ordinance will allow citizen requests for street renaming to be approved when at least 75% of abutting property owners have provided consent. The proposed Ordinance will redirect the delegation of approval authority to the ASC for the renaming of duplicate street names and phonetically similar street names if a safety issue exists, and for citizen-initiated requests for street renaming where 100% of the abutting owners are in agreement. The proposed Ordinance will provide for an appeals process if a petition is denied or objected to.

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Several jurisdictions studied in the analysis delegate all or some approval authority for street renaming to a technical advisory committee, the chief of the fire department, E 9-1-1 director or growth management director. Currently, all applications requesting street renaming throughout Leon County are coordinated through DSEM and forwarded to the ASC for review. The ASC reviews proposed street names for consistency with regulations and policy, including public safety, before it is forwarded to the Board for final consideration.

Street Renaming – Citizen-Initiated

Currently, citizen-initiated requests for street renaming are processed with a ‘Street Name Change’ application. Prior to DSEM’s acceptance of the application, applicants shall provide petitions of approval from all (100%) of the abutting property owners on the street that will be affected. This often results in the abandonment of the street renaming effort by the applicants. It is common for an applicant to not obtain approval from just one of the abutting owners. Research of street renaming regulations in other jurisdictions and of other County policies has highlighted opportunities for updates to the Ordinance. To determine whether the current renaming policies of the County are consistent with those of other jurisdictions in Florida, a comparative analysis with 15 jurisdictions of varying size and location was conducted (Attachment #4). The analysis revealed Leon County’s 100% approval requirement is not common. Of the jurisdictions studied, only Columbia and Osceola Counties require approval from all (100%) property owners abutting or addressed on the street. All of the other jurisdictions in the study provided an approval percentage between 51% to 75%.

In addition to researching the requirements of other jurisdictions, existing Leon County criteria for the naming of unnamed roads was also considered. Currently, unnamed roads in Leon County targeted for street naming requires street name approval from at least 75% of abutting property owners. An unnamed road is a road (usually a private drive) without a street name that serves three or more principal buildings or crosses multiple parcel boundaries and extends five hundred feet or more in length. These roads require naming to reduce emergency response times and to allow more efficient delivery of services. Residents are afforded the opportunity to select a street name during this process, provided at least 75% of abutting property owners have signed a petition with the street naming application in support. Considering these findings, staff recommends utilization of an approval percentage of 75%, which will align with existing County policy and with that of most other jurisdictions.

As proposed, the ASC would be delegated final approval authority for citizen-initiated requests for street renaming that have secured 100% approval from abutting property owners and for required street renaming due to emergency response conflicts (duplicates, etc.). The delegation of limited approval authority in these instances would eliminate the additional step of Board approval, expediting the process for protection of public safety and implementing street renamings unanimously sought by abutting property owners. The citizen-initiated street renamings that meet all of the Ordinance criteria but have less than 100% approval by abutting owners would still need to be brought before the Board for approval.

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Street Renaming – Board or City Commission-Initiated

The proposed updates will also provide opportunity for Board or City Commission-initiated efforts to rename streets. Clear authority in this regard does not exist in the current Ordinance. This authority is commonly employed by other jurisdictions to rename streets for the purpose of honoring prominent individuals, to change street names which have been deemed offensive or where other public purpose will be served. This new section would continue to require efforts initiated by the City Commission to require final approval by the Board. The proposed Ordinance includes public notice requirements and a review process by the ASC for public safety prior to forwarding a recommendation to the Board for a street renaming decision. The proposed Ordinance does not apply to, or limit in any way, efforts by the Board or City Commission to approve honorary designations of roadways that do not change the actual street name or addresses.

Required Street Renaming for Emergency Response Purposes

As currently adopted, street names are required to be changed at the direction of the ASC if they are duplicate, are phonetically similar to, or create emergency delays for E-911 response agencies. These changes are carried out and are closely coordinated between DSEM, the affected property owners and the ASC. The ASC reviews the proposed name change for approval prior to forwarding a recommendation to the Board. The policies governing street renaming due to emergency response conflicts will remain mostly the same. However, with the proposed changes, staff is recommending the ASC be delegated final approval authority for renaming of streets for emergency response purposes based on the criteria provided for in the proposed Ordinance and the Policy Manual.

Other Opportunities

- *Criteria for Approving Street Names*

The current Ordinance includes criteria for approving street names which is intended to ensure consistency during implementation and eliminate the potential for duplicate and phonetically similar names. The City has conveyed interest in expanding the character limit which will be part of the ongoing review of the proposed Ordinance. The criteria for street naming will be updated to specify a 23-character limit for new street names.

An additional update to the list of street naming criteria in the Ordinance includes a prohibition on street names that constitute ethnic, religious, gender or racial slurs. This past year, many communities throughout the country revisited street name origins and requested the renaming of streets which had racist origins or were deemed offensive. Efforts like these are reflective of larger movements built on recent momentum by activist and civil rights groups. It is important that the Ordinance include this as a clear prohibition for the future naming or renaming of a public street. Street names selected for use are researched by the Leon County Addressing Section to ensure the proposed name is not offensive in nature. DSEM currently researches the origins and backgrounds of proposed street names but it is not part of the Ordinance's street naming criteria. This is recommended to be included as part of the Ordinance's street naming criteria to ensure

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names are evaluated by DSEM and the ASC prior to approval. This will also assist with any future appeals of street names which are denied because they are deemed offensive by the ASC.

- *Appeals*
Another important amendment is the inclusion of an appeals section in the Ordinance. An appeals section would ensure that any aggrieved party has the legal opportunity to appeal a final decision rendered by the ASC or the Board to a court of competent jurisdiction.
- *Other Updates and Clarifications*
 - Edits that will provide clarification and consistency between the Ordinance and the adopted Policy Manual.
 - Update to the Ordinance and Policy Manual to provide the ASC authority to make necessary updates to the implementing Policy Manual.

The Policy Manual (Attachment #2) has been updated consistent with the proposed Ordinance.

Coordination and Outreach:

DSEM convened the ASC and the technical support group on January 8, 2021 to preliminarily discuss the changes and all were in support of the proposed amendments. Subsequent draft amendments were also coordinated with the ASC. In addition, the proposed Ordinance amendments were reviewed by the Advisory Committee on Quality Growth (ACQG) on March 15, 2021. The ACQG inquired about the process for applying for street name changes inside the City limits and assignment of address numbers for commercial strip centers. Upon being informed that any street name changes inside the City limits is coordinated through DSEM and that assignment of address numbers in commercial strip centers are assigned with individual tenant suite numbers, the Committee was supportive of the proposed amendments.

The proposed Ordinance amendments were reviewed by the Planning Commission (PC) at a Public Hearing on April 6, 2021. The PC voted unanimously to find the proposed Ordinance consistent with the Tallahassee-Leon County Comprehensive Plan and recommended adoption of the proposed Ordinance. The PC only had one question as it relates to Board- or City Commission-initiated requests for renaming. The PC inquired whether these requests were required to meet the same approval percentage criteria for citizen-initiated requests for street renaming. In response, staff informed the PC the same approval percentage criteria would not apply and that the Board has sole authority to rename streets provided in the authority granted to it pursuant to Section 336.05, Florida Statutes.

This public hearing has been advertised pursuant to Florida Statutes (Attachment #5).

Title: First and Only Required Public Hearing to Consider Adopting an Ordinance Repealing and Replacing Article XI of the Leon County Land Development Code, Uniform Street Naming and Property Numbering System, Amending Section 10-7.502, General Layout and Design Standards, and the Implementing Addressing Policies and Procedures Operating Guidelines

May 11, 2021

Page 8

Options:

1. Conduct the first and only required Public Hearing and adopt the proposed Ordinance repealing and replacing Article XI of the Leon County Land Development Code, Uniform Street Naming and Property Numbering System, amending Section 10-7.502, General Layout and Design Standards (Attachment #1), and the Implementing Addressing Policies and Procedures Operating Guidelines (Attachment #2).
2. Conduct the first and only required Public Hearing and do not adopt the proposed Ordinance repealing and replacing Article XI of the Leon County Land Development Code, Uniform Street Naming and Property Numbering System, amending Section 10-7.502, General Layout and Design Standards, and the Implementing Addressing Policies and Procedures Operating Guidelines.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance
2. Proposed Addressing Policies and Procedures Operating Guidelines
3. Leon County Code of Laws Chapter 10 ARTICLE XI. - UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM
4. Chart of Renaming Regulations for Other Jurisdictions
5. Notice of public hearing

LEON COUNTY ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; REPEALING AND REPLACING ARTICLE XI ENTITLED UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM; AMENDING SECTION 10-7.502, GENERAL LAYOUT DESIGN STANDARDS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, in 1994, the Board of County Commissioners (Board) appointed the Addressing Steering Committee (ASC) to respond to numerous street naming and address numbering issues hindering emergency responses to citizens in need of assistance; and

WHEREAS, on December 12, 1995, the Board adopted Ordinance No. 95-21, which established the Uniform Street Naming and Property Number System (Street Naming System), authorized the Board to name and rename streets within both the incorporated and unincorporated area of the County, and outlined the process for naming unnamed streets and renaming duplicate street names or phonetically similar street names, in order to protect the health, safety and welfare of the residents of Leon County; and

WHEREAS, on November 10, 2009, the Board adopted Ordinance No. 09-39, which amended the Street Naming System to formally include the ASC and street naming criteria, while providing that all street renamings shall be before the Board; and

WHEREAS, since 2009, there have been no substantive amendments to the Street Naming System except for scrivener's amendments; and

WHEREAS, staff have identified several amendments to the Street Naming System that would provide clarity and consistency and would codify existing processes utilized by staff; and

WHEREAS, this Ordinance will also redirect the delegation of approval authority to the ASC for renaming duplicate street names and phonetically similar street names, if a safety issue exists and citizen-initiated renamings where 100% of the abutting owners agree to the change of a street name, while requiring that all other street renamings shall be approved by the Board; and

WHEREAS, the Addressing Policies and Procedures Operating Manual will be updated concurrently with this Ordinance to implement the amendments made to the Street Naming System; and

WHEREAS, to incorporate the amendments to the Street Naming System, the Board desires to enact an Ordinance repealing Article XI of Chapter 10 of the Leon County Code of Laws, in its entirety, and to adopt a new Article XI of Chapter 10 of the Leon County Code of Laws, in its place as well as

1 amend Section 10-7.502, General Layout Design Standards for consistency.
2

3 BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON
4 COUNTY, FLORIDA, that:
5

6 **Section 1. Repeal of Article XI of Chapter 10 of the Code of Laws.**
7

8 Article XI of Chapter 10 of the Code of Laws of Leon County, Florida, is hereby repealed in its
9 entirety.
10

11 **Section 2. Adoption of New Article XI of Chapter 10 of the Code of Laws.**
12

13 The Code of Laws of Leon County, Florida, is hereby amended by adopting a new Article XI
14 of Chapter 10 of the Code of Laws of Leon County, Florida, to read as follows:
15

16 **ARTICLE XI. - UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM**
17

18 **Sec. 10-11.101. Purpose.**
19

20 The purpose of this article is to provide for the authority and procedure for the County to ensure
21 uniform assignment and approval of street names and subdivision names, and to provide the uniform
22 numbering system for the assignment of address numbers to properties with access from public and
23 private ways within the City of Tallahassee and the County. All street renaming, whether mandatory
24 or voluntary shall support the public health, safety, and general welfare of citizens.
25

26 **Sec. 10-11.102. Title; authority; applicability.**
27

28 (1) This article shall be known as the joint "Leon County/City of Tallahassee Uniform
29 Street Naming and Property Numbering System Ordinance" and is adopted under the authority of F.S.
30 chs. 125 and 336.
31

32 (2) All addressing and street naming functions shall be centralized in the Leon County
33 Department of Development Support and Environmental Management (DSEM), and shall include, but
34 not be limited to, naming new streets, renaming existing streets, assigning addresses to new plats, and
35 assigning addresses for new residential and commercial development. To ensure consistency and
36 uniformity, street naming functions by any other entity within the County is prohibited. Address
37 number assignments may be issued by the City of Tallahassee within the incorporated areas for new
38 development and construction.
39

40 (3) All applicants applying to name a new street, rename an existing street, or receive a
41 residential or commercial address shall comply with this article, as may be amended from time to time,
42 and the Addressing Policies and Procedures Operating Guidelines (AP&P). The County retains the
43 authority to assign addresses and street names and change addresses and street names within the
44 incorporated and unincorporated areas while ensuring protection of the public health, safety, and
45 welfare of citizens and ensuring compliance with the AP&P.

Sec. 10-11.104. Uniform street naming and property numbering system implementation.

(1) DSEM and the City of Tallahassee Growth Management Department (TGM) shall utilize a uniform system of numbering buildings, as shown on the maps identified by the title "Property Numbering Maps," which are maintained on county tax parcel maps and in the geographical information system's electronic database. All explanatory matter thereon and related thereto is hereby adopted, incorporated herein by this reference, and made a part of this article.

(2) The AP&P is the set of policies and procedures adopted by the Addressing Steering Committee (ASC), and amended from time to time, for the purpose of implementing this article.

(3) The ASC is established for the purpose of providing intergovernmental cooperation and system integrity in the implementation of this article and the AP&P. The ASC shall be composed of one representative from the DSEM, TGM, Department of PLACE, Leon County Division of Emergency Management, City of Tallahassee Fire Department, Tallahassee-Leon County Geographic Information Systems (GIS), Leon County School Board, Leon County Property Appraiser's Office, Leon County Emergency Medical Services (EMS Ambulance Service), United States Postal Service, and Consolidated Dispatch Agency.

(4) The powers and duties of the ASC are to:

- a. Provide intergovernmental communication and coordination;
- b. Approve street name changes to eliminate duplicate or phonetically similar names, or those which create confusion or emergency delays for E-911 response agencies;
- c. Approve address number re-assignments to correct sequencing, spacing, or other abnormalities that would create conflict or delays for E-911 response agencies;
- d. Approve or make recommendations to the Board regarding requests for street renaming;
- e. Conduct citizen engagement campaigns, outreach efforts, and community meetings as needed;
- f. Make recommendations to the Board regarding changes to this article;
- g. Make changes where necessary to the implementing AP&P; and
- h. Hear appeals by citizen residents and businesses of proposed implementation directives concerning street renaming actions.

Sec. 10-11.105. Street names and street signs.

All streets, in both the unincorporated and incorporated areas of the County, shall be named for emergency response (E-911) location. Street name assignment and the posting of street signs shall be implemented in accordance with the AP&P and the following:

(1) *Authority.* The Board has delegated to DSEM the authority to coordinate the assignment of all street names within the incorporated and unincorporated areas of the County. Citizens who desire to name or rename streets must complete a street name or street name change application provided by DSEM.

(2) *Street naming of existing rights-of-way and unnamed streets.* Any existing public rights-of-way or private street that has been determined to be a street, as defined in this chapter, shall require a street name. Street naming of unnamed roads requires approval from no less than 75% of property owners, as set forth in the most recent county tax rolls, whose property abuts the street that is proposed to be named. DSEM shall assign and coordinate names to such streets. Should the property owners not achieve 75% approval of all abutting owners, DSEM is authorized to name the street for E-911 purposes and in the interest of the health, safety, and welfare of the residents occupying the abutting street.

(3) *Street naming of new and proposed public rights-of-way and private streets.* When any new street is constructed or extended as a public right-of-way or private street, DSEM shall have full authority to assign or coordinate the street name. Street names coordinated in conjunction with a proposed development application for the subdivision of land shall include the assigned street names on the final plat.

(4) *Street signs.*

a. *Costs.* The cost of the street sign and installation shall be the obligation of the applicant of a development for which a permit includes construction of a street or, in the instance of a required naming for E-911 purposes, the local government jurisdiction in which the sign is located.

b. *Installation.* Public streets shall be identified with street signs provided by the appropriate local government jurisdiction. For private streets created by the subdivision or development of property, the developer, at its expense, shall provide and post the required street signs at intersections that do not adjoin an existing public right-of-way. These street signs must be erected in accordance with specifications set forth by the appropriate local government agency. Certificates of occupancy shall not be issued until and unless the required street signs are properly installed. The applicable local government is responsible for verifying the placement and installation of all street signs.

Sec. 10-11.106. Street naming criteria.

(1) *Criteria for approving street names.*

- a. Names should be easy to spell and pronounce, and not be confused when spoken or written with other existing street names previously approved or in use.
- b. A proposed street name shall not exceed 23 characters in length. Street sign design and installation shall be consistent with the standards set forth in the Manual on Uniform Traffic Control Devices (MUTCD).
- c. Prefixes (i.e., north, south, etc.) are only allowed for streets which cross the Tallahassee Prime Meridian or Tallahassee Base Line. Post-directional identifiers will not be allowed (e.g., Plank Road South).
- d. Names phonetically similar to other street names are not allowed.
- e. Names that can be confused with the names of existing or proposed streets are not allowed.
- f. Streets with the same name, but different suffixes, are not allowed unless they are adjoining (abutting).
- g. Street names shall not be used which will duplicate existing or reserved street names.
- h. Streets which are determined by DSEM or the ASC to be extensions of existing streets shall have the same name, as long as duplicate street numbers are not created as a direct result of the name being continued.
- i. All streets names shall have a suffix. Suffixes can only be used as a true suffix.
- j. Streets cannot be named after a living person, unless initiated by the Board or City Commission.
- k. No street name shall be used that constitutes an ethnic, religious, gender, or racial slur.

(2) Similar naming criteria will be used when determining the titles of subdivisions, condominiums, manufactured home parks, residential multifamily properties, and commercial centers, to avoid similar and duplicate names. Street names that are similar to subdivision names but are outside that subdivision, or vice versa, are not allowed.

Sec. 10-11.107. Administration and number assignment.

(1) *Administration.* TGM and DSEM shall be responsible for managing, coordinating, and maintaining the property numbering maps in accordance with the AP&P.

1 (2) *Address numbers.* All new principal buildings and all new activities involving uses of
2 land without principal buildings shall be assigned address numbers by the appropriate local government
3 agency. For principal uses of land without principal buildings, or any other permitted activity or
4 approval, the posting of the assigned address number is required by the time the final electrical
5 inspection is conducted. The assigned address number shall be displayed as indicated in this article.
6 For principal buildings, final electrical inspections and certificates of occupancy will be issued after
7 the assigned address number or numbers are displayed as provided in the AP&P.

8
9 (3) *Notification.* DSEM or TGM shall notify by mail the affected property owners, as shown
10 on the latest tax rolls, of any street number changes and the effective date of the change.

