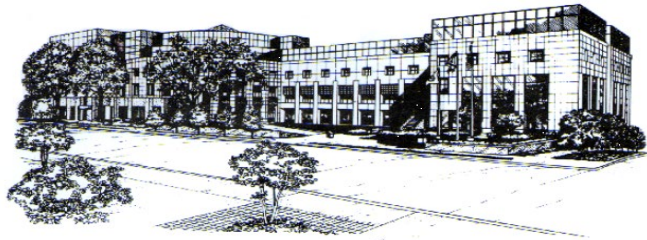


# BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

## AGENDA REGULAR MEETING

**Tuesday, July 13, 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

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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](http://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, [Twitter](#) 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](http://www.leoncountyfl.gov/ADA).

# Board of County Commissioners

Leon County, Florida

## Agenda

Regular Public Meeting

Tuesday, July 13, 2021, 3:00 p.m.

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

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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](mailto: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., titled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

### **INVOCATION & PLEDGE OF ALLEGIANCE**

Invocation by Reverend Dr. Lenny Marshall, Pastor of Saint Philip AME Church

Pledge of Allegiance by Commissioner Dozier

### **AWARDS AND PRESENTATIONS**

- 2021 Neighborhood of the Year Awards  
(Rick Minor, Chairman)

### **CONSENT**

1. Minutes: May 11, 2021 Regular Meeting and May 25, 2021 Budget Workshop  
(Clerk of Court)



2. Payment of Bills and Vouchers  
*(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)*
3. Commissioner Appointments to the Code Enforcement Board, the Public Safety Coordinating Council and the Water Resources Committee  
*(County Administrator/ County Administration)*
4. Proposed Resolutions Relating to Recent State and Federal Election Reform Laws  
*(County Administrator/ County Administration)*
5. Request to Schedule First and Only Public Hearing to Consider Adopting an Ordinance Establishing a Local Provider Participation Fund for September 14, 2021  
*(County Administrator/ County Attorney/ County Administration)*
6. Opioid Litigation - Consideration of Approval of Bankruptcy Plan In re Purdue Pharma, L.P., et al., Case No. 19-23649 (RDD)(Bankr. S.D.N.Y.)  
*(County Attorney)*
7. Resolution to Abandon, Vacate, and Disclaim a Portion of Plat Book 11, Page 32-A, of the Official Records of Leon County, Florida, "Killearn Lakes, Unit No. 8"  
*(County Administrator/ County Attorney/ Development Support & Environmental Management)*
8. Approval to Rename Gamble Street to Robert and Trudie Perkins Lane  
*(County Administrator/ Development Support & Environmental Management)*
9. Approval to Rename McDonnell Drive to Railroad Square  
*(County Administrator/ Development Support & Environmental Management)*
10. Final Recommendations Regarding the FY 2022 Preliminary Budget and Establishment of the Maximum Millage Rate  
*(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)*
11. Consideration of Owner's Full Compensation Settlement Offer in Eminent Domain Acquisition Involving Parcel Needed for Northeast Lake Munson Septic to Sewer Project and Adoption of Proposed Resolution Authorizing the Exchange of Properties as Part of Full Compensation  
*(County Administrator/ County Attorney/ Office of Financial Stewardship)*
12. Inclusionary Housing Policy Overview  
*(County Administrator/ PLACE/ Planning/ Human Services & Community Partnerships)*
13. 9/11 Day of Remembrance and Service for 2021  
*(County Administrator/ Human Services & Community Partnerships)*
14. Request to Schedule a Second and Final Public Hearing on a Small Cities Community Development Block Grant-Coronavirus Relief Funding Application for September 14, 2021  
*(County Administrator/ Office of Financial Stewardship/ Human Services & Community Partnerships)*
15. County Commitment of Funding Match for the Low Income Pool for Bond Community Health Center, Neighborhood Medical Center, and Apalachee Center, Inc.  
*(County Administrator/ Human Services & Community Partnerships)*
16. Establishment of Landlord Risk Mitigation Fund in Partnership with the City of Tallahassee  
*(County Administrator/ Intervention & Detention Alternatives/ Human Services & Community Partnerships)*