11
12 (4) *Grid system.* Numbers shall be assigned according to the AP&P, using the grid system
13 illustrated on the general highway map. The grid is established by the Tallahassee Meridian (the
14 numbering meridian line that has been established as the road segment of Meridian Road North and
15 South) and the Tallahassee Base Line (the numbering base line that has been established as the road
16 segment of Tharpe Street through to Buck Lake Road). The grid lines are based on the established
17 section lines at one-mile intervals with each line representing 1,000 addresses.

18
19 **Sec. 10-11.108. Street renaming and non-conforming addresses.**
20

21 (1) *Authority.* The Board authorizes the ASC to initiate street renaming within the
22 incorporated and unincorporated areas as may be necessary to eliminate duplicate or phonetically
23 similar street or subdivision names. Additionally, the Board authorizes the ASC to initiate changes to
24 non-conforming addresses within the incorporated and unincorporated areas which would otherwise
25 create confusion or cause delays for emergency responders. All other requests for street renaming,
26 which includes those initiated by the Board or City Commission, may occur consistent with the
27 standards included herein and the AP&P. In no case shall a state road, identified by number by the
28 Florida Department of Transportation, be renamed, pursuant to ch. 336.05 F.S.

29
30 (2) *Non-conforming addresses and street names.* The ASC shall have the authority to
31 require and approve address number changes to correct non-conforming issues related to sequencing,
32 spacing, or other abnormalities that would create confusion or cause delays for emergency responders.
33 The ASC shall have the authority to require and approve street name changes if they are duplicates,
34 phonetically similar to, or are otherwise easily confused with other street names in accordance with the
35 adopted AP&P. Street and address number changes shall be coordinated, to the extent possible, with
36 the City of Tallahassee if within the City limits. The cost for street signs and installation shall be borne
37 by the appropriate local government in which the sign is located.

38
39 (3) *Citizen requests for street renaming.* All citizen requests for street renaming requires
40 approval from no less than 75% of property owners, as set forth in the most recent county tax rolls,
41 whose property abuts the street that is proposed to be renamed. If a request for street renaming receives
42 100% approval of abutting property owners, the street renaming shall be reviewed for safety and
43 consistency with street naming criteria and may be approved by the ASC if it meets that criteria.
44 Requests for street renaming with at least 75% approval from abutting owners shall be reviewed by the
45 ASC for safety and consistency with street naming criteria with a recommendation that is forwarded to

1 the Board for final approval by resolution. The cost for street signs and installation shall be borne by
2 the applicant for renaming.

3
4 (4) *Board or City Commission initiation of street name changes.* Board- or City
5 Commission-initiated requests for renamings shall be directed to the County Administrator. The
6 County Administrator shall direct and require review of the proposed renaming by the ASC for public
7 safety and consistency with street naming criteria with a recommendation that is forwarded to the Board
8 for final approval by resolution. The cost for street signs and installation shall be borne by the local
9 government requesting the street name change.

10
11 (5) *Notice requirements for street renaming and non-conforming addresses.*

- 12
13 a. When any address is to be changed or street is to be renamed pursuant to the
14 requirements of this article, DSEM shall notify by mail the affected property
15 owners, as set forth in the most recent county tax rolls, whose lands abut such
16 street or utilize the address to be changed. DSEM shall make a reasonable
17 attempt by public notice to notify the residents or businesses occupying such
18 lands that the street will be renamed or address will be changed.
- 19
20 b. For street name changes, public notices of the new street name shall be provided
21 in the form of a display advertisement to run in a local public newspaper of
22 general circulation at least 30 days prior to the effective date of change. The
23 advertisement will identify the change of the street name and the effective date
24 of the change. The cost associated for the implementation of this action will be
25 that of the appropriate local government agency as set forth in this article.
- 26
27 c. *Contents of notice.* The notices provided for in this section shall clearly identify
28 the change in street name or address as it affects each property owner and/or
29 occupant; shall identify the effective date of the change; and shall set forth the
30 property owner's and occupant's obligations pursuant to this article.

31
32 (6) *Recorded plats.* Street names coordinated in conjunction with a proposed development
33 application for the subdivision of land shall include the assigned street names on the final plat. Upon
34 application of the process and approval of a street renaming by the appropriate body as set forth herein,
35 the renaming of a platted street name that constitutes an ethnic or racial slur may be amended by the
36 Board or the City Commission, as appropriate, by ordinance and a notation map on said plat pursuant
37 to ch. 177.142 F.S. All other renaming of platted streets shall be done by replat. The Board or City
38 Commission is authorized to refuse to approve for recording, in accordance with ch. 177, any map or
39 plat of a subdivision when recording of such plat would result in duplication of names of streets or
40 roads.

41
42 **Sec. 10-11.109. Address number posting and cluster mailboxes.**

43
44 Each principal building in the unincorporated and the incorporated area of the county, and each
45 principal use of land without a principal building, shall have its building number properly displayed,

whether or not mail is delivered to such building or property. It shall be the duty of both the owner and occupant of each building or property to post the assigned number on the property in the following manner:

(1) *Address number posting.*

- a. The principal building (address) number shall be affixed to the building on the side that the address is assigned in such a manner to be clearly visible and legible from the direction in which normal vehicular access to the building is made. The address number for a principal use of land without a principal building shall be affixed to a post, mailbox, fence, wall, or other structure in such a manner to be clearly visible and legible from the public or private street on which the use fronts, regardless of the direction of approach.
- b. Assigned numbers, for principal buildings which are not visible from a public or private street, shall have their numbers displayed at the intersection of such street or driveway providing access to such building. The number shall be affixed to a post, mailbox, fence, wall, or other structure in such a manner to be clearly visible and legible from the public or private street on which the use is addressed, regardless of the direction of approach.
- c. When more than one building, use, suite, unit, or apartment is assigned the same address number, and individual buildings, uses, suites, units, or apartments are assigned separate identifying letters or numbers, the common address number shall be displayed as provided in subsection a. of this section, and the individual building, use, suite, unit, or apartment numbers shall be displayed near the entrance to such unit.
- d. Numerals shall be Arabic and visible from the street.
- e. The numerals shall be of contrasting color with the immediate background of the building or structure on which the numerals are affixed.
- f. Any signs, placards, or similar graphics showing a different number which might be mistaken for or confused with the number assigned in accordance with the property numbering maps shall be removed and the properly assigned number posted.
- g. Within 45 days after the receipt or notification of an address number, the owner, occupant or person in charge of any house, building, mobile home, or other structure to which a number has been assigned shall affix the number in a conspicuous place as outlined in this article.

(2) *Cluster mailboxes.*

- a. For newly developed subdivisions, the United States Postal Service (USPS) requires centralized mail delivery via cluster mailboxes.
- b. *Placement.* The placement of cluster mailboxes shall be in a safe and convenient location and shall be approved by the USPS prior to approval of a site and development plan.
- c. *Pedestrian access.* Cluster mailboxes shall be provided with access via ADA compliant sidewalks. When located in a subdivision or development where sidewalks are required, a sidewalk connection shall be provided from the cluster mailbox to the sidewalk network within the right-of-way. When located in a subdivision where sidewalks are not provided, an ADA compliant sidewalk and parking area shall connect to the mailbox kiosk.
- d. *Vehicular access.* Required vehicular access for cluster mailboxes shall be provided so that no vehicle parking space interferes with the required travel lanes in the right-of-way or the delivery of mail. Parking shall be designed so that vehicles can safely exit parking spaces, as determined by the County Engineer.

Sec. 10-11.110. Private road signing.

(1) Where private streets intersect with a public right-of-way, street name signs shall be placed in the public right-of-way, as close to the right-of-way line as is feasible, and the private street name signs, as well as any signs indicating whether the county does or does not maintain particular streets, shall be placed on the same post as the public street name signs.

(2) Private street name signs and signs regarding county street maintenance shall be painted with a blue background and white letters. Public street signs shall be painted with a green background and white letters.

Sec. 10-11.111. Enforcement.

The requirements of this article shall be enforced by the County code enforcement board.

Sec. 10-11.112. Penalty.

Any person violating any of the provisions of this article shall be guilty of a misdemeanor and punished as provided by law.

Section 10-11.113 Administrative appeal process.

(1) The ASC shall review and hear appeals by citizen residents and businesses concerning addressing assignments and street naming actions as brought forth by TGM and DSEM Addressing Unit staff, including street renaming, re-ranging of streets, address re-assignments, and opposition to street naming.

(2) Any appeal of any final decision by the ASC or the Board under this article may be appealed to a court of competent jurisdiction for review.

Section 3. Section 10-7.502(m) of Article VII of Chapter 10 of the Code of Laws of Leon County, Florida, entitled "General Layout Design Standards" is hereby amended as follows:

(m) Street names shall be assigned in accordance with Article XI. ~~The following apply to street names:~~

~~(1) Streets which are extensions of existing streets shall have the same name.~~

~~(2) No street names shall be used which will duplicate or be confused with the names of existing or proposed streets.~~

~~(3) All street names shall be approved by the County Administrator prior to approval of the site and development plan.~~

~~(4) Any changes in names of streets must be approved by the Board of County Commissioners.~~

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. Severability.

If any word, phrase, clause, section, 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. Effective Date.

This Ordinance shall have effect upon becoming law.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this _____ day of _____, 2021.

LEON COUNTY, FLORIDA

By: _____
Rick Minor, Chair
Board of County Commissioners

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

By: _____

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

By: _____

Leon County Department of Development Support and Environmental Management

Addressing Unit



Leon County/City of Tallahassee Addressing Policies and Procedures Operating Guidelines

Revised May 2021

FREQUENTLY ASKED QUESTIONS

The Leon County/City of Tallahassee Uniform Street Naming and Property Numbering System Ordinance (Article XI of Chapter 10, Leon County Code of Laws) was adopted in 1995, in response to numerous concerns and safety issues from emergency service providers in their attempts to locate citizens in need of assistance in a timely manner. Primary concerns at the time were unnamed roads and duplicate street names.

Why is my street name changing?

A street name change may occur for several reasons, but the more common reason is duplicate or sound-alikes street names. These streets create opportunity for confusion and delays for emergency responders. Street renaming may be initiated by citizens. Citizen-initiated street renamings require at least 75% approval from abutting property owners on the street that is proposed to be renamed. A street name change initiated by the Board or City Commission is not a common occurrence but is usually initiated to honor a prominent individual(s) or identify something historic associated with an area.

Why does my driveway need naming?

In order to reduce emergency response times and provide for more efficient delivery of services, an unnamed street that serves three or more principal buildings or crosses multiple parcel boundaries is required to be named.

Why should I post my new address if I've never had any problems in the past?

In an emergency, every second counts. Valuable time can be lost if your house number is not clearly displayed and visible from the street or alley by emergency responders.

What size numbers should I post on my house and mailbox?

The minimum size for address numbers should be no smaller than 3 inches in height in the unincorporated area and 4 inches within the City of Tallahassee. Business addresses within both jurisdictions should be no smaller than 7 inches in height.

How long does it take to get a new address and street name?

Effective dates will ensure a smooth transition for citizens and businesses receiving a change of address or street name. Property owners will be notified of their new address number or street name by mail with an effective date of forty-five (45) days. Property owners will be responsible for notifying all renters of address changes.

Are there any fees associated with street name or address number changes?

Yes. The cost of a new address assignment is \$156.00. The application fee for street renaming (Street Name Change) is \$900.00. New street sign fees are determined by the appropriate local jurisdiction's Public Works Department.

I have more than one (1) house on my property; can we share the same address?

No. Each individual dwelling must have its own numeric address for the purpose of the Emergency 9-1-1 System, as well as for accurate

and efficient delivery of mail services.

What is the process for naming my road?

If your roadway must be named, you must submit a completed street naming application to the Addressing Unit at the Leon County Development Support & Environmental Management Department to select a name; Leon County DSEM will name the street if at least 75% of abutting property owners are not in agreement. Abutting property owners shall include: all persons that currently own property which abuts (touches) the targeted roadway, including properties which are undeveloped.

I do not like the street name proposed by Leon County, so can I change it?

Yes, the Addressing Unit staff proposes "neutral" names. However, you and your neighbors may suggest alternative names if you do not like the one that staff recommends provided 75% of abutting property owners agree.

Now that I have my new change of address number, who should I notify of the change?

Notify all businesses, friends and family of your new change of address. Do not use the Postal Service change of address form, DSEM staff will notify the Postal Service of the change. Most businesses allow you to conveniently update your contact information, including your mailing address online. Bills and statements usually include an address change request; simply fill it out and send it in with your regular mail. Your address change will become effective forty-five (45) days from the date of the change of address notification letter you received from the DSEM Addressing Unit. After 15 days from the date of the notification letter to the property owner, the address change should be reflected in the Emergency 9-1-1 database.

I've had my current address for many years and do not want to change.

What will happen if I fail to make the change?

Failure to post the correct address could result in an interruption of mail service and negatively impact other service deliveries, including emergency services. You may place you and your family in jeopardy by not adhering to this requirement of the Leon County Land Development Code which requires that all dwellings and businesses post the correct address in the interest of public health, safety and general welfare of the citizens.

Will you assign an address to a vacant lot?

No. The County will only issue an address to a parcel with a permitted principal building or to permitted activities involving uses without principal buildings.

**Leon County
Addressing Policies and Procedures**

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*THE LEON COUNTY / CITY OF TALLAHASSEE
ADDRESSING STEERING COMMITTEE CHARGE*



"VISION STATEMENT"

The lack of uniformity of a numbering system causes a higher potential for longer response time for providing government services and loss of efficient delivery of mail and other services. The goal is to provide a complete set of addresses for Leon County and the City of Tallahassee which eliminates major addressing issues and develops a uniform and compatible system for users of this information within and outside of the governmental agencies.

"PURPOSE STATEMENT"

In a conjunctive approach, Leon County and The City of Tallahassee joined in the creation of the Uniform Street Naming and Property Numbering System. This Numbering System is a cooperative approach of both governmental agencies that provides for the improved delivery of government services, thus enhancing the overall quality of life, health, safety and welfare of citizens.

"MISSION STATEMENT"

The Addressing Unit's mission is to assign street names and street address numbers where needed with the intent and purpose of the implementation of a more uniform addressing system throughout the County and City, thereby enhancing the health, safety and welfare of all citizens.

"ADDRESSING THE FUTURE"
"People Focused, Performance Driven"

Addressing Steering Committee

The Addressing Steering Committee (ASC) was created for the purpose of facilitating intergovernmental cooperation and communication. The ASC is responsible for overseeing the elimination of duplicate and sound-alike street names and approval of proposed street renaming where 100% of abutting owners agree to the change. The ASC reviews proposed street names for consistency with regulations and policy, including public safety.

1. **ASC Voting Members.** The ASC voting members* shall include one representative and two alternates from the following departments and agencies:

- a.
 - (1) Leon County Development Support & Environmental Management (DSEM)
 - (2) City of Tallahassee Growth Management (TGM)
 - (3) The Department of Planning, Land Management and Community Enhancement (PLACE)
 - (4) Emergency Management Services (EMS)
 - (5) The City of Tallahassee Fire Department (TFD)
 - (6) Inter-local Geographic Information Systems (GIS)
 - (7) Leon County School Board (LCSB)
 - (8) Leon County Property Appraiser's Office (LCPA)
 - (9) Leon County Emergency Medical Services (EMS - Ambulance Service)
 - (10) United States Postal Service (USPS)
 - (11) Consolidated Dispatch Agency (CDA)

* Seven voting members shall be required for a quorum. Only one committee member per agency can count in the overall quorum voting system. However, one of the two alternates selected by the voting member to represent their agency may cast a vote on behalf of the agency in the absence of the voting member.

- b. In addition to the voting members, the ASC receives support staff from the following agencies which act as technical advisors:

- (1) Inter-local GIS
- (2) Supervisor of Elections Office
- (3) City of Tallahassee Traffic Engineering Department
- (4) Leon County Public Works Department
- (5) Consolidated Dispatch Agency

2. **ASC Responsibilities.** ASC responsibilities include:

- a. Provide intergovernmental communication and coordination;
- b. Provide oversight, coordination and approve street name changes to eliminate duplicate or phonetically similar names, or those which create confusion or emergency delays for E-911 response agencies;
- c. Approve address number re-assignments to correct sequencing, spacing, or other abnormalities that would create conflict or delays for E-911 response agencies;
- c. Approve or make recommendations to the Board regarding requests for street renaming;
- d. Conduct citizen engagement campaigns, outreach efforts, and community meetings as needed;
- e. Make recommendations to the Board regarding changes to the Ordinance;
- f. Make changes to the Addressing Policies & Procedures (AP&P) manual, as needed;
- g. Review appeals from citizens as brought forth by the DSEM Addressing Unit staff, including street naming, renaming, re-ranging of addresses and address re-assignments; and
- h. Meet on a bi-annual basis (every six months) to ensure intergovernmental communication. If special circumstances warrant, any member may request that a meeting be convened at any time before the next scheduled meeting.

3. All meetings of the ASC shall comply with the requirements of a decision-making committee as set forth in Leon County Policy No. 03-15.

General Street Naming Standards

The following standards apply to the naming or renaming of streets.

1. Street Naming Criteria.

- a. Names should be easy to spell and pronounce, and not be confused when spoken or written with other existing street names previously approved or in use;
- b. A proposed street name shall not exceed 23 characters in length. Street sign design and installation shall be consistent with the standards set forth in the Manual on Uniform Traffic Control Devices (MUTCD);
- c. Prefixes (i.e., north, south, etc.) are only allowed for streets which cross the Tallahassee Prime Meridian or Tallahassee Base Line. Post-directional identifiers will not be allowed (e.g., Plank Road South);
- d. Names phonetically similar to other street names are not allowed;
- e. Names that can be confused with the names of existing or proposed streets are not allowed;
- f. Streets with the same name, but different suffixes, are not allowed unless they are adjoining (abutting);
- g. Street names shall not be used which will duplicate existing or reserved street names;
- h. Streets which are determined by DSEM or the ASC to be extensions of existing streets shall have the same name, as long as duplicate street numbers are not created as a direct result of the name being continued;
- i. All streets names shall have a suffix. Suffixes can only be used as a true suffix;
- j. Streets cannot be named after a living person, unless initiated by the Board or City Commission; and
- k. No street name shall be used that constitutes an ethnic, religious, gender, or racial slur.

2. Street Name Continuity.

- a. Streets that are not contiguous or are interrupted (e.g. an impassable culvert divides the road) shall not have the same name; these will be considered separate streets.
- b. If the street crosses the meridian, or base line, it may be necessary to require the use of the designations "north, south, east, west" or it may be necessary to use a different name in order to avoid duplicate street numbers. DSEM will make this determination at the time of pre-approval for the street name.