17. Authorization to Submit Public Library Construction Grant Application  
(County Administrator/ Library)
18. Second Performance Agreement and Surety Device for Unit 2 of Chastain Manor Phase 2 Subdivision  
(County Administrator/ Public Works)
19. Stormwater Monitoring Contract with the Northwest Florida Water Management District and the City of Tallahassee  
(County Administrator/ Public Works)
20. Status Report on Maintenance Schedules, Testing, and Metrics for Commercial and Residential Stormwater Ponds in Other Jurisdictions  
(County Administrator/ Public Works)
21. Springs Restoration Grant Amendment for Construction of the Belair/Annawood Sewer System Project  
(County Administrator/ Public Works)
22. Florida Department of Environmental Protection Water Quality Protection Grant Applications  
(County Administrator/ Public Works)
23. Authorization to Execute Solar Array Interconnection Agreements with Talquin Electric Cooperative and City of Tallahassee Utilities  
(County Administrator/ County Attorney/ Office of Resource Stewardship)
24. Interlocal Agreement to Provide Maintenance of Sheriff's Office Complex  
(County Administrator/ Office of Resource Stewardship)
25. Adoption of a Proposed New County Tourism Event Grant Programs Policy  
(County Administrator/ Tourism)

Procurements: (These items are included under Consent.)

26. Bid Award for the Leon County Detention Center North Wing Phase 1 Roof Replacement Project  
(County Administrator/ Public Works/ Purchasing)
27. Bid Award for the Leon County Supervisor of Elections Building Roof and HVAC Replacement Project  
(County Administrator/ Public Works/ Purchasing)

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

28. Annual FY 2019/20 Audit and Financial Statements  
(Clerk of Court)
29. Status Report on Leon County Government's Pay Plan Processes, Employee Classification, Promotions, and Recruitment and Retention Strategies  
(County Administrator/ Human Resources)

**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**

30. Status Report on the Open Burning Ordinance and Information Regarding Open Burning and Air Quality Regulation, Including Emissions that May Cause Smoke Nuisances, and Request to Schedule the First and Only Public Hearing to Consider Adopting a Proposed Ordinance to Repeal Section 18-142 of the Leon County Code of Laws and Adopt New Provisions Related to Open Burning, for September 14, 2021  
(County Attorney)
31. Status Update on the Local Emergency Declaration and Procedures for County Commission Meetings  
(County Administrator/ County Administration)
32. Street Renaming Options to Honor President Barack Obama  
(County Administrator/ Development Support & Environmental Management)
33. Human Trafficking Awareness Training Program and Inclusion of Human Trafficking Awareness in the County's Procurement Process  
(County Administrator/ County Attorney/ Office of Financial Stewardship)
34. Community Human Services Partnership Outcome Measures  
(County Administrator/ Human Services & Community Partnerships)
35. Development of a Policy and Criteria for Designating New Canopy Roads  
(County Administrator/ PLACE/ Planning)
36. Full Board Appointments to the Board of Adjustments & Appeals, the Canopy Roads Citizens Committee, the Leon County Educational Facilities Authority and the Planning Commission  
(County Administrator/ County Administration)

### **SCHEDULED PUBLIC HEARINGS, 6:00 P.M.**

37. First and Only Public Hearing for the Leon County "Fulfillment Center" Type "C" Site and Development Plan Application  
(County Administrator/ Development Support & Environmental Management)
38. Second and Final Public Hearing to Consider Adopting an Ordinance Amending Section 10-6.612 of the Land Development Code Entitled "Rural Zoning District"  
(County Administrator/ Development Support & Environmental Management)
39. First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 2, Article VIII of the Leon County Code of Laws, Relating to Local Emergency Management  
(County Attorney/ County Administrator/ Emergency Management)

40. First and Only Public Hearing to Approve the Resolution Adopting the Stormwater Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to Tax Collector  
(County Administrator/ Office of Financial Stewardship)
41. First and Only Public Hearing to Approve the Resolution Adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to Tax Collector  
(County Administrator/ Office of Financial Stewardship)
42. First and 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  
(County Administrator/ Office of Financial Stewardship)

### **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**

- Canopy Community Development District Approved FY 2022 Budget
- Capital Region Community Development District April 8, 2021 Meeting Minutes

### **ADJOURN**

*The next regular meeting of the Board of County Commissioners is tentatively scheduled for  
**Tuesday, September 14, 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](http://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
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 2<sup>nd</sup> Tuesday of the month and workshops for the 4<sup>th</sup> Tuesday. If additional Commission meetings are necessary, the meeting would be scheduled on the 4<sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> 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
<b>February 2021 (cont.)</b>	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
	<del>Saturday 20 – Wednesday 24</del>	<del>cancelled - changed to Virtual Conference 3/8-26</del>	<del>NACO Legislative Conference Washington, D.C.</del>
<b>March 2021</b>	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 <sup>th</sup> 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 <sup>th</sup> Floor Commission Chambers
<b>April 2021</b>	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
	Tuesday 13	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	Joint County/City Transmittal Hearing on Cycle 2021 Comprehensive Plan Amendments
	<del>Tuesday 20</del>	<del>1:30 p.m. cancelled</del>	<del>Capital Region Transportation Planning Agency Meeting City Commission Chambers</del>
	<del>Tuesday 27 Rescheduled to May 25, 2021</del>	<del>9:00 a.m.</del>	<del>Budget Policy Workshop County Courthouse, 5<sup>th</sup> Floor Commission Chambers</del>
<b>May 2021</b>	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing to Consider Adopting an Ordinance Amending Leon County's Fertilizer Ordinance
		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
<b>May 2021 (cont.)</b>	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
	<b>Thursday 20</b>	<b>Offices Closed</b>	<b>EMANCIPATON DAY</b>
	Tuesday 25	9:00 a.m.	Budget Policy Workshop County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	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
	<b>Monday 31</b>	<b>Offices Closed</b>	<b>MEMORIAL DAY</b>
<b>June 2021</b>	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
		6:00 p.m.	First of Two Public Hearings to Consider Adopting an Ordinance Amending Section 10-6.612 of the Land Development Code Entitled "Rural Zoning District"
		6:00 p.m.	First & Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from Single- and Two-Family Residential (R-3) Zoning District to Urban Residential (R-4) Zoning District for 3.34 Acres Located at 4075 Buck Lake Road
		6:00 p.m.	First & Only Public Hearing to Adopt the Proposed Ordinance Repealing Amended Emergency Ordinance No. 20-15 Relating to Face Covering Requirements
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
		5:00 p.m.	Blueprint Intergovernmental Agency Special Meeting – Northeast Gateway PD&E Study City Commission Chambers
	<del>Tuesday 22</del>	<del>9:00 a.m.</del> <i>cancelled</i>	<del>Budget Workshop</del> <del>County Courthouse, 5th Floor Commission Chambers</del>
	<i>Tuesday 29 - Friday July 2</i>		<i>FAC Annual Conference &amp; Educational Exposition Orange County; Orlando, FL</i>
<b>July 2021</b>	<b>Monday 5</b>	<b>Offices Closed</b>	<b>INDEPENDENCE DAY observed</b>
	<i>Friday 9 - Monday 12</i>		<i>NACo Annual Conference Prince George's County / MD</i>
	Tuesday 13	<del>TBD</del> <i>cancelled</i>	<del>Budget Workshop (if necessary)</del> <del>County Courthouse, 5th Floor Commission Chambers</del>
	Tuesday 13	9:00 a.m.	Joint County/City Workshop on Homelessness, Affordable Housing and the Residential Construction Market City Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	Second and Final Public Hearings to Consider Adopting an Ordinance Amending Section 10-6.612 of the Land Development Code Entitled "Rural Zoning District"