3. Naming of curvilinear or looping roads.

- a. A street that winds, bends or meanders shall maintain the same name throughout its length, unless the street makes a turn of 75 degrees or more, and continues in the new direction for over 500 feet and is intersected by another street, or due to its location, is likely to be intersected by one or more streets in the future; unless maintaining the same street name would result in the creation of duplicate street addresses due to crossing the Tallahassee Prime Meridian or Tallahassee Base Line.
- b. Streets that continue back to themselves or begin and end on the same road are considered circles or loops.
- c. Street alignments that do not fit "normal" patterns or definitions as described herein merit special consideration. In these cases, DSEM shall determine the number of street names required according to the general intent of this system.

4. Suffixes. All street names shall have a suffix. No suffix will be allowed as part of a street name other than as a true suffix. Suffix definitions are assigned according to the Planning Advisory Service Reports prepared by the American Planning Association (APA). All abbreviations of suffixes will be assigned according to the U. S. Postal Service Standards found in appendix C of Publication 28 of the U.S. Postal Service Postal Addressing Standards.

- a. Commonly used suffixes and their abbreviations are:
 - (1) **AVENUE (Ave.)** A thoroughfare running principally in a north-south direction and usually terminating at an east-west street.
 - (2) **BOULEVARD (Blvd.)** A thoroughfare of two (2) or more lanes divided by a center median.
 - (3) **CIRCLE (Cir.)** A short street that begins and ends at the same street.

- (4) **COURT** (*Ct.*) Any permanently closed, dead-end street that generally ends in a cul-de-sac or turn-around.
- (5) **DRIVE** (*Dr.*) A diagonal, curvilinear or winding road that meanders about and continues through to other streets.
- (6) **LANE** (*Ln.*) A minor, local street generally running east and west; a short dead-end street.
- (7) **LOOP** (*Loop*) A short street that returns to itself, with access from only one other street.
- (8) **PARKWAY** (*Pkwy.*) A special scenic route or park drive.
- (9) **PATH** (*Path*) A minor local street running in a diagonal direction, northwest to southeast.
- (10) **PLACE** (*Pl.*) A minor local street generally running north and south; a cul-de-sac or permanent dead-end road.
- (11) **ROAD** (*Rd.*) A limited thoroughfare that is heavily traveled (running in any direction).
- (12) **STREET** (*St.*) A thoroughfare running principally in an east-west direction and usually terminating at a north-south avenue.
- (13) **TERRACE** (*Ter.*) Minor local street running in a diagonal direction, southwest to northeast.
- (14) **TRAIL** (*Trl.*) Curvilinear local street.
- (15) **WAY** (*Way*) Minor street that changes direction or begins and ends on the same street.
- (16) **ALLEY** (*Aly*) A narrow street or passageway between or behind buildings.

5. **Cause for street names to not be approved:**

- a. An incomplete or non-existing street name change application;
- b. The requested street name already exists, even if as a subdivision name;
- c. The requested street name creates a duplicate or is considered phonetically similar to an existing street name. *Note: A different suffix does not make a street name different if it is not in the same name subdivision (example: ABC Way in ABC subdivision and ABC Dr in Drive Creek Subdivision would be considered duplicates **even** with different suffixes).*
- d. The requested street name may be confused with an existing street name when spoken or written.
- e. The requested street name is considered an ethnic, religious, gender, or racial slur.
- f. It would not qualify because it is an internal circulation or access drive between rows of parking (e.g. apartment complexes, school parking lots, and shopping plazas).

Required Street Renaming

- 1. **Duplicate and phonetically similar street names.** The ASC is delegated authority by the Board to change those street names in the incorporated or unincorporated areas that are deemed a safety hazard to life and property in accordance with these procedures and the adopted Ordinance. The ASC is delegated approval authority to rename all duplicate or phonetically similar streets names which create confusion or delays for E-911 response agencies.
 - a. **Criteria and Priority for Required Street Renaming.**
When duplicate, phonetically similar or otherwise confusing street names must be changed, the ASC will determine which street names to change using the following criteria, in priority order:
 - i. The change which would affect the least number of people.
 - ii. The street with the least number of intersections.
 - iii. The most recently named street.
 - b. **Public Participation and Notification.** The ASC will hold community meetings, if necessary, to inform and to respond to citizens' questions and concerns. The Fire Department will coordinate the time and location of each community meeting.
 - c. **New Street Names.** Street name suggestions submitted by abutting property owners will be considered where at least 75% of owners agree and have signed the street naming petitions. Abutting property owners are those identified in the most recent county tax rolls whose property abuts the street that is

proposed to be renamed. For the purpose of counting votes, each individual parcel is counted separately, regardless if ownership is the same.

- d. **Coordination.** DSEM has the responsibility of coordinating the street renaming review and forwarding recommendations to the ASC for their consideration. Where abutting property owners are unable to secure 75% agreement, DSEM will forward a recommendation for new street name to the ASC. Inside the incorporated areas, TGM staff is responsible for coordinating street renaming activities and providing updates to City Administration and City Commission.
- e. **Public Notification.** Mail notices will be sent to the affected property owners by DSEM or TGM, depending on the location of the subject street (inside or outside the City limits), which will inform them of the targeted street name change. Public notices of the street to be renamed shall be in the form of a display ad in a local public newspaper of general circulation and on a site project sign which is intended to encourage citizen input. Upon approval by the ASC, the new street name will be published in a newspaper of general paid circulation with an effective date. An appropriate effective date (usually 30-45 days) will be assigned to provide a smooth transition for citizens and businesses to convert from their old address to their new address. Property owners will also be notified via direct mail of their new street name and address number by mail providing the effective from which they will have to start using the new street name and/or address. The Post Office will cross-reference the new address with the old address for a period up to one year from the effective date of change. Property owners will be responsible for notifying all renters of address and street name changes. All streets undergoing name changes will also have the numeric portion of their address reviewed and reassigned concurrently, if necessary, to correct numbering or sequencing issues. DSEM will provide notification to local agencies and the Post Office of all new street name assignments.

Street Naming of Unnamed Roads

Unnamed roads in Leon County are targeted for street naming to reduce emergency response times and to allow more efficient delivery of services. An unnamed road is a road (usually a private drive) without a street name that serves three or more principal buildings or crosses multiple parcel boundaries, extending five hundred feet or more in length. Residents are afforded the opportunity to select a street name during this process.

1. **Street Name Application Requirements.** DSEM has authority for the intake and review of all proposed street names within the unincorporated and incorporated areas of the County. The submittal of a completed 'Street Name Application' to DSEM or TGM offices is required. Forms are available online at the DSEM website and can also be provided at either DSEM or TGM offices.
 - a. Applicants submitting a Street Name Application shall own property abutting the street to be named.
 - b. Proposed street names must be cleared for use with DSEM prior to filing the application. This saves the customer time and effort by pre-approving the new street name before the application is completed and filed.
 - c. The Street Name Application must include the signatures of at least 75% of the abutting property owners, as reflected on the most current tax rolls of Leon County. For the purpose of counting abutting property approval votes, each individual parcel is counted separately, regardless if ownership is the same.
 - d. A map or plat drawing is required to accompany all street name applications to verify the exact location of the subject easement/street. This map can be a printout of the Property Appraiser's parcel map.
2. **Criteria for the naming of unnamed streets.** DSEM has been delegated the authority to coordinate the assignment of all street names within the incorporated and unincorporated areas of the County. DSEM shall have the authority to name any unnamed street which meets the definition of a street in the interest of the health, safety, and welfare of the residents.

- a. An unnamed street is defined as a street that serves three (3) or more principle buildings or crosses multiple parcel boundaries.
- b. Street naming of unnamed streets requires approval from no less than 75% of abutting parcel property owners. For the purpose of counting votes, each individual parcel is counted separately, regardless if ownership is the same. Should the property owners not secure 75% approval from abutting parcel owners, DSEM is authorized to recommend a street name within thirty (30) calendar days of the first attempt.

Street Naming Procedures for New Development

1. All new developments and subdivision of land that create new streets in Leon County and the City of Tallahassee, whether private or public, shall file a Street Name Application with DSEM at the time an application for site and development plan review is filed.
 - a. The developer or their agent shall submit to DSEM a street naming application with all proposed street names. All alley ways created during the new subdivision/development process must be named and carry the suffix of "Alley" (*Ally*). All names approved will be placed in reserve. If no activity occurs within a three (3) year time frame from the submission date, the developer or agent shall be required to re-submit a new street naming application for approval. Any street name changes requested after the Administrative Release will require a rename and thereby incur a renaming application fee of \$900.00 (Note: Administrative Release is defined as submittal and approval of development plans to the Technical Review Committee).
 - b. A copy of the proposed street name(s) must be shown on the preliminary plat during application review. Once reviewed and approved by the Leon County Addressing Unit, the approved street name(s) must be included on the final site and development plan submitted for approval.
 - c. All easements of access which serve three or more lots and created by subdivision of land pursuant to Policy 2.1.9 (Family Heir, Section 10-7.202 of the Land Development Code) shall be named.
 - d. The street naming application must be submitted concurrent with the application for subdivision review. The proposed street name shall be approved and reflected on the plans at the time of subdivision approval.
2. If any street name changes occur at the Administrative Release Level, it shall be the responsibility of the developer or their agent to supply a revised site and development plan with the corrected changes to DSEM or TGM along with the necessary renaming fees as stated above.
3. The DSEM Addressing Unit will notify DSEM and TGM staff of approved street names.
4. The DSEM Addressing Unit will notify all 9-1-1 Response Agencies, as well as any other members of the ASC, of the new subdivision and its new street names once approval has been completed at the Administrative Release Level.
5. All new apartment complexes will be required to be named as outlined by the following:
 - a. When choosing the name for an apartment complex, the name chosen must not be a duplicate of an existing street name or subdivision name. Creative use of an existing name may be permissible so as not to create a duplicate or sound alike street name. An example of creative use: "The Woodlands @ West Tennessee." In addition, the address number must be a major focal point, either before or after the name.
 - b. Emergency call boxes should be considered as alternative communication devices when large apartment complexes consisting of four or more buildings are under review. These types of devices shall be centrally located at the pool and/or club house sites of the apartment complexes. See display board requirements on page 13 of this manual.

Citizen Requests for Street Renaming

1. The Board has delegated DSEM with the authority to coordinate the assignment of all street names within the incorporated and unincorporated areas of the County. Citizens who desire to rename streets must submit a completed Street Name Change Application Form to DSEM for review. All citizen requests for street renaming requires at least 75% approval from abutting property owners. Forms are available at DSEM and TGM offices or can also be accessed from the DSEM website (www.leonpermits.org). Inside the incorporated areas, TGM staff is responsible for coordinating street renaming activities and providing updates to City Administration and City Commission. DSEM will have responsibility for notification of renamed streets to all agencies utilizing addressing information.
2. The following conditions must be met for street renaming approval:
 - a. All proposed street names must be cleared for use with DSEM prior to completing the application. This saves customers time and effort by pre-approving the new street name before the application is complete.
 - b. An official DSEM Street Name Change Application must be completed and submitted to DSEM for review.
 - c. An application for street name change will not be accepted without submittal of the required renaming fee with the application. Payment should be made to the Leon County Board of County Commissioners. Fees are waived for the removal of any duplicate street name initiated by a citizen.
 - d. Fees are also waived if the changing of a street name is in the interest of public safety (e.g. If a street name is being confused with another phonetically similar street name).
 - e. A map or plat drawing is required to accompany all street name change applications to verify the exact location of the subject street. This map can be a digital version of the Property Appraiser's Tax Parcel Map.
 - f. If a request for street renaming receives 100% approval of abutting property owners, the street renaming shall be reviewed for safety and consistency with street naming criteria and may be approved by the ASC if it meets that criteria. Requests for street renaming with at least 75% approval from abutting owners shall be reviewed by the ASC for safety and consistency with street naming criteria with a recommendation that is forwarded to Board for final approval by resolution.
 - g. For the purpose of counting abutting property approval votes, each individual parcel is counted separately, regardless if ownership is the same.

Board-or City Commission-Initiated Street Name Changes

The Board or City Commission may initiate street name changes at their discretion which will be directed to the County Administrator. Requests for renaming initiated by the Board or City Commission shall proceed as follows:

1. DSEM will provide research and recommendations for the ASC's consideration.
2. The County Administrator shall direct and require review by the ASC for public safety and consistency with street naming criteria.
3. The ASC will provide a recommendation to the Board for consideration.
4. Approval of street name changes shall be adopted by the Board by resolution.
5. This process does not apply to nor limit in any way, Board or City Commission efforts to approve honorary designations of roadways that do not change the actual street name or associated address numbers.
6. The cost for street signs and installation shall be borne by the local government requesting the street name change.
7. Notice to abutting owners of the street name change shall be provided as set forth in the Ordinance.

Assignment of Street Address Numbers

1. **Odd and Even Number Assignment.** Even number addresses will be assigned on the north and west sides of a street, and odd number addresses on the south and east sides. Diagonal and curvilinear streets should maintain odd and even addresses on opposite sides, depending on the dominant direction of the street. Roads that wind, bend or weave should maintain a progression in their most dominant direction and should not change number series throughout their length to match the grid system.

2. **Circle and loop streets should be addressed as follows:**
 - a. Loops are addressed using grid numbers opposite the range of the road from which they originate and progressing around the loop to the right. Odd and even numbers should be maintained in the direction of progression until the road meets itself again.
 - b. A circle is addressed using the same range as the street from which it circles, beginning and ending in conjunction with such street. Odd and even numbers should be maintained throughout the length of the circle, with the outside of the circle similar to the side of the street which it intersects.
 - c. With Leon County's rural character, there will be cases in which streets will not fit typical conditions. The determination of DSEM, in conjunction with the U.S. Post Office and other concerned parties, shall be used to achieve the numbering sequence for these situations.
3. **Address Number Assignment.** Where possible, each structure or unit shall be assigned a separate number.
 - a. In cases of higher density development requiring more than one number every 10.56 feet, suite numbers will be assigned to business properties and apartment or unit numbers will be assigned to residential properties. Alphabet lettering or ½ numbers cannot be used as a part of an assigned address number.
 - b. All address numbers are required to be posted in front of the home or business it is associated with. If the home or business is not visible from the street, then the address number should be posted on a sign post or mailbox leading to the structure. The address numbers must be a minimum letter height of no less than 3" for residential (the City Land Development Code requires residential address numbers within City limits be a minimum letter height of 4"). Both County and City codes require a minimum letter height of 7" for commercial properties. Slight alterations of assigned numbers may be granted if requested by the property owner, and if such alteration would maintain the general numbering policies outlined above. In cases where existing numbers already are in use but are slightly out of line with the adopted grid system, slight alterations in assigning new numbers may be made to maintain sequential numbering without requiring unnecessary address changes.
4. **Confirm the parcel identification number (PID).** Confirm the PIN through the Leon County Property Appraiser's Office. This will help confirm the correct location of the property requiring an address.
 - a. Examine the data received on the incoming building permit. Compare this information to the addressing maps and the Addressing Section Database (ADDUD), Point Address in GIS and in the parcel file of the Permit Plus Tracking System. The following are items to verify on the permit application, or when receiving an address request over the telephone:
 - (1) Verify owner's name;
 - (2) Legal description/PIN;
 - (3) Acreage;
 - (4) Street location;
 - (5) Parent parcel (if applicable); and
 - (6) In/outside of city limits.
5. **Additional confirmation.** Compare Accela data with the Addressing Map records and the point file layer within GIS software. Occasionally, subdivided property does not show on either the parcel screen or the tax parcel maps. If this occurs, you may either check the Development Services' mapping records for the most recent subdivision of property or contact the Leon County Property Appraiser for the most recent information.
6. **Examine the Property Numbering Maps (tax I.D. maps).**
 - a. Verify the parcel has legal access to a street as defined by the Leon County Code of Laws. If the parcel is legally accessed from an unnamed street, a street number cannot be assigned until the street is officially named (See Street Naming Procedures).

- (1) Inform the property owner of the requirements to have a street named.
 - (2) Assist property owner in naming street.
- b. If the parcel has legal access to a named street, whether the street is private or public, assign the address number according to addressing tax maps.
- c. If the parcel needing an address does not have a legal access easement, an address must be assigned for E-911 purposes. Use the following steps to ensure the correct address has been assigned:
 - (1) Verify the street name and correct spelling with the Street Naming Address Guide (SNAG).
 - (2) If questions arise concerning the street name:
 - a. Check the street name application files.
 - b. Research the recorded plats.
 - c. Field verify the spelling on the street sign.
7. Verify the correct street address number from the Numerical Addressing Grid (see numerical address grid interpretation procedures).
 - a. If the street traverses in an east-west direction, use the ranges determined for the sections which run east-west.
 - (1) If the street is traversing east-west, assign even numbers to parcels on the north side of the street and odd numbers on the south side of the street.
 - b. If the street traverses in a north-south direction, use the ranges determined for the sections which run north-south.
 - (1) If the street is traversing north-south, assign even numbers to parcels on the west side of the street and odd numbers to parcels on the east side of the street.
 - c. If the street traverses in several different directions, make an initial determination whether north-south or east-west numbers will be used and maintain that numbering format throughout that street's span.
8. If the parcel to be addressed is in an area known for address inconsistencies, an inventory of the surrounding parcels and their addresses located on the same road should be initiated.
 - a. This inventory is accomplished using the Accela, the Addressing Database (ADDUD), Point Address GIS layer, and field surveying data.
 - b. Once a list or inventory of known addresses is compiled, they are then compared to the mapping records maintained by the Addressing Section and GIS. From this comparison, a logical street number is generated and issued.
9. Once an address number is generated, it must be entered into the mapping records maintained by the Addressing Section and GIS.
10. Once an address is issued, a letter is mailed notifying the property owner of the official address assigned for the specific structure on the property.
 - a. An 'Address Notice Report' is generated on bi-weekly basis for the following agencies:
 - (1) Leon County Sheriff's Office
 - (2) Emergency Management
 - (2) Tallahassee Fire Department
 - (3) Tallahassee Police Department

- (4) Leon County EMS
- (5) United States Post Office

Mobile Home Parks/Apartments/Duplex/Townhome Communities and Commercial Plazas

Address assignments for the above should be handled and determined in accordance with the following:

1. **Manufactured Home Parks.**

- a. Manufactured home subdivisions (individually owned lots of record), which may even contain a combination of manufactured homes and site-built homes, will be assigned an individual address number.
- b. Manufactured home parks (one overall parcel where the owner leases individual dwelling units) will be assigned one main address off the named access road with designated lot numbers for each manufactured home, except when the main access road is classified other than a local road or when the major access roadway does not connect with any other roadways within the park. In those cases, each individual street must be named, and each lot assigned an individual address number. A site layout of the park identifying address assignments shall be maintained by the Addressing Section and coordinated with the manufactured home park management.
- c. All existing manufactured home parks will be reviewed on a case-by-case basis by County and City staff, and a determination made according to the criteria as outlined for address assignments and street naming. If warranted, the situation may be brought before the ASC for discussion and further direction.
- d. The grandfathering of existing manufactured home parks will be determined based on individual addressing concerns relating to ingress/egress access issues.

2. **Multifamily.** Apartments and other multiple tenant (rental/leasing) structures other than townhouse style structures will be assigned one primary address off the main access road with assigned unit NUMBERS (no alphabet letters or 1/2 numbers can be used as an assigned address number) for each individual building. *Note: Section 10-1 of the Land Development Regulations defines a townhouse as a single-family dwelling unit attached to one or more single-family dwelling units by not more than two party walls.*

3. **Subdivisions.** Duplex and townhouse style and manufactured home subdivisions that are individually owned will be assigned street names and individual address numbers.

4. **Display Boards.** A display board will be **REQUIRED** at the site plan application review stage for all **new** mobile/manufactured home parks, and multi-tenant large apartment communities that have four or more buildings. This will include rental and individually owned mobile/manufactured home developments and multi-tenant apartment communities. Permitting will be required for any display board over 24 sq. feet. Sign Code Specifications shall be followed, regardless of size. Non-compliance with these requirements may delay issuance of a Certificate of Occupancy.

- a. For mobile/manufactured home subdivisions, parks, and apartment complexes in existence prior to November 2002, a display board will be required to be placed at the main or primary entrance to each community but is encouraged.
- b. All new mobile/manufactured home subdivisions, parks, and apartment complex projects that have completed the site and development plan review process since November 2002 must have a display board that is visible from the main or primary entrance to the community approved by the Development Review Committee. The location of the display board is included as part of the overall site plan development order issued by DSEM or TGM.
- c. The display board shall delineate each building or mobile/manufactured home location within the subdivision, park or apartment complex.

5. **Commercial Shopping Centers.** Commercial shopping centers or other non-residential buildings with multiple tenants will be assigned one primary address along with suite **NUMBERS** for each individual tenant space within the development. Addressing of commercial centers will be coordinated during the site and development plan review process. Where appropriate, proposed multiple tenant, non-residential projects will be requested to place a display board at the main access roadway leading into the development.

U.S. Postal Service Coordination

DSEM will coordinate all street naming, renaming and address reassignments through the Post Office.

- a. The Post Office requires fourteen (14) calendar days advance notice for the implementation of street name and address changes. This allows the Post Office time to prepare their system for the new street name and address number ranges. The new street names and addresses should be uploaded into the national database within fourteen (14) business days of receipt by the Post Office.

The following Post Office Stations will be advised of all address assignment(s) from both DSEM and TGM on a bi-weekly basis:

- (1) Adams Street Station (Main)
- (2) Centerville Station
- (3) Westside Station
- (4) Lake Jackson Station
- (5) The Jacksonville Station (National)

- b. The Post Office will receive a copy of the notification letter sent to each property owner informing them of each structure's street name and address.
- i. This letter should contain both the old and new address and the name of the property owner;
 - ii. The letter shall notify the property owner of the effective date for the new street name or address;
 - iii. In lieu of a copy of the letter, the Post Office is willing to receive an Address Assignment Report which is generated on a bi-weekly schedule by DSEM staff. The report must include the name of the recipient, the old address and the new address.
- c. Citizens having their street renamed or address changed will continue to have their mail delivered to the old address for up to one year. After that time, the Post Office will only deliver to the new address. It will not be necessary to complete a change of address card with the Post Office, as the citizen has not physically moved, but instead had their location address changed.
- d. The Post Office will also send out their own letter confirming the new address and notifying the customer to begin using it. The notification will inform the occupant of the structure that they will no longer deliver mail to the old address after one year.

Property Numbering Maps and Maintenance Procedures

Property number addresses are maintained by the Addressing Unit on the property numbering maps or digital GIS map records. These maps are representative of the tax parcel maps of Leon County.

1. **Section Maps.** Each map is a one square mile section of the county and has a predetermined address number range.
- a. This number range is determined from the numerical addressing grid overlay on the General Highway Map of Leon County.
 - b. This map is also used by the City to determine address ranges.

- c. For streets that traverse through both County and City boundaries, coordination with the TGM staff and City staff (GIS Inter-local) is required.
2. **Mapping Schemes.** Each assigned address number is documented on each individual parcel using the following color scheme:
 - a. Red is for a new address number assigned after the 1995 ordinance took effect. Additionally, a red number represents either the number has been previously assigned or is in reserve for future use upon submission of a permit.
 - b. Blue is for address number confirmation and represents addresses that were assigned before the creation of the Addressing ordinance in 1995. A blue line above the red address numbers or blue address numbers indicates the address number is in use by that parcel. This also indicates the number was previously assigned by other agencies or was self-assigned by the property owner.
 - c. Green underline is for address number assignments which have been assigned by the Addressing Unit to that specific parcel.
3. **Exceptions.** Special circumstances that require exceptions to the address numbering sequence should be indicated on the maps by special notes along the borders of each map or wherever possible near the exception.
4. **Maintenance.** As land is subdivided, the new parcel layout should be coordinated with the mapping records maintained by the Addressing Section and GIS.

Check Development Services Division's mapping records periodically for any new subdivisions of property in Leon County. Alternatively, the Property Appraiser's Office may have property subdivision information. However, staff should be cautious in utilizing the Property Appraiser's database as a primary source since their records may not reflect subdivisions of land that have been approved through the appropriate subdivision processes established by Leon County.

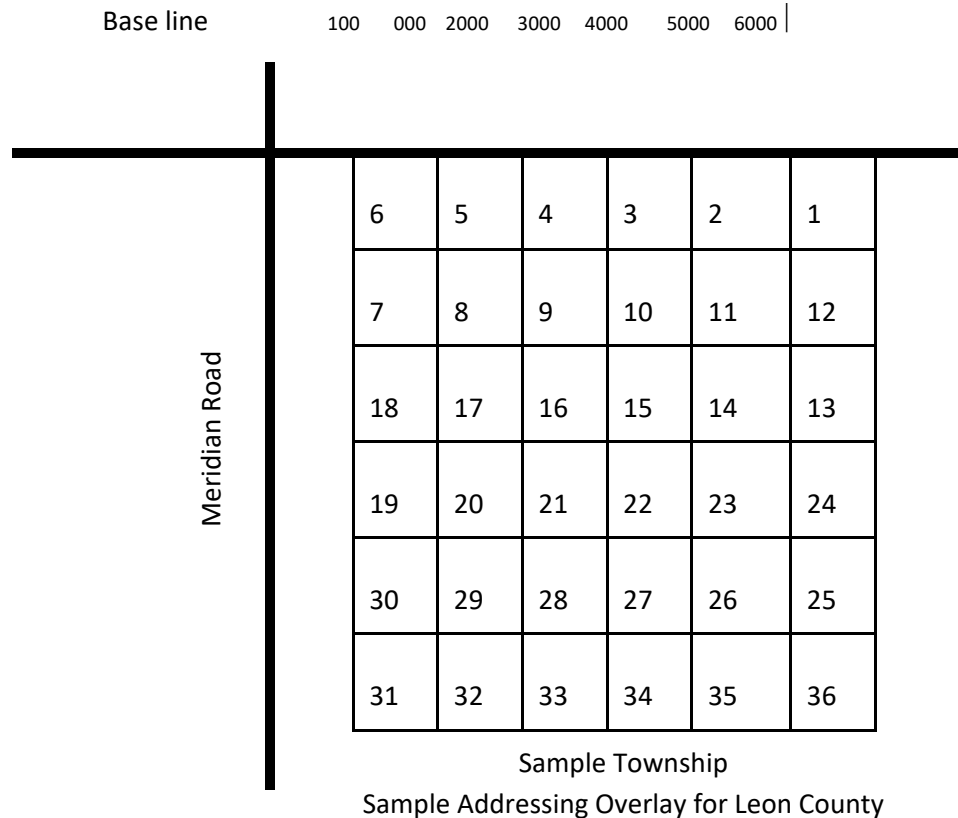
5. **Plats.** New plats of subdivisions should be received well in advance of any address number assignments. New subdivision plats can be found on line at the Clerk of Courts website at:
http://cvimage.clerk.leon.fl.us/official_records/index.asp.

New subdivision plats will be addressed once all processes have been approved by the Development Review Committee at administrative release. Address numbers should be assigned from the approved plat.

Numerical Address Grid Interpretation

1. The numerical addressing grid is overlaid on the general highway map of Leon County. It also depicts the County in terms of township and section. It is divided into quarters by the base line and meridian.
 - a. **Townships:** There are twenty-nine (29) townships in the County. A complete township is 36 square miles. Each square mile makes up one section of that township. Only 12 are complete 36-square mile townships in Leon County with the rest being less than 36 square miles (or less than 36 sections).
 - b. **Sections:** Each section of a township represents one square mile of that township. The sections are numbered in the townships like a serpentine. Section One always starts in the upper northeast corner of a township and the numbers start sequencing to the left for six numbers, then down to the right for six numbers, and so on.
2. To locate the proper address number range for a road that traverses east-west in a section, count the section lines from the meridian line at Meridian Road. Count the meridian line as one hundred (100) and the next section line to the east or the west as one thousand (1000). The next section line would be two thousand (2000), the next three thousand (3000), and so on.

3. To locate the proper address number range for a road that traverses north-south in a section, count the section lines from the base line at Park Avenue. Count the base line as one hundred (100) and the next section line to the north or south as one thousand (1000). The next section line would be two thousand (2000), the next three thousand (3000), and so on.



Address Assignment in Accela and Project Dox

1. All Permits are scanned into ProjectDox by the Permit Technician(s) and routed to Building Plans Review for a quality control check. Once signed off by the Building Plans Examiner an invitation email is sent via ProjectDox for concurrent review by each department.
 - a. All land use development permits must have been reviewed by Development Services staff to make sure the permit meets the necessary requirements per the LDC. Should any addressing questions arise, the ProjectDox scanned permit request form includes the contact information of the applicant.
 - b. Verify and compare the PID against the site plan which should all be included in the ProjectDox packet via email.
2. If the parcel (permit) requiring an address abuts a named street, follow the procedures for Street Address Number Assignment.
3. If the parcel (permit) is on an unnamed street, see Street Naming Procedures.

4. **Telephone Requests:** The following information should be collected from citizens requesting an address by telephone:
 - a. Name
 - b. PID
 - c. Subdivision name
 - d. Street where address is requested
 - e. Number of dwelling units on the property (identify structure to be addressed via GIS)
 - f. Current mailing address
 - g. Home or work phone numbers and email address
5. **PID Numbers.** Citizens are responsible for providing the Addressing Unit with their PID numbers.
 - a. Citizens could own multiple properties which makes it important DSEM verifies the correct PID number to be addressed, or
 - b. The request could come from a citizen that is renting. It is incumbent upon the renter to contact the landlord and get the correct PID number for the property where they are located.
6. **Address Requests on a Named Street.** For an address request on a named street, follow the procedures for Street Address Number Assignment. For a request on an unnamed street, follow the procedures for Street Naming, then the procedures for assigning a Street Address Number.
 - a. Once an address has been assigned, enter addressing information into the Access Database file (ADDUD) as well as Accela.
 - b. Address Assignment notification letters are printed Fridays, on a bi-weekly basis to notify the property owner of their new address number.
 - c. The 'Address Notice Report', which includes private and commercial offices, is generated on bi-weekly basis for the following agencies:

An 'Address Notice Report' is generated on bi-weekly basis for the following agencies:

 - (1) Leon County Sheriff's Office
 - (2) Emergency Management
 - (2) Tallahassee Fire Department
 - (3) Tallahassee Police Department
 - (4) Leon County EMS
 - (5) United States Post Office

Street Sign Placement Procedures

1. All named streets shall be identified by a street sign specified by the appropriate County or City Public Works Department. The cost of the sign shall be the obligation of the developer or their agent applying for a development permit for construction of the road. Exceptions are unnamed roads and street renaming required due to public safety.
 - a. For private road easements created by a subdivision of land, the subdivider, at his or her expense, shall provide and post the required street signs when they are not directly adjoining public right-of-ways.
 - b. For unincorporated areas of the County, Leon County Public Works Department is responsible for verifying the placement and installation of all appropriate street signs that are required to be posted by the subdivider.
 - c. For incorporated areas (city limits), the City Public Works Department or Traffic Engineering Division will be responsible for verifying the placement and installation of all appropriate street signs that are required to be posted by the subdivider.

2. When a street sign is required to be placed along a roadway which abuts the right-of-way of an existing public road, it shall be the responsibility of the appropriate County or City Public Works Department to post the required street sign along the public right-of-way.
3. Existing unnamed roadways and required street renaming, consistent with the Addressing Ordinance, will be provided a street sign by the appropriate County or City Public Works Department. The cost of these sign shall be the responsibility of the appropriate local governmental agency. For all private roadways located in the City limits, initial signage will be provided by the City of Tallahassee, but the sign will not be maintained once initial placement has been completed.
 - a. For private-to-private roads the local governmental agency shall provide the property owner the street sign for roads that do not offer access from a public right-of-way.
 - b. If the property owner elects to have installation of the street sign be completed by the appropriate governmental agency for private-to-private roadways he/she shall waive his/her rights for claims to damage.
4. If the removal of street signs for a rescinded or undeveloped road should occur, a letter will be forwarded to the affected property owner(s) explaining why the street name has been rescinded along with a deadline date of fifteen (15) days for removal of the street sign.
 - a. If the street sign is located on the public-right-of-way, the sign will be removed by the appropriate Public Works Department having jurisdiction over said roadway.
 - b. If an approved street sign has been rescinded on private-to-private the removal of that sign is the responsibility of the property owners.
5. If an unapproved sign has been erected on private-to-private property and causes confusion for 9-1-1 responders, the property owner will be advised of the situation and given a grace period of thirty (30) days to remove the sign. Failure to remove the street sign within the thirty (30) day grace period will result in a Notice of Violation being sent via *certified mail, return receipt* to the property owner at the address listed in the tax collector's office. The code inspector shall notify the violator and give him or her a reasonable time to correct the violation. Should the violation continue beyond the time specified for correction, the code inspector shall notify an enforcement board and request a hearing. This action can result in a fine of not less than ten dollars for every day that the situation is not rectified. This action is as prescribed in Section(s) 10-11.111, and 10-11.112 of the Addressing Ordinance and enforced by the Leon County Code Enforcement Board.

The letter requesting the property owner to remove the street sign will be generated by DSEM, with copies generated to the TGM and the appropriate Public Works Department.

ARTICLE XI. - UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM

Sec. 10-11.101. - Purpose.

This article is promulgated for the purpose of providing for the assignment and approval of street names, and subdivision names, and for providing a uniform numbering system for the assignment of address numbers to properties with access from public and private ways within the City of Tallahassee and the county in the interest of public health, safety, and the general welfare of citizens.

(Code 1992, § 10-11.101; Ord. No. 09-39, § 1, 11-10-2009)

Sec. 10-11.102. - Short title and authority.

This article shall be known as the joint "Leon County/City of Tallahassee Uniform Street Naming and Property Numbering System Ordinance" and is adopted under the authority of F.S. chs. 125 and 336.

(Code 1992, § 10-11.102; Ord. No. 09-39, § 2, 11-10-2009)

Sec. 10-11.103. - Reserved.

Sec. 10-11.104. - Uniform street naming and property numbering system implementation.

- (a) A uniform system of numbering buildings, as shown on the maps identified by the title "Property Numbering Maps," which are maintained on county tax parcel maps and in the geographical information system's electronic database in the support and environmental management department and the City of Tallahassee Growth Management Department. All explanatory matter thereon and related thereto, is hereby adopted, incorporated herein by this reference, and made a part of this article.
- (b) "Uniform Street Naming and Property Numbering System" is the set of policies and procedures adopted by both the City of Tallahassee and the county, and amended from time to time, for the purpose of implementing this article.
- (c) An addressing steering committee is established for the purpose of providing intergovernmental cooperation and system integrity of the implementation of policies and procedures as set forth by the Board of County Commissioners. The powers and duties of the addressing steering committee are:
 - (1) To resolve ambiguities in the regulations and policies and procedures relating to implementation; and to provide guidance where there are conflicting regulations or policies.
 - (2) To hear appeals by citizen residents and businesses of proposed implementation directives concerning addressing assignments and street naming actions.
 - (3) To make recommendations to both elected commissions regarding street naming and address re-assignments.
 - (4) To make recommendations to both elected commissions regarding changes to applicable regulations and changes to policies and procedures.
- (d) This article will be administered in accordance with the duly adopted policies and procedures which may be amended from time to time by the addressing steering committee.

(Code 1992, § 10-11.104; Ord. No. 09-39, § 4, 11-10-2009; Ord. No. 13-06, § 16, 3-12-2013)

Sec. 10-11.105. - Street names.

All streets, in both the unincorporated and incorporated area of the county shall be named for the purposes of emergency response (E-9-1-1) location. Street names shall be developed and assigned, in accordance with the uniform street naming and property numbering system, according to the following requirements:

- (1) *Authority.* The Board of County Commissioners has designated the county department of development support and environmental management, to assign street names to all streets within the incorporated and unincorporated areas of the county. Citizens who desire to name streets must complete a street name application provided by the county.
- (2) *Existing rights-of-way and road easements.* When any existing public right-of-way or private road easement is determined to be a street as defined in this chapter. The county shall assign or coordinate a name to such street. Such public streets shall be identified with street signs provided by the appropriate local government jurisdiction.
- (3) *New and proposed public rights-of-way and private road easements.* When any new street is constructed as a public right-of-way or private road easement, the county shall have full authority to assign or coordinate the street name. Such public streets and private streets which result from new development or subdivision shall be identified by street signs specified by the appropriate local government agency. Costs of the sign shall be the obligation of the person applying for the development permit for construction of the street, and satisfaction of such obligation shall be made a condition of the development permit. Certificates of occupancy shall not be issued until all required all street signs required by this provision are properly installed.
- (4) *Private road easements.* For private road easements, or fee simple situations created by a subdivision of lands, the subdivider, at his expense, shall provide and post the required street signs when they are not directly adjoining existing public rights-of-way. These street signs must be erected in accordance with specifications set forth by the appropriate local government agency. Final subdivision plats will be recorded with the assigned street names indicated on the final plat. Certificates of occupancy shall not be issued until and unless street signs required are properly installed. The applicable local government is responsible for verifying the placement and installation of all street signs.

(Code 1992, § 10-11.105; Ord. No. 09-39, § 5, 11-10-2009; Ord. No. [14-10](#), § 42, 6-10-2014)

Sec. 10-11.106. - Street naming criteria.

(a) Criteria for approving street names.