Month	Day	Time	Meeting Type
July 2021 (cont.)	Tuesday 13	6.00 p.m.	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
		6.00 p.m.	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
		6.00 p.m.	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
		6.00 p.m.	First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 2, Article VIII, Division 2 of the Leon County Code of Laws, Relating to Local Emergency Management
		6:00 p.m.	First and Only Public Hearing for the Leon County Fulfillment Center Type "C" Site and Development Plan Application
	Thursday 15	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	<b>Tuesday 27</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
August 2021	Thursday 12 - Sunday 15		Chamber of Commerce Annual Conference Amelia Island, Fernandina Beach, FL
September 2021	Monday 6	Offices Closed	LABOR DAY
	<u>Sunday 12– Friday 17</u>		<u>Congressional Black Caucus Annual Legislative Virtual Conference</u>
	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 20/21*
		<u>6:00 p.m. tentative</u>	<u>Second public hearing to consider a draft application for the Small Cities Community Development Block Grant-Coronavirus Relief Funding</u>
		<u>6:00 p.m. tentative</u>	<u>First and Only Public Hearing to Consider Adopting an Ordinance Establishing a Local Provider Participation Fund</u>
		<u>6:00 p.m. tentative</u>	<u>First and Only Public Hearing to Amend Section 18-142 of the Code of Laws of Leon County Regarding Open Burning</u>
	<u>Saturday 18</u>		<u>Honor Flight Tallahassee Washington D.C.</u>
	Tuesday 21- Wednesday 22		FAC Innovation & Policy Conference Palm Beach County
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Thursday 23 <b>Monday 27</b>	5:00 p.m.	Blueprint Intergovernmental Agency Meeting & 6:00 p.m. Budget Public Hearing, City Commission Chambers
	<u>Tuesday 28 – Friday 1</u>		<u>National Urban League Annual Conference Virtual Conference</u>
	<b>Tuesday 28</b>	<b>1:00 p.m.</b>	<b>Workshop on 2022 State &amp; Federal Legislative Priorities County Courthouse, 5<sup>th</sup> Floor Commission Chambers</b>
		3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers

Month	Day	Time	Meeting Type
<b>September 2021 (cont.)</b>	Tuesday 28	6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 20/21*
<i>*These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings</i>			
<b>October 2021</b>	<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 <sup>th</sup> 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 <sup>th</sup> Floor Commission Chambers
<b>November 2021</b>	Tuesday 9	3:00 p.m.	Reorganization and Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
	<b>Thursday 11</b>	<b>Offices Closed</b>	<b>VETERAN'S DAY OBSERVED</b>
	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>
	<b>Thursday 25</b>	<b>Offices Closed</b>	<b>THANKSGIVING DAY</b>
	<b>Friday 26</b>	<b>Offices Closed</b>	<b>FRIDAY AFTER THANKSGIVING DAY</b>
<b>December 2021</b>	Thursday 9	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 <sup>th</sup> Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing to consider adopting an ordinance amending the County Commission Districts
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	<b>Friday 24</b>	<b>Offices Closed</b>	<b>CHRISTMAS EVE</b>
	<b>Friday 31</b>	<b>Offices Closed</b>	<b>NEW YEAR'S EVE</b>
<b>January 2022</b>	Tuesday 11	No Meeting	<b>BOARD RECESS</b>
	<b>Monday 17</b>		<b>MARTIN LUTHER KING, JR. DAY</b>

## **Citizen Committees, Boards, and Authorities**

### **Current and Upcoming Vacancies**

[leoncountyfl.gov/committees](http://leoncountyfl.gov/committees)

#### **CURRENT VACANCIES**

##### **Animal Classification Committee**

Board of County Commissioners (1 appointment) – Licensed Veterinarian

##### **Architectural Review Board**

Board of County Commissioners (1 appointment) – Member of the Tallahassee Trust for Historic Preservation  
City of Tallahassee (1 appointment) – Owner of property zoned with the Historic Preservation Overlay

##### **Board of Adjustments & Appeals**

Board of County Commissioners (1 appointment)

##### **Canopy Roads Citizens Committee**

Board of County Commissioners (1 appointment)

##### **Contractors Licensing & Examination Board**

Commissioner - District III: Rick Minor (1 appointment)

##### **Joint City/County Bicycling Workgroup**

City of Tallahassee (3 appointments)

##### **Planning Commission**

Leon County School Board (1 appointment)

##### **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

##### **Science Advisory Committee**

Commissioner - District IV: Brian Welch (1 appointment)

#### **UPCOMING VACANCIES**

##### **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)

##### **Leon County Research & Development 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)

**OCTOBER 31, 2021**

**Canopy Roads Citizens Committee**

Board of County Commissioners (1 appointment)

**Tourist Development Council**

Board of County Commissioners (1 appointment)



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

# Leon County Board of County Commissioners

## Agenda Item #1

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Minutes: May 11, 2021 Regular Meeting; and May 25, 2021 Budget Workshop

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

### **Statement of Issue:**

This item seeks Board review and approval of the following minutes: May 11, 2021 Regular Meeting and May 25, 2021 Budget Workshop.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Approve the minutes of May 11, 2021 Regular Meeting and May 25, 2021 Budget Workshop.

### **Attachments:**

1. May 11, 2021 Regular Meeting
2. May 25, 2021 Budget Workshop

**BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA  
REGULAR MEETING  
May 11, 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 was provided by Pastor Benny Bolden, Family Worship and Praise Center. The Pledge of Allegiance was provided by Commissioner Jimbo Jackson.

**AWARDS AND PRESENTATIONS**

- **Proclamation Recognizing the World Class Schools Best & Brightest Awards**
  - Chairman Minor recognized the high school students who achieved the Best and Brightest Awards.
  - Commissioner Dozier thanked Laura Rogers for her dedication to the Best and Brightest.
- **Presentation on the 2021 Chamber Priorities and the Community Scorecard**
  - Jay Smith, Chairman of the Greater Tallahassee Chamber of Commerce, provided an update on the 2021 Chamber Priorities and the Community Scorecard, including 12 key metrics. Mr. Smith noted that the Chamber updated both its mission and vision. He shared the Chamber has focused on a community scorecard, created with the help of the Office of Economic Vitality.
  - Commissioner Cummings shared that she was impressed with the scorecard. She is concerned with the educational aspects of the community.
  - Commissioner Welch commended the Chamber's work on the scorecard.
  - Commissioner Jackson agreed with the other Commissioners. He commented on the interconnective nature of the metrics. He noted that to better address the poverty rate, they must work on the kindergarten readiness and the 3<sup>rd</sup> grade reading scores.
  - Commissioner Dozier asked if the presentation could be sent to the Board. She complimented the involvement of all three Chambers of Commerce and the focus on breaking down silos.
  - Vice-Chairman Proctor thanked Mr. Smith for his presentation and noted that many children living in poverty need access to basic business literacy training.
  - Commissioner Maddox thanked the Chamber for its leadership. He reflected that there is a negative stigma surrounding the trades. He asked the Chamber to highlight the importance of the trades and to work with increasing the number of apprenticeship programs.
  - Chairman Minor thanked the Chamber for the Community Scorecard and its community-wide efforts.

- **Overview of the Upcoming 2021 Hurricane Season**

- Kevin Peters, Director of Emergency Management, provided an overview of the 2020 hurricane season and the upcoming 2021 hurricane season, which is anticipated to have above average activity.
- Commissioner Dozier thanked Mr. Peters for his update. She acknowledged that Emergency Services has been working nonstop for 422 days in a row due to the pandemic. She thanked all of the employees. Mr. Peters clarified that they use the 30-year average to gauge the hurricane season.
- Vice-Chairman Proctor reflected on climate change and expressed concern regarding the continued use of mobile homes as an affordable housing option due to the safety issues during these weather events, and the depreciation of mobile home values.
- Chairman Minor thanked Mr. Peters for his update.

### **CONSENT**

*Vice-Chairman Proctor moved, seconded by Commissioner Dozier, to pull Item 6. The motion carried 7-0.*

*Commissioner Dozier moved, seconded by Commissioner Welch, to approve the Consent Agenda. The motion carried 7-0.*

#### **1. Minutes: February 16, 2021 Regular Meeting and March 9, 2021 Regular Meeting**

*The Board approved Option 1: February 16, 2021 Regular Meeting and March 9, 2021 Regular Meeting.*

#### **2. Payment of Bills and Vouchers**

*The Board approved Option #1: Approve the payment of bills and vouchers submitted for May 11, 2021 and preapprove the payment of bills and vouchers for the period of May 12, 2021 through June 7, 2021.*

#### **3. Commissioner Appointment to the Contractors Licensing Board**

*The Board approved 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.*

#### **4. Proposed Voluntary Annexation of the Oxford Gates Detached Residential Subdivision Located at 5701 Thomasville Road**

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

#### **5. Big Bend Healthcare Coalition Grant for Emergency Medical Services**

*The Board approved 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).*

**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 - PULLED**

**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**

*The Board approved: 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; and*

*Option #4: Authorize the Chairman and/or County Administrator to execute any associated documents subject to legal review by the County Attorney.*

**8. Approval of an Interlocal Agreement with the Housing Finance Authority of Leon County and Adoption of a Proposed Superseding Resolution**

*The Board approved Option #1: Approve the proposed Interlocal Agreement with the Housing Finance Authority of Leon County (Attachment #1) and authorize the County Administrator to execute; and*