- (1) Names should be easy to spell and pronounce, and not be confused when spoken or written with other existing street names previously approved.
- (2) Prefixes (i.e., north, south, etc.) are only allowed for streets which cross the Tallahassee Prime Meridian or Tallahassee Base line. Post-directionals identifiers will not be allowed (e.g.: Plank Road South).
- (3) Names phonetically similar to other street names are not allowed.
- (4) Streets with the same name, but different suffixes, are not allowed unless they are adjoining (abutting).
- (5) Street names shall not be used which will duplicate or can be confused with the names of existing or proposed streets.
- (6) Streets which are extensions of existing streets shall have the same name, as long as duplicate street numbers are not created as a direct result of the name being continued.
- (7) All streets names shall have a suffix. Suffixes can only be used as a true suffix.

(b) Similar naming criteria will be used when determining the titles of subdivisions, condominiums, residential multifamily properties, and commercial centers, to avoid similar and duplicate names.

Street names that are similar to subdivision names but are outside that subdivision, and vice versa, are not allowed.

- (c) Installation and cost. All street name signs in public rights-of-way shall be installed by, and the costs paid by, the appropriate local government. If the signs are for private streets, and the cost of the signs are the obligation of a developer or other permit applicant, a fee as established by the local government will be charged.

(Code 1992, § 10-11.106; Ord. No. 09-39, § 6, 11-10-2009)

Sec. 10-11.107. - Administration and number assignment.

The city growth management department and the county department of development support and environmental management shall be responsible for managing, coordinating, and maintaining the property numbering maps in accordance with the uniform street naming and property numbering system.

- (1) *Address numbers.* All new principal buildings and all new activities involving uses of land without principal buildings shall be assigned address numbers by the appropriate local government agency. For principal uses of land without principal buildings, or any other permitted activity or approval requires the posting of the assigned address numbers by the time the final electrical inspection is conducted. The assigned address number shall be displayed as indicated in this article. For principal buildings, final electrical inspections and certificates of occupancy will be issued after the assigned address number or numbers are displayed as provided in the uniform street naming and property numbering system policies and procedures. The following criteria shall be used to assign address numbers:
- (2) *Grid system.* Numbers should be assigned according to the adopted policies and procedures, using the grid system illustrated on the general highway map. The grid is established by the Tallahassee Meridian (the numbering meridian line has been established as the road segment of Meridian Road North and South) and the Tallahassee Base line (the numbering base line has been established as the road segment of Tharpe Street through to Buck Lake Road). The grid lines are based on the established section lines at one mile intervals with each line representing 1,000 addresses.

(Code 1992, § 10-11.107; Ord. No. 09-39, § 7, 11-10-2009; Ord. No. [14-10](#), § 43, 6-10-2014)

Sec. 10-11.108. - Authorization for address corrections.

The County Administrator and/or city manager or designee is hereby directed to require changes as necessary in existing street names and street address numbers, so as to bring such names and numbers into reasonable conformance with the property numbering maps and the adopted uniform street naming and property numbering system policies and procedures.

- (1) *Standards for renaming and renumbering.* Any changes in the names of streets must be approved by the Board of County Commissioners. The County Administrator and the city manager shall require address numbers which are not in reasonable conformance with this article to be changed. Street name changes may be required by the Board of County Commissioners if they duplicate or are phonetically similar to or are otherwise easily confused with other street names in the same response area for the Enhanced 9-1-1 Emergency Telephone System. Street and address number changes shall be coordinated, to the extent possible, with the City of Tallahassee. When one of two duplicated or phonetically-similar or otherwise confusing street names must be changed the appropriate adopted policies and procedures will be followed.
- (2) *Street renaming.*

- a. When any street is to be renamed pursuant to the requirements of this article, the county department of development support and environmental management shall notify by mail all property owners, as set forth in the most recent county tax rolls, whose lands abut such street, and shall make a reasonable attempt by public notice to notify the residents or businesses occupying such lands, that the street will be renamed. Cost of all installation of signs shall be the responsibility of appropriate local government. This includes public and private streets regardless of its intersections to public or private streets.
 - b. Public notices of the new street name shall be provided in the form of a display advertisement to run in a local public newspaper of general circulation at least 30 days prior to the effective date of change. The advertisement will identify the change of the street name and the effective date of the change. The cost associated for the implementation of this action will be that of the appropriate local government agency as set forth in this article.
 - c. For street number changes without street name changes. The city manager and or County Administrator or designees shall notify by mail the affected property owners, as shown on the latest tax rolls, of any street number changes and the effective date of the change.
- (3) *Contents of notice.* The notices provided for in subsection (2)b of this section, shall clearly identify the change in street name as it affects each property owner and/or occupant; shall identify the effective date of the change; and shall set forth the property owner's and occupant's obligations pursuant to this article.
- (4) *Recorded plats.* Notwithstanding any other provisions to the contrary in this chapter, the County Administrator or designee is authorized to record a document in a form approved by the County Attorney that would notify property owners, in recorded final plats in the county, when street names that are specifically listed on the recorded final plat are changed or otherwise modified in accordance with the terms and conditions of the Leon County/City of Tallahassee Street Naming and Uniform Property Numbering Ordinance. The form of the document shall list the plat book and page number of the recorded final plat being referred to along with the former and newly designated street name. In no event shall a replat be required of the recorded final plat for the purposes of the street naming change.

(Code 1992, § 10-11.108; Ord. No. 09-39, § 8, 11-10-2009; Ord. No. [14-10](#), § 44, 6-10-2014)

Sec. 10-11.109. - Address number posting.

Each principal building in the unincorporated and the incorporated area of the county, and each principal use of land without a principal building, shall have its building number properly displayed, whether or not mail is delivered to such building or property. It shall be the duty of both the owner and occupant of each building or property to post the assigned number on the property in the following manner:

- (1) The principal building (address) number shall be affixed to the building on the side that the address is assigned in such a manner so as to be clearly visible and legible from the direction in which normal vehicular access to the building is made. The address number for a principal use of land without a principal building shall be affixed to a post, mailbox, fence, wall, or other structure in such a manner so as to be clearly visible and legible from the public or private street on which the use fronts, regardless of the direction of approach.
- (2) Assigned numbers, for principal buildings which are not visible from a public or private street, shall have their numbers displayed at the intersection of such street or driveway providing access to such building. The number shall be affixed to a post, mail box, fence, wall, or other structure in such a manner so as to be clearly visible and legible from the public or private street on which the use is addressed, regardless of the direction of approach.

- (3) When more than one building, use, suite, unit, or apartment are assigned the same address number, and individual buildings, uses, suites, units, or apartments are assigned separate identifying letters or numbers, the common address number shall be displayed as provided in subsection (1) of this section, and the individual building, use, suite, unit, or apartment numbers shall be displayed near the entrance to such unit.
- (4) Numerals shall be Arabic and visible from the street.
- (5) The numerals shall be of contrasting color with the immediate background of the building or structure on which the numerals are affixed.
- (6) Any signs, placards, or similar graphics showing a different number which might be mistaken for or confused with the number assigned in accordance with the property numbering maps shall be removed and the properly assigned number posted.
- (7) Within 45 days after the receipt or notification of an address number the owner, occupant or person in charge of any house, building, mobile home, or other structure to which a number has been assigned shall affix the number in a conspicuous place as outlined in this article.

(Code 1992, § 10-11.109; Ord. No. 09-39, § 9, 11-10-2009)

Sec. 10-11.110. - Private road signing.

- (a) Where private streets intersect with a public right-of-way, street name signs shall be placed in the public right-of-way, as close to the right-of-way line as is feasible, and the private street name signs, as well as any signs indicating whether the county does or does not maintain particular streets, shall be placed on the same post as the public street name signs.
- (b) Private street names signs and signs regarding county street maintenance shall be painted with a blue background and white letters. Public street signs shall be painted with a green background and white letters.

(Code 1992, § 10-11.110; Ord. No. 09-39, § 10, 11-10-2009)

Sec. 10-11.111. - Enforcement.

The requirements of this article will be enforced by the county code enforcement board.

(Code 1992, § 10-11.111; Ord. No. 09-39, § 11, 11-10-2009)

Sec. 10-11.112. - Penalty.

- (a) Any person violating any of the provisions of this article shall be guilty of a misdemeanor and punished as provided by law.
- (b) In the event that the owner, occupant, or person in charge of any house, building, mobile home, or other structure refuses to comply with the terms of this article by failing to affix the address number assigned within 45 days after notification, or by failing within said period of 45 days to remove any old numbers affixed which may be confused with the address numbers assigned thereto, he shall be punished by paying a fine of not less than ten dollars for every day that the situation is not rectified.

(Code 1992, § 10-11.112; Ord. No. 09-39, § 12, 11-10-2009)

Chart of Street Renaming Regulations

County	Provisions
<p>Alachua County (charter county)</p> <p>Chapter 335 (Uniform Roadway Naming and Property Numbering System)</p>	<p><i>Authority.</i> BCC has delegated to the chief of the department of fire rescue (or designee) the authority and responsibility to rename roadways within the unincorporated area of the county and certain incorporated areas of the county pursuant to interlocal agreements, except for State roads designated by the Florida Department of Transportation, if it is determined that such renaming is necessary to avoid confusion, or to facilitate a timely response by emergency services.</p> <p><i>Jurisdiction.</i> County and certain incorporated areas of the County pursuant to interlocal agreements, in the interest of public health, safety, and general welfare.</p> <p><i>Appeals.</i> Silent regarding an appeals process.</p>
<p>Brevard County (charter county)</p> <p>Sec. 86-1 (Requirements for naming or renaming streets)</p> <p>Chapter 22, Article IV (Building Numbers)</p>	<p>All requests for renaming a street (defined as a right-of-way which has been dedicated to and accepted by the county or acquired by the county) requires the signatures of at least 51% of the residing property owners abutting the street, indicating their support of the proposed renaming.</p> <p><i>Authority.</i> BCC shall have the sole authority to approve or deny any such request BCC or Brevard County Address Assignment shall have the sole authority to approve or deny any request.</p> <p><i>Jurisdiction.</i> Unincorporated areas of the county.</p> <p><i>Appeals.</i> Appeal of any decision of the county manager or designee is placed on the BCC's agenda. The decision of the BCC will be considered final.</p>
<p>Clay County (charter county)</p> <p>Sec. 18-278 (Changing street name)</p>	<p>When any member of the public believes any normal emergency service response time is impaired or may be impaired due to a conflict in the county's street name database, such member may submit an application for a street name change to the addressing coordinator. Requires a petition signed by a majority of the property owners abutting the street.</p> <p>If the street is a platted street, the addressing coordinator shall submit the application to the BCC for its decision thereon, together with the addressing coordinator's recommendation.</p> <p><i>Authority.</i> BCC has the authority, on its own motion, to change the name of any street within the unincorporated limits, whenever it shall deem that an immediate threat to public safety shall so require.</p> <p><i>Jurisdiction.</i> States that a uniform addressing system is hereby adopted for use in the unincorporated areas of the county. States that the BCC has the authority to change the name of any street within the unincorporated limits.</p> <p><i>Appeals.</i> Silent</p>

County	Provisions
<p>Collier County</p> <p>Chapter 22, Article X (Numbering of Structures)</p>	<p><i>Authority.</i> BCC is authorized to rename streets and roadways in the unincorporated areas of the county pursuant to F.S. § 336.05.</p> <p>A street can be renamed by three methods: (1) petition signed by 66% of all property owners abutting the street; (2) the transportation administrator (or designee) may submit an application to the BCC for a street name change where the public health, safety and general welfare would be affected; or (3) the BCC may request a change of street name at any time after publication of notice and a public hearing.</p> <p><i>Jurisdiction.</i> Unincorporated areas of Collier County.</p> <p><i>Appeals.</i> The BCC hears and decides appeals when there is a disagreement of an interpretation, requirement, or determination made by the administrative official in the enforcement or administration of the article. Any person adversely affected by a decision of the BCC may appeal such decision to the Circuit Court.</p>
<p>Columbia County (charter county)</p> <p>Sec. 102-193 (Public way and private way names and name changes)</p>	<p><i>Authority.</i> Street name changes may be requested with the BCC for the unincorporated areas of the county and the Town of Fort White, or to the appropriate governing body within the incorporated areas of Lake City. Requires a petition or other demonstrative form of approval by all other property owners on the public or private way. The county or Lake City shall have the discretion to waive this formal procedure in favor of a more informal procedure for approval.</p> <p><i>Jurisdiction.</i> All street names are approved by the governing jurisdictional body.</p> <p><i>Appeals.</i> Silent regarding an appeals process.</p>
<p>Escambia County</p> <p>Chapter 86, Article II (Street Naming and Numbering)</p>	<p>A street name change may be requested by any property owner abutting the street involved. Applications are filed with and reviewed by the public works department with a petition or other demonstrative form approved by the majority (more than 50%) of the property owners on the street/easement.</p> <p><i>Jurisdiction.</i> States the county street naming and numbering ordinance is adopted under the authority of F.S. ch. 125 and F.S. ch. 336. States that all public and private ways within the county shall receive names from the public works department subject to approval by the BCC.</p> <p><i>Appeals.</i> Silent regarding an appeals process.</p>
<p>Hillsborough County (charter county)</p> <p>Chapter 8, Article II (Uniform Building Numbering System)</p> <p>Sec. 20-93 (Prohibited acts)</p>	<p><i>Authority.</i> The Enhanced 9-1-1 Director is responsible for coordinating and maintaining the Uniform Building Numbering System and has the authority to approve street names and designations and shall assign building numbers in conformity with the improved building numbering system. The Director shall have the authority to name and number any private way as necessary. Regulations do not provide specifics regarding renaming streets.</p> <p><i>Jurisdiction.</i> States that the article is adopted for the purpose of providing an improved building numbering system for the assignment of address numbers to</p>

County	Provisions
	<p>buildings and structures located on or with access from officially named public and private streets and ways in the unincorporated areas of Hillsborough County, in the interest of the public health, safety and general welfare of the citizens and inhabitants of Hillsborough County.</p> <p><i>Appeals.</i> Silent regarding an appeals process.</p>
<p>City of Jacksonville</p> <p>Chapter 745 (Addressing and Street Naming Regulations)</p>	<p><i>Applicability.</i> All street naming functions (including renaming streets) are centralized in the Planning and Development Department of the City of Jacksonville. To City of Jacksonville has the authority to assign addresses and street names and change addresses and street names to protect the public health, safety, and welfare and to ensure compliance with the Policy.</p> <p>A proposed street name change may be initiated by the City or through a street renaming application filed with the Planning and Development Dept. Street renaming requested by a citizen or citizens group requires agreement from at least 75% of the owners of property whose property has an address assigned to the street name that is proposed to be changed.</p> <p>The 911 Emergency Addressing Advisory Committee (“Committee”) reviews and revises the Policy, reviews all city initiated and property owner-initiated applications for renaming of city streets, and provides a report to the City Council.</p> <p>Public hearings are required for all street name changes and honorary street designations.</p> <p><i>Appeals.</i> Property owners and occupants may appeal the final decision of the Committee to the City Council.</p>
<p>Lake County</p> <p>Chapter 18, Article V (Uniform Street Addressing System)</p>	<p>Provides procedures to change the name of a legally named road by a property owner (or designee) and by the county.</p> <p>If by a property owner, an application is submitted to the office of public safety support. Property owner must demonstrate that the notice of proposed road name change has been sent by certified mail to each property owner on the subject road. The Board may deny the request if 20 percent of the property owners object. An adjoining property owner has 45 days to provide written objections. The BCC can grant or deny the renaming request within its sound discretion, after recommendation by the office of public safety support.</p> <p>The BCC can, on its own motion, change the name of any road within the unincorporated limits of Lake County, whenever the health, safety, or welfare of the residents of the county shall so require, or whenever a public purpose shall be served.</p> <p><i>Jurisdiction.</i> States that all structures in unincorporated Lake County potentially requiring public safety response must obtain an address issued by the office of public safety support.</p>

County	Provisions
<p>Martin County</p> <p>Land Development Code Article IV, Division 17 (Addressing)</p>	<p><i>Appeals.</i> Silent regarding an appeals process.</p> <p>Provides procedures to change street names that conflict with the addressing regulations, as well as procedures to change street names that do not conflict with the addressing regulations.</p> <p>For street names that do not conflict with the addressing regulations: the BCC may initiate a change in street name at a public hearing, or a citizen may petition for a street name change.</p> <p>To request a street name change a citizen submits an application to the BCC. If 100% of the affected property owners sign a petition in favor of the street name change, the name change is resolved administratively by the Growth Management director. If less than 100%, but at least 51% of the affected property owners sign the petition in favor of the name change, the Growth Management director schedules the request for public hearing before the BCC.</p> <p><i>Jurisdiction.</i> States that the purpose of the division is to establish a standardized procedure for addressing the physical location of structures, streets and real properties in unincorporated Martin County.</p> <p><i>Appeals.</i> Silent regarding an appeals process.</p>
<p>Orange County (charter county)</p> <p>Sec. 21-1 (Naming and renaming roads)</p>	<p>The BCC is hereby given the authority to name and rename roads, including state roads, located within the boundaries of the county and lying outside the boundaries of any incorporated municipality.</p> <p>Does not provide specifics regarding renaming streets.</p> <p><i>Jurisdiction.</i> Applies to roads, including state roads, located within the boundaries of the county and lying outside the boundaries of any incorporated municipality.</p> <p><i>Appeals.</i> Silent regarding an appeals process.</p>
<p>Osceola County (charter county)</p> <p>Chapter 18, Article II (911 Emergency Telephone System, Uniform Numbering and Naming)</p>	<p>Requests for renaming of private roadways are reviewed and/or approved by the 911 administration office. If the private roadway is located within a municipality, the request will be submitted to the respective municipality for review and/or approval in accordance with the municipality's procedure.</p> <p>Requests for renaming of public roadways shall be submitted by the 911 administration office to the BCC for approval. If the public roadway is located within a municipality, the request will be submitted to the respective municipality for review and/or approval in accordance with the municipality's procedure.</p> <p>Application for a street name change may be requested by a property owner abutting the street involved. If the proposed change will affect other property, a petition or other demonstrative form of approval of the street name change by all property owners whose address will be affected by the proposed change is required.</p>

County	Provisions
	<p><i>Jurisdiction.</i> The article applies within the entire unincorporated and incorporated territory of Osceola County upon consent by the respective municipalities.</p> <p><i>Appeals.</i> Any person aggrieved by a decision of the 911 administration office concerning street naming may (1) appeal such decision to the BCC at the meeting in which the street name application is scheduled, or (2) file a written petition with the “designated department” stating the reasons or grounds for appeal. The BCC shall consider the appeal within a reasonable time.</p>
<p>Polk County (charter county)</p> <p>Sec. 11.5-55 (Roadway naming system)</p>	<p>A roadway renaming initiated by the enhanced 9-1-1 addressing office will require 50% plus one acceptance by the responding property owners who access their property by way of the roadway. A resolution naming the roadway will be presented to the BCC for adoption.</p> <p>A roadway renaming initiated by a property owner will require 75% acceptance by the responding property owners who access their property by way of the roadway. A resolution naming or renaming the roadway will be presented to the BCC for adoption.</p> <p>When a roadway renaming is initiated by the E9-1-1 addressing office, a public hearing will be scheduled if less than 50% plus one of the responding property owners who access their property by way of the roadway vote to accept the new name.</p> <p><i>Jurisdiction.</i> Unincorporated areas.</p> <p><i>Appeals.</i> Silent regarding an appeals process.</p>
<p>Seminole County (charter county)</p> <p>Sec. 90.8 (Changing the name of a street)</p>	<p><i>Authority.</i> The BCC has the authority, on its own motion, to change the name of any street within the unincorporated limits of Seminole County, whenever the health, safety, or welfare of the residents of Seminole County shall so require. All requests to rename a street will be submitted in writing to the Addressing Supervisor or designee. Requests from the public must include a petition signed by a majority of the property owners abutting the street requesting the change.</p> <p>If the street is a platted street, an agenda item and resolution for adoption is prepared and presented to the BCC at a regularly scheduled meeting after receiving a recommendation from the Addressing Supervisor or designee.</p> <p><i>Jurisdiction.</i> States that the uniform addressing system is adopted for use in the unincorporated areas of Seminole County; states that all principal residential and commercial buildings in unincorporated Seminole County, shall be issued an address by the Addressing Supervisor or designee.</p> <p><i>Appeals; variances.</i> Chief Administrator of Emergency Management or the BCC may grant variances. The decision of the Chief Administrator of Emergency Management to grant or deny a variance may be appealed to the BCC.</p>
<p>Wakulla County (charter county)</p>	<p><i>Authority.</i> The E 911 coordinator is authorized and directed to require changes as necessary in any existing street names to effectuate reasonable</p>

County	Provisions
Chapter 25, Article II (Uniform Street Addressing)	<p>conformance with the intent of the uniform street addressing ordinance and base maps.</p> <p><i>Standards for renaming and renumbering.</i> Existing street names may not be required to change unless they are duplicate names or are phonetically similar to or are otherwise easily confused with other street names in the same response area for the enhanced 911 emergency telephone response system. Street names and address number changes coordinated with the cities of Sopchoppy and St. Marks through intergovernmental agreements, resolutions or ordinances.</p> <p><i>Jurisdiction.</i> Unincorporated areas of the county.</p> <p><i>Appeals.</i> Appeals may be processed pursuant to the appeal provisions set forth in the Land Development Code.</p>

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, May 11, 2021, 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, AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; REPEALING AND REPLACING ARTICLE XI ENTITLED UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM; AMENDING SECTION 10-7.502, GENERAL LAYOUT DESIGN STANDARDS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will be broadcasting the public hearing on Comcast channel 16, Prism channels 16 and 1016-HD, the Leon County Florida channel on Roku, and the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties are also invited to submit written public comments until 8:00 p.m. on Monday, May 10, 2021, by visiting <https://leoncountyfl.gov/PublicComments>. All submitted written comments will be distributed to the Board prior to the public hearing and made a part of the record. Written comments received by the public will be posted on the County's website (www.LeonCountyFL.gov) in advance of the hearing. Persons needing assistance with submitting comments may contact County Administration via telephone at (850) 606-5300, or via email at LCG_PublicComments@leoncountyfl.gov.

Written public comments received after the 8:00 p.m., Monday, May 10, 2021, deadline will be made available to the Board and entered into the record during the hearing, although the County cannot guarantee that Commissioners will have adequate time to review such comments prior to the hearing or that the comments will be posted on the County website prior to the hearing.

Interested parties may also provide virtual real-time public comments during the public hearing. Interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at <https://www2.leoncountyfl.gov/coadmin/agenda/> by 8:00 p.m. on Monday, May 10, 2021. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300, or via email at LCG_PublicComments@leoncountyfl.gov. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

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 the Ordinance may be inspected on the County's web site (www.LeonCountyFL.gov). To receive copies of the Ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration at 850-606-5300 or the Department of Development Support and Environmental Management at 850-606-1300.

Advertise: April 30, 2021

**Leon County
Board of County Commissioners**

Notes for Agenda Item #26

Leon County Board of County Commissioners

Agenda Item #26

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider Adopting an Ordinance Amending Article XIV of Chapter 10 of the Leon County Code of Law, Entitled "Fertilizer Use"

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support & Environmental Management
Lead Staff/ Project Team:	Nawfal Ezzagaghi, Director, Environmental Services

Statement of Issue:

This item requests the Board conduct the first and only required public hearing to consider adopting an Ordinance amending the County's Fertilizer Ordinance to incorporate the current State Model and Florida Administrative Code requirements.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only Public Hearing and adopt the proposed Ordinance amending Article XIV of Chapter 10 of the Leon County Code of Law, Entitled "Fertilizer Use" (Attachment #1).

Report and Discussion

Background:

On July 14, 2020, the Board directed staff to conduct a review of Leon County fertilizer regulations to determine whether an update was needed. On September 29, 2020 the Board accepted a status report and directed staff to update the County’s Fertilizer Ordinance. During its February 16, 2021 regular meeting, the Board authorized staff to schedule the first and only Public Hearing for the proposed Ordinance amending Article XIV of Chapter 10 of the Leon County Code of Law, Entitled “Fertilizer Use”.

Since the Board’s February 16, 2021 meeting, staff has worked extensively with various community stakeholders and made several revisions that captured and addressed the majority of the expressed concerns. Although the latest revisions are supported by the Big Bend Sierra Club, the Science Advisory Committee, and the Water Resources Committee, the Florida Chapter of the Sierra Club remains in opposition to the proposed Ordinance for lacking a fertilizer prohibition during the summer months. As detailed in the analysis section, the summer months are the optimal time to use fertilizer to support root growth and nutrient uptake.

The Fertilizer Ordinance regulates the proper use of fertilizers by any fertilizer applicator within the unincorporated areas of Leon County, provides maximum fertilizer application rates, provides fertilizer free zones and low maintenance zones, requires proper training for commercial and institutional fertilizer applicators, and provides for certification of commercial and institutional fertilizer applicators. It should be noted that the County is preempted from regulating fertilizer applications on agricultural lands, as those properties are regulated by best management practices instituted by the Florida Department of Agriculture and Consumer Services.

Analysis:

Leon County’s Fertilizer Ordinance was created to reduce sources of nutrients coming from urban landscapes, thereby reducing the impact of nutrients on surface and groundwaters. The County’s current Fertilizer Ordinance is based on the State of Florida Model Fertilizer Ordinance as it existed in 2009. Since adoption of the County’s current Ordinance, the State Model Ordinance has been updated. Staff reviewed the current State Model Ordinance to determine what opportunities may exist to improve the County’s Fertilizer Ordinance and ensure consistency with the state model.

In addition, staff reached out to a broad spectrum of local community partners representing different interests, such as the Big Bend Sierra Club and commercial fertilizer applicators. Several concerns were expressed, and solutions to address these concerns resulted in the following additional proposed modifications to the draft ordinance presented to the Board on February 16, 2021.

Fertilization Prohibition Periods

After working with various community partners, the summer prohibition issue became the main topic for discussion. The concept prohibits fertilizer use during the summer months with a goal of

preventing fertilizer from washing downstream to surface waters due to heavy rainfall periods. While such a prohibition would seem prudent, there is currently no consistent data to support reduced nitrogen loading to both surface and groundwater where summertime fertilizer bans are in place. In fact, the science supports the opposite. The optimal time to fertilize is in the summer months when the turfgrass shoot and root growth is optimal and nutrient uptake is at its highest point. University of Florida/Institute of Food and Agricultural Sciences (IFAS) research found that when fertilizer is applied to healthy, actively growing turf, very little nitrate leaches from the system. Inability to apply the fertilizer during these months can result in soil erosion, loss of ability to filter stormwater runoff, and increased weed encroachment.

While there are Florida counties that have adopted a prohibition period, Pinellas County went a step further by requiring retailers to remove fertilizer products from their shelves to comply with the prohibition. This resulted in the Legislature preempting local governments from requiring the removal of any fertilizer products from the shelf. Pinellas County is the only jurisdiction that was grandfathered in before the Legislature enacted the preemption. While other counties have adopted a prohibition period for the application of fertilizer, there is no enforcement ability to prohibit retail sales.

To address the application of fertilizer ahead of forecasted heavy storms, the following underlined text was added to the draft Ordinance: "No applicator shall apply fertilizer...if rain greater than or equal to one (1) inch in twenty-four hour period is forecasted." Although this modification was supported by the local representative of the Big Bend Sierra Club, and received support from the Science Advisory Committee and the Water Resource Committee, it should be noted that it was adamantly rejected by representatives of the Florida Chapter Sierra Club.

Application Rates:

- The application rates previously presented were modified (lowered) to capture the IFAS recommendation to apply fertilizer to turf and/or landscape plants at the lowest rate necessary. In this case, the table identifying fertilization guidelines for established turfgrass lawns within the unincorporated areas of the County was revised to reflect the following:

Species	Annual Nitrogen (lbs. N /1000 ft ² / Year)	Annual IFAS Range Recommendations (lbs. N / 1000 ft ² / Year)
Bahia Grass	1	1 - 3
Bermuda Grass	3	3 - 5
Centipede Grass	0.4	0.4 - 2
St. Augustine Grass	2	2 - 4
Zoysia Grass	2	2 - 3

- Application rates for nitrogen were revised (lowered) to 0.5 lbs. of readily available nitrogen per 1000 ft², and no more than 1 lb. per 1000 ft² at any one time.
- A prohibition to applying nitrogen during the winter months was added.

- A prohibition to applying fertilizer containing phosphorus unless a deficiency in the soils is verified via a soil analysis test performed by a State of Florida certified laboratory, was added.
- A prohibition to applying nitrogen fertilizer before seeding or sodding a site, and not for the first 30 days after seeding or sodding, was added.
- Granular fertilizers containing nitrogen applied to turf and/or landscape plants within the County shall contain no less than fifty (50) per cent slow-release nitrogen.
- Liquid fertilizers containing nitrogen applied to turf and/or landscape plants within the County shall not be applied at a rate that exceeds 0.5 pounds per one thousand (1,000) square feet per application, was added.

Fertilization Prohibition Area:

- Similarly, as a result of multiple meetings with concerned parties, the Fertilizer free zone was modified from ten (10) feet to fifteen (15) feet, with a clarification in regard to the point of reference for measurements (i.e., top of the bank of any pond). This, in combination with the supplemental text prohibiting the application of fertilizer ahead of any forecast of 1" rainfall within the span of twenty-four hours, will address the potential for runoff carrying the fertilizer into adjacent waterbodies, wetlands, etc.
- The following text was removed: "*Newly planted turf and/or landscape plants may be fertilized in this zone only for the first sixty (60) day establishment period, beginning thirty (30) days after planting if needed to allow the plants to become well established*", as it allowed the establishment of newly planted turf and landscaping within the buffer area, which is not allowed by the Environmental Management Act (EMA).
- Within the Low maintenance zones, the width was also modified from ten (10) feet to fifteen (15) feet.

Exemptions:

- The underlined text was added to ensure clarification: "*Other properties not subject to or covered under the Florida Right to Farm Act that have pastures primarily used for grazing livestock...*"
- Proposed additional exemption, as recommended by the Florida Chapter Sierra Club:
 - "*Tree trunk injection fertilization treatment that are performed by a certified arborist.*"
 - "*Vegetable gardens, owned by individual property owners or a community, provided that fertilizer application rates do not exceed UF/IFAS recommendations per SP103 Florida Vegetable Gardening Guide, December 2008, as revised.*"

Training and Certification:

- To ensure training and certification requirements capture all prospective applicators, the following underlined text was added: "... *all applicators of fertilizer, including private, commercial and government employees within the unincorporated area of the county...*"
- All applicators, excluding homeowners applying fertilizer on their property, shall be trained and certified, and therefore the underlined text was added: "*All individuals applying fertilizer shall hold a current county approved best management practices training certificate.*"

Summary

Since the Board's February 16, 2021 meeting, staff has worked extensively with various community stakeholders and made several revisions that captured and addressed the majority of the expressed concerns. The main remaining objection is associated with the lack of a fertilizer prohibition during the summer months which is adequately addressed by other revisions that were introduced to the original draft Ordinance as listed above.

The Planning Commission reviewed the proposed Ordinance and found it, with a unanimous vote, to be consistent with the Comprehensive Plan and recommended that the Board of County Commissioners adopt the proposed Ordinance.

An outreach plan will be developed in concert with IFAS and the Leon County Office of Sustainability, to ensure the necessary outreach is provided to educate citizens with the proper and sustainable fertilizing practices.

This public hearing has been advertised pursuant to Florida Statutes (Attachment #2).

Options:

1. Conduct the first and only Public Hearing and adopt the proposed Ordinance amending Article XIV of Chapter 10 of the Leon County Code of Laws, entitled "Fertilizer Use" (Attachment #1).
2. Conduct the first and only Public Hearing and do not adopt the proposed Ordinance amending Article XIV of Chapter 10 of the Leon County Code of Laws, entitled "Fertilizer Use".
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance amending Article XIV of Chapter 10 of the Leon County Code of Laws entitled "Fertilizer Use"
2. Notice of public hearing

ORDINANCE NO. 21- _____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS
OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10 OF THE
CODE OF LAWS OF LEON COUNTY, FLORIDA, BY AMENDING
ARTICLE XIV, FERTILIZER USE; PROVIDING DEFINITIONS;
PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING
FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, at its May 2009, workshop, the Board of County Commissioners of
Leon County (Board) directed staff to draft a Fertilizer Ordinance to implement Policy
4.2.5:5 of the Conservation Element of the Comprehensive Plan, which calls for the County
to “restrict fertilizer content and application rates within the Primary Springs Protection
Zone (PSPZ)” for Wakulla Springs; and

WHEREAS, at its October 13, 2009 Public Hearing, the Board adopted a Fertilizer
Ordinance consistent with the State of Florida’s Model Ordinance at that time; and

WHEREAS, since adoption of the County’s current Ordinance, the State Model
Ordinance has been updated and County staff have reviewed other jurisdictions for
applicable regulations beyond the State Model Ordinance that would benefit Leon County;
and

WHEREAS, as a result of impairment to Leon County’s surface waters caused by
excessive nutrients under the Florida Impaired Waters Rule, or, as a result of increasing
levels of nitrogen and phosphorus in the surface and/or ground water within the aquifers or
springs within the boundaries of the unincorporated areas of the County, the Board has
determined that the improper use of fertilizers on lands within the unincorporated areas of
the county contributes to adverse effects on surface and/or groundwater; and

WHEREAS, accordingly, the Board finds that additional measures than are
otherwise required by the most recent edition of the “*Florida Friendly Best Management*

1 *Practices for Protection of Water Resources*” by the Green Industries, 2010 may be
2 required by this ordinance; and

3 WHEREAS, The Board finds that a violation of this ordinance is determined to be
4 irreparable and irreversible.

5 **NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY**
6 **COMMISSIONERS OF LEON COUNTY, FLORIDA:**

7
8 **SECTION 1: Amending Article XIV to the Code of Laws of Leon County, Florida,**
9 **as follows:**

10
11 **ARTICLE XIV. FERTILIZER USE**

12 **Sec. 10-14.101. Purpose and Intent.**

13 This Article regulates the proper use of fertilizers by any fertilizer applicator;
14 requires proper training of commercial and institutional fertilizer applicators; establishes
15 training and licensing requirements; establishes a prohibited and restricted application
16 period; specifies allowable fertilizer application rates and methods, fertilizer-free zones,
17 low maintenance zones, and exemptions. The Article requires the use of Best Management
18 Practices that provide specific management guidelines to minimize negative secondary and
19 cumulative environmental effects associated with the misuse of fertilizers. These
20 secondary and cumulative effects have been observed in and on the County’s natural and
21 constructed stormwater and drainage conveyances, rivers, creeks, canals, springs, lakes,
22 ponds, and other water bodies. Collectively, these water bodies are an asset critical to the
23 environmental, recreational, cultural and economic well-being of the County’s residents
24 and the health of the public. Overgrowth of algae and vegetation hinder the effectiveness
25 of flood attenuation provided by natural and constructed stormwater and drainage

conveyances. Regulation of nutrients, including both phosphorous and nitrogen contained in fertilizer, will help improve and maintain water and habitat quality.

Sec. 10-14.102. Definitions. The following words, terms and phrases, when used in this Article, shall have the meanings ascribed to them in this Article, except where the context clearly indicates a different meaning.

Administrator means the County Administrator, or designee.

Application or *apply* means the actual physical deposit of fertilizer to turf or landscape plants.

Applicator means any person who applies fertilizer on turf and/or landscape plants in the unincorporated areas of the county.

Best management practices under this Article means turf and landscape practices or combination of practices based on research, field-testing, and expert review, determined to be the most effective and practicable on-location means, including economic and technological considerations, for improving water quality, conserving water supplies and protecting natural resources.

County means the unincorporated areas of the county.

County approved best management practices training program means a training program approved by the County Administrator or designee that includes at a minimum, a) the most current version of the “Florida-Friendly ~~Green Industries~~ Best Management Practices for Protection of Water Resources by the Green Industries, in Florida, June 2008,” as revised and, b) all of the provisions and requirements of this Article; or c) an alternative training program under Section 10-14.111 of this Article.

1 *Code enforcement officer, official, or inspector* means any authorized agent or
2 employee of the County whose duty it is to ensure code compliance.

3 *Commercial fertilizer applicator* means any person who applies fertilizer on turf
4 and/or landscape plants in the County in exchange for money, goods, services or other
5 valuable consideration.

6 *Fertilize, fertilizing, or fertilization* means the act of applying fertilizer to turf,
7 specialized turf, or landscape plants.

8 *Fertilizer* means any substance or mixture of substances that contains one or more
9 recognized plant nutrients and promotes plant growth, or controls soil acidity or alkalinity,
10 or provides other soil enrichment, or provides other corrective measures to the soil.

11 *Guaranteed Analysis* means the percentage of plant nutrients or measures of
12 *neutralizing capability claimed to be present in a fertilizer.*

13 *Institutional fertilizer applicator* means any person, other than a non-commercial,
14 or commercial applicator (unless such definitions also apply under the circumstances), that
15 applies fertilizer for the purpose of maintaining turf and/or landscape plants. Institutional
16 fertilizer applicators shall include, but shall not be limited to, owners and managers of
17 public lands, schools, parks, athletic fields, religious institutions, utilities, industrial or
18 business sites and any residential properties maintained in condominium and/or common
19 ownership.

20 *Landscape Plant* means any native or exotic tree, shrub, or groundcover (excluding
21 *turf*).

22 *Lawn* has the same definition as *turf*.

1 *Low maintenance zone* means an area a minimum of ~~fifteen~~ six (156) feet wide
2 adjacent to water courses which is planted and managed in order to eliminate the need for
3 fertilization and minimize the need for watering, mowing, etc.

4 *Non-commercial fertilizer applicator* means any person other than a commercial
5 fertilizer applicator or institutional fertilizer applicator who applies fertilizer on turf and/or
6 landscape plants, such as an individual owner of a single-family residential unit.

7 *Pasture* means land used for livestock grazing that is managed to provide feed
8 value.

9 *Person* means any natural person, business, corporation, limited liability company,
10 partnership, limited partnership, association, club, organization, and/or any group of people
11 acting as an organized entity.

12 *Prohibited application period* means the time period during which a flood watch or
13 warning, or a tropical storm watch or warning, or a hurricane watch or warning, or a 3-day
14 cone of uncertainty is in effect for any portion of Leon County, issued by the National
15 Weather Service, or if ~~heavy rain is expected~~ rain greater than or equal to one (1) inch in a
16 twenty-four-hour period is forecasted.

17 *Readily available nitrogen* means the water soluble fraction of formulated fertilizer
18 determined by the sum of the percentage of Nitrate and Ammoniacal Nitrogen plus Other
19 Water Soluble Nitrogen and/or Urea Nitrogen in the guaranteed analysis section of the
20 label.

21 *Saturated soil* means a soil in which the voids are filled with water. Saturation does
22 not require flow. For the purposes of this ordinance, soils shall be considered saturated if
23 standing water is present or the pressure of a person standing on the soil causes the release
24 of free water.

1 Slow Release, Controlled Release, Timed Release, Slowly Available, or Water
2 Insoluble Nitrogen means nitrogen in a form which delays its availability for plant uptake
3 and use after application, or which extends its availability to the plant longer than a
4 reference rapid or quick release product.

5 *Turf, sod, or lawn* means a piece of grass-covered soil held together by the roots of
6 the grass.

7
8 **Sec. 10-14.103. Applicability.**

9 This Article shall be applicable to and shall regulate any and all applicators of
10 fertilizer and areas of application of fertilizer within the unincorporated areas of the county,
11 unless such applicator is specifically exempted by the terms of this Article. This Article
12 shall be applicable to and shall regulate any and all application of fertilizer within the
13 unincorporated areas of the county unless otherwise provided in Article IV of Chapter 10
14 of the Leon County Land Development Code (LDC). In case of a conflict between the
15 requirements in Article IV of Chapter 10, LDC, and this Article, the provisions in Article
16 IV of Chapter 10, LDC, shall prevail. This Article shall be prospective only and shall not
17 impair any existing contracts.

18
19 **Sec. 10-14.104. Timing of fertilizer application.**

20 Fertilizer should only be applied if the vegetation needs it. These regulations are
21 not intended to promote fertilization on a regular basis, but covers maximum limits and
22 recommended fertilization rates for turf grass maintenance.

23 No applicator shall apply fertilizers containing nitrogen and/or phosphorus to turf
24 and/or landscape plants during ~~the prohibited application period.~~ a flood watch or warning.

1 or a tropical storm watch or warning, or a hurricane watch or warning, or a 3-day cone of
2 uncertainty is in effect for any portion of Leon County, issued by the National Weather
3 Service, or if heavy rain is expected if rain greater than or equal to one (1) inch in a twenty-
4 four-hour period is forecasted.

5
6 **Sec. 10-14.105. Fertilizer content and application rates; irrigation with reclaimed**
7 **wastewater.**

8 (a) Fertilizers applied to turf and/or landscape plants within the unincorporated
9 areas of the county shall be formulated and applied in accordance with the most current
10 requirements and directions provided by Rule 5E-1.003(2), Florida Administrative Code,
11 *Labeling Requirements For Urban Turf*. ~~Fertilizer content in reclaimed wastewater used~~
12 ~~for irrigation shall be applied in accordance with Section 10-14.105(d).~~

13 (b) Except as provided in Section 10-14.105(a), fertilizers shall be applied to turf
14 and/or landscape plants at the lowest rate necessary. Nitrogen shall not be applied at an
15 application rate greater than ~~0.7~~ 0.5 lbs of readily available nitrogen per 1000 ft² at any one
16 time based on the soluble fraction of formulated fertilizer, with no more than 1 lb total N
17 per 1000 ft² to be applied at any one time and not to exceed the annual nitrogen limits
18 ~~recommendations~~ in the Fertilization Guidelines for Established Turfgrass Lawns set forth
19 below for convenience:

20 **Fertilization Guidelines for Established Turfgrass Lawns within the unincorporated**
21 **areas of the county:**

1

2

3

4

Species	Annual Nitrogen limits		UF/IFAS	
	recommendations*		recommendations	
	11	(lbs N / 1000 ft ² / year)	17	(lbs N / 1000 ft ² / year)
Bahia grass	12	2-3 <u>2</u>	18	<u>1-3</u>
Bermuda grass	13	3-5 <u>3</u>	19	<u>3-5</u>
Centipede grass	14	1-2 <u>0.4</u>	20	<u>0.4-2</u>
St. Augustine grass	15	2-4 <u>2</u>	21	<u>2-4</u>
Zoysia grass	16	2-3-3-5 <u>2</u>	22	<u>2-3</u>

23 ~~*These are recommendations only if the lawn needs it. It is further recommended that a~~
 24 ~~50% slow release or greater fertilizer be applied during the summer months from June 1 to~~
 25 ~~September 30 only if needed.~~

26

27 (c) Not more than ~~2~~ 1 lbs of total nitrogen per 1,000 square feet per application
 28 can be applied in the spring and summer.

29 (d) Not more than 1 lb of total nitrogen per 1,000 square feet per application may
 30 be applied during the fall or winter. No application of Nitrogen in the winter months is
 31 allowed.

32 ~~(e) Nitrogen fertilizer may not be applied to turf or landscape plants except as~~
 33 ~~provided above unless a tissue deficiency has been verified by an approved test.~~

34 ~~(f) The use of water from a reclaimed wastewater system must be in accordance~~
 35 ~~with an approved reclaimed wastewater reuse nutrient management plan. The plan shall~~
 36 ~~contain, at a minimum, the frequency and volume of application, restricted periods of~~
 37 ~~application (if any), application rates and required best management practices. If fertilizer~~
 38 ~~other than that contained in the reclaimed water is to be applied, the nutrient management~~

plan shall show that the cumulative nutrient loading does not exceed those established in this Article.

(g) No fertilizer containing phosphorous shall be applied to turf and/or landscape plants in the county, except where a phosphorous deficiency has been demonstrated in the soil underlying the turf and/or landscape plants by a soil analysis test performed by a State of Florida certified laboratory. Phosphorus fertilizer shall not be applied to turf or landscape plants unless a soil deficiency has been verified by an approved test. Where a deficiency is verified, the application of fertilizer containing phosphorus shall adhere to the rates and directions for the appropriate Region of Florida, as adopted by Florida Administrative Code Rule

(h) Nitrogen fertilizer shall not be applied before seeding or sodding a site, and shall not be applied for the first 30 days after seeding or sodding, except when hydro-seeding for temporary or permanent erosion control in an emergency situation, or in accordance with an adopted stormwater pollution prevention plan for that site.

(i) Granular fertilizers containing nitrogen applied to turf and/or landscape plants within the county shall contain no less than fifty (50) per cent slow release nitrogen per guaranteed analysis label.

(j) Liquid fertilizers containing nitrogen applied to turf and/or landscape plants within the county shall not be applied at a rate that exceeds 0.5 pounds per one thousand (1,000) square feet per application.

Sec. 10-14.106. Impervious surfaces.

Fertilizer shall not be applied, spilled, or otherwise deposited on any impervious surfaces. Any fertilizer applied, spilled, or deposited, either intentionally or accidentally, on any impervious surface shall be immediately and completely removed to the greatest extent practicable. Fertilizer released on an impervious surface must be immediately contained and either legally applied to turf or any other legal site, or returned to the original or other appropriate container. In no case shall fertilizer be washed, swept, or blown off impervious surfaces into stormwater drains, ditches, conveyances, or water bodies.

Sec. 10-14.107. Fertilizer free zones.

Fertilizer shall not be applied within ~~ten (10)~~ fifteen (15) feet of the top of the bank of any pond, stream, water course, lake, drainage ditch, or wetland as defined by the Florida Department of Environmental Protection (Chapter 62-340, Florida Administrative Code) or from the top of a retaining wall associated with any of these features. If more stringent County Code regulations apply, this provision does not relieve the requirement to adhere to the more stringent regulations. See Article IV of Chapter 10 of the Leon County Land Development Code. ~~Newly planted turf and/or landscape plants may be fertilized in this zone only for the first sixty (60) day establishment period.~~

Sec. 10-14.108. Low maintenance zones.

A voluntary fifteen ~~six (156)~~ foot low maintenance zone is strongly recommended, but not mandated, from the top of the bank of any pond, stream, water course, lake, wetland or from the top of a retaining wall associated with any of these features. A properly permitted swale/berm system is recommended for installation at the landward edge of this low maintenance zone to capture and filter runoff. No mowed or cut vegetative material

1 should be deposited or left remaining in this zone or deposited in the water. Care should
2 be taken to prevent the over-spray of aquatic weed products in this zone. There are If more
3 stringent County protective buffer regulations that apply to these protected features. ~~this~~
4 ~~provision does not relieve the requirement to adhere to the more stringent regulations.~~ See
5 Article IV of Chapter 10 of the Leon County Land Development Code.

6
7 **Sec. 10-14.109. Mode of application.**

8 Spreader deflector shields are required when fertilizing via rotary spreaders.
9 Deflectors must be positioned such that fertilizer granules are deflected away from all
10 impervious surfaces, fertilizer-free zones and water bodies, including wetlands.

11
12 **Sec. 10-14.110. Exemptions.**

13 The provisions set forth above in this Article shall not apply to:

14 (a) Bona fide farm operations as defined in the Florida Right to Farm Act, Section
15 823.14, F.S., provided that fertilizers are applied in accordance with the appropriate Best
16 Management Practices Manual adopted by the Florida Department of Agriculture and
17 Consumer Services, Office of Agricultural Water Policy for the crop in question.

18 (b) Other properties not subject to or covered under the Florida Right to Farm Act
19 that have pastures primarily used for grazing livestock provided that fertilizers are applied
20 in accordance with the appropriate Best Management Practices Manual adopted by the
21 Florida Department of Agriculture and Consumer Services, Office of Agricultural Water
22 Policy for the crop in question.

23 (c) Tree trunk injection fertilization treatment that are performed by a certified
24 arborist.

1 (d) Vegetable gardens, owned by individual property owners or a community,
2 provided that fertilizer application rates do not exceed UF/IFAS recommendations per
3 SP103 Florida Vegetable Gardening Guide, December 2008, as revised.

4
5 **Sec. 10-14.111. Training and certification; presence on site of trained applicator**
6 **during application of fertilizer.**

7
8 (a) Within 180 days of the effective date of this Article and every four ~~three~~ years
9 thereafter, all applicators of fertilizer, including private, commercial and government
10 employees within the unincorporated areas of the county, other than private homeowners
11 on their own property, shall abide by and successfully complete a County-approved best
12 management practices training program as defined in this Article. Upon successful
13 completion and compliance with the requirements in this Article, a certificate of
14 completion and a certification card valid for a period of four ~~three~~ years will be provided
15 by the entity providing the training. Persons working as employees and under the direct
16 and physical supervision of commercial applicators that hold a current certificate of
17 completion and certification card shall be exempt from the requirement to complete a
18 County-approved best management practices training program.

19 (b) All individuals applying fertilizer ~~At least one person holding~~ shall hold a
20 current County-approved best management practices training Certificate ~~shall be present~~
21 ~~at all times~~ on any job site while work applying fertilizer is in progress.

22 (c) Homeowners, and any other applicators not otherwise required to be certified
23 are encouraged to follow the requirements of this Article as well as the recommendations
24 of the University of Florida IFAS *Florida Yards and Neighborhoods* program when
25 applying fertilizers.

(d) Persons holding a Certificate of Training issued in conjunction with the Florida Green Industries Best Management Practices Program for protection of water resources in Florida; or, other State approved certificate of training or, a certification issued by another local government, that includes at a minimum ~~“Florida Green Industries~~ “Florida Friendly Best Management Practices for Protection of Water Resources” by the Green Industries, ~~in Florida, June 20102,~~” or newer as the basis for instruction, may obtain certification by the County after contacting the County’s Environmental Services ~~Compliance~~ Division or designee and presenting proof of the currently active status of training as described in paragraph (a) above, and attesting that he/she has received and read a copy of this Article. The Environmental Services ~~Compliance~~ Division may adopt policies related to this exception, and shall maintain a list of approved alternative training programs.

Sec. 10-14.112. Enforcement

It is the intent hereof that the administrative, civil, and criminal penalties imposed through execution of this Article be of such amount as to ensure immediate and continued compliance with this Article. This article shall be enforced by the Leon County Code Enforcement Board, as set out in Chapter 6 of the Leon County Code of Laws, if the penalties in this subsection are not collected within fourteen (14) days. A violation of this ordinance is determined to be irreparable and irreversible, such that no action to cure the violation is possible and a penalty in the form of a fine is warranted. Violation of any provision of this Article shall be subject to the following penalties:

(a) First violation. Written notification and education.

1 (b) Second violation. Fifty dollars (\$50) for residential applicators applying
2 fertilizer to their own property and one hundred dollars (\$100) for commercial or
3 institutional fertilizer applicators.

4 (c) Third violation(s). One hundred dollars (\$100) for residential applicators
5 applying fertilizer to their own property and two hundred dollars (\$200) for
6 commercial or institutional fertilizer applicators.

7 (d) Fourth and subsequent violation(s). A minimum of one hundred dollars (\$100)
8 for residential applicators applying fertilizer to their own property and a minimum
9 of two hundred dollars (\$200) for commercial or institutional fertilizer applicators,
10 not to exceed one thousand dollars (\$1,000).

11 (e) Any applicator that violates the provisions of this Article may be responsible
12 for the County's costs of prosecution of any violation, including any costs to remedy
13 or clean up any environmental condition caused by an act, which constitutes a
14 violation of this Article:

15

16 **Sec. 10-14.113. Variances**

17 Any applicator of fertilizer regulated by the provisions of this Article may apply to
18 the Board of Adjustment and Appeals for a variance from the requirements of this Article.

19 (1) Standards and procedures. The applicant must identify the specific provisions
20 of the fertilizer regulations for which a variance is requested, and shall address the
21 following:

22 (a) Whether, as a result of soil or tissue content at the point of the proposed
23 application or for other geographical, environmental or geological reasons or other

1 circumstances, such person should not be required to adhere to the strict provisions of this
2 Article; and

3 (b) Whether such person is able and willing to use a less strict application method
4 or alternative materials or methods; and

5 (c) A plan for fertilizer application, including where the fertilizer will be applied,
6 the frequency of application, contents of fertilizer to be applied, and period of time for
7 which the variance is requested.

8 (2) Following receipt of the variance application, the Board of Adjustment and
9 Appeals shall, at a timely regularly scheduled meeting:

- 10 a. Approve the variance request or any portion thereof;
- 11 b. Approve the variance request or any portion thereof subject to conditions;
- 12 c. Disapprove the variance request, specifying the reasons therefore in writing;
- 13 or
- 14 d. Continue consideration of the variance request to a time certain.

15 (3) Criteria for granting variance. The Board of Adjustment and Appeals may
16 grant the variance request if it determines that:

- 17 a. The applicant satisfactorily demonstrates that all practical alternatives have
18 been evaluated, and the soil or tissue content at the point of the proposed application is
19 such that the provisions of the fertilizer regulations create a hardship for the applicant; or
- 20 b. The applicant satisfactorily demonstrates that all practical alternatives have
21 been evaluated, and due to unique geographical, environmental or geological reasons or
22 other unique circumstances, the applicant should not be required to adhere to the strict
23 provisions of the fertilizer regulations; and

c. The applicant satisfactorily demonstrates that its plan for fertilizer application is consistent with the purpose and intent of the fertilizer regulations to the greatest extent feasible and that adverse impacts, if any, are appropriately mitigated.

(4) *Time periods for variances.* Any Board of Adjustment and Appeals order approving a variance request to the fertilizer regulations shall establish an expiration date for the variance.

SECTION 2. APPLICABILITY.

For the purposes of jurisdictional applicability, this ordinance shall apply in the unincorporated areas of Leon County. This ordinance shall apply to all applications for development, including building permit applications and subdivision proposals, submitted on or after the effective date of this ordinance.

SECTION 3. INCLUSION INTO THE CODE OF ORDINANCES.

It is the intent of the Board of County Commissioners that the provisions of this ordinance shall become and be made a part of the Leon County Code of Ordinances, and that the sections of this ordinance may be renumbered or re-lettered and the word “ordinance” may be changed to “section,” “article,” “regulation,” or such other appropriate word or phrase in order to accomplish such intentions.

SECTION 4. SEVERABILITY.

If any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the ordinance as a whole, or any part thereof, other than the part so declared.

SECTION 5. EFFECTIVE DATE.

This ordinance shall have effect upon becoming law.

[Signature Page to Follow.]

DONE, ADOPTED AND PASSED by the Board of County Commissioners of
Leon County, Florida, this _____ day of _____, 2021.

LEON COUNTY, FLORIDA

By: _____

Rick Minor, Chairman
Board of County Commissioners

ATTESTED BY:

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

By: _____

APPROVED AS TO FORM:

Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, May 11, 2021, 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, AMENDING CHAPTER 10 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, BY AMENDING ARTICLE XIV, FERTILIZER USE; PROVIDING DEFINITIONS; PROVIDING FOR ENFORCEMENT AND PENALTIES; PROVIDING FOR SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

Leon County will be broadcasting the public hearing on Comcast channel 16, Prism channels 16 and 1016-HD, the Leon County Florida channel on Roku, and the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties are also invited to submit written public comments until 8:00 p.m. on Monday, May 10, 2021, by visiting <https://leoncountyfl.gov/PublicComments>. All submitted written comments will be distributed to the Board prior to the public hearing and made a part of the record. Written comments received by the public will be posted on the County's website (www.LeonCountyFL.gov) in advance of the hearing. Persons needing assistance with submitting comments may contact County Administration via telephone at (850) 606-5300, or via email at LCG_PublicComments@leoncountyfl.gov.

Written public comments received after the 8:00 p.m., Monday, May 10, 2021, deadline will be made available to the Board and entered into the record during the hearing, although the County cannot guarantee that Commissioners will have adequate time to review such comments prior to the hearing or that the comments will be posted on the County website prior to the hearing.

Interested parties may also provide virtual real-time public comments during the public hearing. Interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at <https://www2.leoncountyfl.gov/coadmin/agenda/> by 8:00 p.m. on Monday, May 10, 2021. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300, or via email at LCG_PublicComments@leoncountyfl.gov. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

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 the Ordinance may be inspected on the County's web site (www.LeonCountyFL.gov). To receive copies of the Ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration at 850-606-5300 or the Department of Development Support and Environmental Management at 850-606-1300.

Advertise: April 30, 2021

**Leon County
Board of County Commissioners**

Notes for Agenda Item #27

Leon County Board of County Commissioners

Agenda Item #27

May 11, 2021

To: Honorable Chairman and Members of the Board

From: Chasity H. O'Steen, County Attorney



Title: First and Only Public Hearing to Consider Recommendation of Special Magistrate Concerning Sixth Amendment to the Southwood Development of Regional Impact Integrated Development Order

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director of Development Support and Environmental Management
Lead Staff/ Project Team:	Emily R. Pepin, Assistant County Attorney

Statement of Issue:

This item requests the Board conduct the first and only public hearing to consider the Recommendation of the Special Magistrate, which recommends that the Board's denial of the proposed sixth amendment to the Southwood Development of Regional Impact Integrated Development Order be sustained.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and accept the Recommendation of the Special Magistrate concerning the proposed sixth amendment to the Southwood Development of Regional Impact Integrated Development Order (Attachment #1).

Report and Discussion

Background:

On November 17, 2020, the Board conducted a public hearing to consider an application to amend the Southwood Development of Regional Impact Integrated Development Order (Southwood DRI DO). The application sought to redesignate a 0.47-acre portion of the Southwood golf course currently designated as “Recreation Golf Course/Clubhouse” to “Residential Single Family”, in order to allow for the construction of one detached, single-family residential unit. At the public hearing, the Board heard testimony from the owner-applicant’s representatives in favor of the application, as well as testimony from neighboring property owners and other interested groups in opposition to the application. After much discussion, the Board voted unanimously to deny the application to amend the Southwood DRI DO.

On December 9, 2020, the Tallahassee City Commission held a public hearing on the requested application to amend the Southwood DRI DO, and the City also denied the owner-applicant’s request.

In response to the denial of the application, the owner-applicant, Francis C. Chaney, LLC, elected to file a Request for Relief pursuant to section 70.51, Florida Statutes, the “Florida Land Use and Environmental Dispute Resolution Act” (the “Act”). Accordingly, a Special Magistrate was retained to review the denial of the application and provide a recommendation regarding the Board’s action. A hearing was conducted before the Special Magistrate on April 9, 2021.

On April 23, 2021, the Special Magistrate filed the Recommendation, therein recommending that the decision of the Board and City Commission to deny the application to amend the Southwood DRI DO be sustained (Attachment #1).

Analysis:

As stated in the Recommendation, the Special Magistrate considered the testimonial and documentary evidence, arguments, and records of the parties, and found as follows:

Any expectation the Owner-Applicant may have had that the subject property would be rezoned for a single-family home site appears to be unreasonable. The property has always been intended to benefit the Southwood community as recreational open space and contains, albeit a small portion, of wildlife habitat. As a result of all of the foregoing, the action of the Leon County Commission is not found to be arbitrary or to unreasonably burden the property at issue. The Leon County Commission’s decision was based on competent substantial record evidence. The Tallahassee City Commission’s decision to deny the Owner-Applicant request was principally based on the Leon County Commission’s denial.

Title: First and Only Public Hearing to Consider Recommendation of the Special Magistrate Concerning Sixth Amendment to the Southwood Development of Regional Impact Integrated Development Order

May 11, 2021

Page 3

I recommend the Leon County Commission's and the City of Tallahassee's decisions to deny the Owner-Applicant's proposed application to change the land use designation and to amend the DRI and PUD be SUSTAINED.

Pursuant to the Act (section 70.51(21), Florida Statutes), the County and the City must consult among themselves, and each Commission must decide whether to accept, modify, or reject the recommendation of the Special Magistrate within 45 days of the date of the Special Magistrate's Recommendation. It is the recommendation of staff that the Board accept the Recommendation of the Special Magistrate sustaining the Board's decision to deny the owner-applicant's proposed application to amend the Southwood DRI DO.

Notice of the public hearing to consider the Recommendation of the Special Magistrate was timely published in the *Tallahassee Democrat* (Attachment #2).

Options:

1. Conduct the first and only public hearing and accept the Recommendation of the Special Magistrate concerning the proposed sixth amendment to the Southwood Development of Regional Impact Integrated Development Order (Attachment #1).
2. Conduct the first and only public hearing and reject the Recommendation of the Special Magistrate concerning the proposed sixth amendment to the Southwood Development of Regional Impact Integrated Development Order.
3. Conduct the first and only public hearing and modify the Recommendation of the Special Magistrate concerning the proposed sixth amendment to the Southwood Development of Regional Impact Integrated Development Order.
4. Board direction.

Recommendation:

Option #1

Attachments:

1. Recommendation of the Special Magistrate
2. Notice of Public Hearing

**BEFORE THE SPECIAL MAGISTRATE
UNDER SECTION 70. 51, FLORIDA STATUTES,
FLORIDA LAND USE AND DISPUTE RESOLUTION ACT**

FRANCIS C. CHANEY, LLC,

Owner/Applicant,

v.

LEON COUNTY,
a Florida charter county, and
CITY OF TALLAHASSEE,
a Florida municipal corporation,

Respondents.

_____ /

RECOMMENDATION OF THE SPECIAL MAGISTRATE

THIS CAUSE came on for hearing on April 9, 2021, before the undersigned special magistrate pursuant to a Request for Relief filed on behalf of Frances C. Chaney, LLC, pursuant to the Florida Land Use and Environmental Dispute Resolution Act ("FLUEDRA"), s. 70.51, Florida Statutes. Pursuant to s. 70.51(19), F. S., having considered the testimonial and documentary evidence, arguments, and records the parties submitted to me, I make the following recommendation:

1. Francis C. Chaney ("Owner-Applicant"), by application prepared by Halff & Associates Engineering and submitted to the

Growth Management Department of the City of Tallahassee, applied to rezone a 0.47-acre¹ lot on the Southwood Golf Course, Parcel ID No. 3 -15-20-001-000, located at the corner of Dunbar Lane and Mossy Creek Lane in the Southwood Subdivision in Tallahassee, Leon County, Florida. According to the application, the lot's current zoning is designated "PR", Parks and Recreation; the proposal would change it to "LDR," Low Density Residential, for use as a single-family home site. It is located within the Southwood development and is subject to approvals by both the City of Tallahassee and Leon County.

2. The application for the proposed change in the land use also required an amendment to the Development of Regional Impact Development Order ("DRI") and the Planned Unit Development ("PUD").

¹ Some documents submitted to me put the size of the parcel at ".49-acre." The Haff Engineering application and the vast majority of references in the record indicate the parcel size is ".47-acre." Therefore, throughout this document I use ".47-acre" as the parcel size. In addition to the requested land use change for the 0.47 acres, the Owner-Applicant requested certain technical amendments to the DRI development order including, but not limited to, an update of the total acreage of the golf course property, update of the number of acres of single-family residential use, and update to the number of dwelling units.

3. The City of Tallahassee's Growth Management Department and Leon County's Development Services Division determined the application met the necessary criteria to recommend approval to the Tallahassee-Leon County Planning Commission.

4. The application to amend the DRI and PUD was brought before the Tallahassee-Leon County Planning Commission at duly noticed public hearings on October 6, 2020 and November 3, 2020. At the November 3, 2020 meeting, the Planning Commission found the application satisfied the criteria for approval and recommended the Leon County Commission and the City of Tallahassee approve the amendments.

5. Amendments to the DRI Development Order must be approved by both the Leon County Board of County Commissioners and the Tallahassee City Commission.

6. The Leon County Commission duly noticed and advertised a public hearing that was held on November 17, 2020. The Commission agenda item contained the application and record of the proceedings that took place up to that time. After hearing public comment and conducting a discussion among Commission

members, the Commissioners voted unanimously to deny the application to re-designate the land and amend the DRI.

7. The Southwood development is a Planned Unit Development (PUD), a unique zoning district approved by the Tallahassee City Commission. At the time the Owner-Applicant requested the amendment to the DRI, he also requested an amendment to the PUD to reflect the proposed change in the land use designations. On December 9, 2020, the Tallahassee City Commission held a public hearing on the requested amendment to the to the DRI and PUD and denied the request. Because the requested amendment had to be approved by both Leon County and the City of Tallahassee, the City's denial of the request was principally based on Leon County's prior denial of the DRI.

8. The Owner/Applicant, through legal counsel, timely submitted a Request for Relief pursuant to s. 70.51, F.S. requiring the City and County to hold a dispute resolution proceeding before a special magistrate.

9. The parties waived the portion of s. 70.51, F.S. that provides the opportunity to engage in mediation to attempt to resolve the matter.

10. Under the FLUEDRA, the special magistrate is to consider the facts and circumstances set forth in the request for relief, any responses, and any other information produced at a hearing in order to determine whether the action by the governmental entity or entities is unreasonably or unfairly burdens the real property.

11. A Special Magistrate hearing was duly noticed for and conducted on April 9, 2021. Prior to the hearing, counsel provided numerous reports and documents, links to reports and documents, and links to videos and minutes of meetings, evidencing all that had taken place up to the time of the hearing. At the hearing, the public was given an opportunity to make comments before counsel for the parties made their presentations and arguments on whether the action of the County and the City in denying the Owner's application unreasonably or unfairly burdens the property.

THEREFORE, the undersigned, after hearing and considering the public comments, evidence and documentation of prior proceedings held by the City and the County, arguments of counsel for the parties, and giving due consideration to the circumstances to be considered under s. 70.51 and relevant county and city codes

the parties have referenced, make the following findings and recommendation:

A. The .47-acre lot, identified as Parcel ID No. 3 -15-20-001-000, is a parcel proposed for redevelopment in an unsubdivided portion of the Southwood Golf Course;

B. The Southwood Golf Course property existing land use is designated “Open Space Recreation/Parks” and is within Zone PUD 38 of the Southwood Planned Unit Development. According to the evidence presented, the golf course property was contemplated as a golf course since the inception of the Southwood development to meet the open space requirements and as an amenity to the community. The golf course opened in 2002 and remains open as a golf course.

C. The current Southwood Golf Course owner, Southern Sandbaggers, LLC, purchased the property in 2018. The purchase was subject to the Southeastern Sector Plan, the DRI, and the PUD requirements existing at the time and which remain in place at this time. The property was designated as “Recreational” and zoned “Parks and Recreation” in 2018.

D. The .47-acre proposed lot lies within a portion of the unsubdivided golf course property, .3-acre of which has been identified as potential wildlife habitat to be protected. Section 3.1.1. of the PUD notes the property was being developed with emphasis being “placed on using the land extensively, for the multiple purposes of human habitation and commerce, natural habitats, and the amenity value of natural and historic features.” Section 3.1.2. provides, “[W]ithin the 3,186 acres of Southwood, extensive open space and recreation facilities are proposed to protect unique existing features of the site and also to provide an amenity to the community.”

E. In order to meet the lofty goals just mentioned, both the DRI and PUD contemplate a large portion of the open space in the development to be occupied by a daily-fee, open-to-the-public access, golf course including a minimum amount of golf course out-of-bounds open space.

F. The DRI emphasizes the amount of open space to be provided and protected in order to minimize the effects of the development and provides that a minimum of 45 acres located within the out-of-bounds area of the golf course has to be protected

through appropriate use restrictions and managed for Southeastern American kestrel and Sherman's fox squirrel habitat. To ensure the habitat protection, a Habitat Restoration and Management Plan, approved by the City prior to development, incorporated techniques for the protection and management of Sherman's fox squirrel habitat in the out-of-bounds area of the golf course.

G. Section 70.51(18)(a-h), F.S. provides the circumstances the special magistrate is to examine in determining whether the regulatory efforts of the governmental entities unreasonably or unfairly burdens use of the property. I have made such an examination taking into consideration all of the evidence and arguments that have been presented.

(1). In addition to consideration given to the aforementioned zoning and land use history, the DRI history of the property's environmental protection and land use controls emphasize the amount of open space to be provided and protected in order to minimize the effects of the development. It includes portions of the golf course into those calculations.

The PUD, to the greatest extent possible, was and is intended to preserve existing landscape features and amenities

and to provide usable and suitably located recreational facilities, open space, and scenic areas whether commonly or publicly owned.

(2). The present nature and extent of the property, including its natural and altered characteristics, has been developed and continues as a golf course. The .47-acre parcel proposed to be rezoned for a single-family home site is situated the out-of-bounds, non-playable portion of the golf course. It is partially wooded with .3 acres suitable for wildlife habitat.

(3). In considering the reasonable expectations of the owner of the golf course at the time it was purchased with the regulations then in effect, the zoning and regulations involving the golf course property have not been amended since Southern Sandbaggers, LLC purchased the property in 2018. The property was designated "Recreational" and zoned "Parks and Recreation" in 2018 and remains so designated and zoned today. The property was developed as a golf course, was maintained and operated as a golf course when it was

purchased in 2018 and is used as a daily fee, open-to-the-public golf course today.

(4). Taken into consideration is the original public purpose the development order sought to achieve, including the nature and magnitude of the problem addressed by the underlying regulations on which the development order was based; whether the development order achieved the public purpose; and whether there are alternative conditions that would achieve the public purpose and allow for reduced restrictions on the use of the property.

The golf course is an amenity to the Southwood community and provides a large amount of open space intended to be preserved in order to protect the health, safety and welfare of those persons who purchased homes or who have invested in the master-planned DRI and PUD regulated Southwood development, as well as to protect a minimum amount of natural wildlife habitat, all of which balances the impact of the property development to the area.

(5). Also taken into consideration are the uses authorized for and restrictions placed on similar property.

While little evidence or argument addressed this statutory circumstance directly, I note developers typically are required to dedicate parks and recreational space and property to local government for the benefit of the community at large. In this case, however, the Southwood golf course was included as a part of the Southwood community development to meet recreational amenity requirements but was not required to be dedicated to the City of Tallahassee or Leon County. Rather, in order to offer recreational open space and allow it to reach the wider community while within the boundaries of the Southwood development, the golf course was and is intended to be run as a daily-fee, open-to-the-public golf course by a private entity. No evidence was presented that demonstrated another property in the City or County has been authorized to operate in the same manner.

(6). I have also considered other information relevant to the issue including relevant case law as well as the comments, opinions, and desires of the area home and business owners who commented at the Leon County Commission hearing on the matter and at the hearing I conducted as the Special

Magistrate. While the comments and opinions of those who commented at the public hearings are important, they have not been given any greater weight than the findings, opinions, and comments of the City-County growth management and planning personnel or the individual members of the Leon County Commission. While some public commenters submitted documentation referencing historical facts and applicable regulations in support of their comments, others did not.

H. As previously noted, the parties waived the provisions of s. 70.51, F.S. providing for mediation. None of the parties have seriously suggested to the undersigned as special magistrate possible alternatives that could benefit the parties in reaching a mutually acceptable resolution.

I. The parties agree and the law requires that the record must contain competent substantial evidence to support the Leon County Commission's decision to deny the Owner/Applicant's application and request and that decision must not be arbitrary, discriminatory, or unreasonable.

J. The parties disagree as to whether competent substantial evidence supports the County Commission's decision to deny the Owner-Applicant's request and whether the decision is arbitrary.

RECOMMENDATION

Any expectation the Owner-Applicant may have had that the subject property would be rezoned for a single-family home site appears to be unreasonable. The property has always been intended to benefit the Southwood community as recreational open space and contains, albeit a small portion, of wildlife habitat. As a result of all of the foregoing, the action of the Leon County Commission is not found to be arbitrary or to unreasonably burden the property at issue. The Leon County Commission's decision was based on competent substantial record evidence. The Tallahassee City Commission's decision to deny the Owner-Applicant request was principally based on the Leon County Commission's denial.

I recommend the Leon County Commission's and the City of Tallahassee's decisions to deny the Owner-Applicant's proposed application to change the land use designation and to amend the DRI and PUD be SUSTAINED.

SO RECOMMENDED, this 23rd day of April, 2021.



Thomas H. Bateman III
Special Magistrate

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (“Board”), will conduct a public hearing on Tuesday, May 11, 2021, 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 the Recommendation of the Special Magistrate in the matter of Francis C. Chaney, LLC, Owner/Applicant, v. Leon County, a Florida charter county, and City of Tallahassee, a Florida municipal corporation, Respondents.

The Recommendation of the Special Magistrate sustained the Board’s decision to deny the applicant’s proposed application to amend the Southwood Development of Regional Impact (DRI) Integrated Development Order (DO). The applicant sought to amend the Southwood DRI DO to re-designate a 0.47 acre parcel of property from “Recreation Golf Course/Clubhouse” to “Residential Single Family” to allow one single-family residential unit. The subject property is located on the southwest corner of Mossy Creek Lane and Dunbar Lane (a portion of Parcel Identification Number 31-15-20-001-0000).

Leon County will be broadcasting the public hearing on Comcast channel 16, Prism channels 16 and 1016-HD, the Leon County Florida channel on Roku, and the County’s Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties are also invited to submit written public comments until 8:00 p.m. on Monday, May 10, 2021, by visiting <https://leoncountyfl.gov/PublicComments>. All submitted written comments will be distributed to the Board prior to the public hearing and made a part of the record. Written comments received by the public will be posted on the County’s website (www.LeonCountyFL.gov) in advance of the hearing. Persons needing assistance with submitting comments may contact County Administration via telephone at (850) 606-5300, or via email at LCG_PublicComments@leoncountyfl.gov.

Written public comments received after the 8:00 p.m., Monday, May 10, 2021, deadline will be made available to the Board and entered into the record during the hearing, although the County cannot guarantee that Commissioners will have adequate time to review such comments prior to the hearing or that the comments will be posted on the County website prior to the hearing.

Interested parties may also provide virtual real-time public comments during the public hearing. Interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at <https://www2.leoncountyfl.gov/coadmin/agenda/> by 8:00 p.m. on Monday, May 10, 2021. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300 or via email at LCG_PublicComments@leoncountyfl.gov. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled “Addressing the Board”, and Article IX., Section F., entitled “Decorum”, shall remain in full force and effect.

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 7-1-1 via Florida Relay Service.

Copies of the Recommendation of the Special Magistrate may be inspected as part of the agenda package on the County’s web site (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies by other means, such as email, mail, or facsimile transmittal, contact County Administration at 850-606-5300 or the County Attorney’s Office at 850-606-2500.

Advertise: April 30, 2021