*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.*

**9. Allocation of Existing State Housing Initiatives Partnership Funding to Emergency Housing Repair Program**

*The Board approved 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.*

**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**

*The Board approved 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.; and*

*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.*

**11. Second Performance Agreement and Surety Device for Unit I of Chastain Manor Phase II Subdivision**

*The Board Option #1: Accept the Second Performance Agreement and Surety Device for Unit I of Chastain Manor Phase II Subdivision (Attachment #1).*

**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**

*The Board approved 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); and*

*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).*

**13. Approval of Maintenance Map for the Northeast Lake Munson Septic to Sewer Project**

*The Board approved Option 1: Approve the Maintenance Map for Isabelle Drive between Dawson Road and Capital Circle SW (Attachment #1).*

**14. Approval of the Plat for Summerfield Single Family Phase IV Subdivision - PULLED**

**15. License Agreement with Leon Babe Ruth League for Use of the County's Full-Size Baseball Fields – PULLED**

**16. Facility Agreement for Tallahassee Memorial HealthCare, Inc. Animal Therapy Program**

*The Board approved 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.*

**17. Update on Cultural and Historic Tourism**

*The Board approved Option 1: Accept the Update on Cultural and Historic Tourism.*



**18. Annual Investment Report for Fiscal Year 2019-2020**

*The Board approved Option 1: Accept the Annual Investment Report for Fiscal Year 2019-2020 (Attachment # 1).*

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

**19. Midyear FY 2021 Commissioner Discussion Items Status Report**

*The Board approved Option 1: Accept the Midyear FY 2021 Commissioner Discussion Items Status Report (Attachment # 1).*

**20. Status Report on the Community Redevelopment Agency's FY 2020 Annual Report**

*The Board approved Option 1: Accept the status report on the Community Redevelopment Agency's FY 2020 Annual Report.*

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

*The Board approved Option 1: Accept the status update regarding curbside collection service through Waste Pro, Inc.*

**CONSENT ITEMS PULLED FOR DISCUSSION**

**Item 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**

Vice-Chairman Proctor pulled this item. He expressed concern that the community does not want this modified one-way road project and stated that there is a petition with over 300 signatures. He reflected that the first ask from the community was to widen Woodville Highway and expressed concern that the CRTPA and FDOT had not thoroughly considered this option. Vice-Chairman Proctor made a motion that the Board formally request that FDOT reconsider the widening of Woodville Highway. The motion was not seconded.

Commissioner Dozier reflected on the concerns of the community and the citizens who issued the petition. The work has been funded by the FDOT, and CRPTA has been working on this project for many years to solve traffic issues. She noted that it was not an easy decision to make. Any action to end this project would have needed to be taken earlier in the process. She motioned for staff recommendations.

Commissioner Maddox inquired if the same motion could be made by the same commissioner if the motion already died due to a lack of a second.

- County Attorney O'Steen stated that the Chair did not state the motion had died due to a lack of a second, therefore they can move forward with the motion.

Vice-Chairman Proctor noted that it is improper to not take into consideration the citizens' concerns regarding their community. He noted that they did their due diligence as citizens to voice their concerns with the project and the County must do theirs to find a solution.

Commissioner Maddox reflected on the FDOT/CRTPA community outreach for the project.

Commissioner Dozier shared that the FDOT looked at the entirety of the project. The CRTPA board was informed that if it did not move forward on the roundabout, it would lose funding to the entire project.

Vice-Chairman Proctor reflected on the two town hall meetings that were held. He moved a substitute motion to decline the FDOT funding for the roundabout. The motion died due to a lack of a second.

Commissioner Cummings raised a point of information. She asked if the widening of the highway had already been adopted. Commissioner Dozier stated that the Director of CRTPA can better answer her questions.

- o Brent Pell, the Director of Public Works, stated that the right-of-way maps have been approved by FDOT.

Vice-Chairman Proctor asked for clarification on the timeline of the project. County Attorney O'Steen stated the Board can decide to grant the right-of-way.

*Commissioner Dozier moved, seconded by Chairman Minor, to adopt 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; and*

*Option #4 Authorize the Chairman and/or County Administrator to execute any associated documents subject to legal review by the County Attorney.*

*The motion carried 5-2. (Commissioner Maddox and Vice-Chairman Proctor in opposition.)*

#### **Item 14. Approval of the Plat for Summerfield Single Family Phase IV**

Chairman Minor noted that his wife is associated with this item and recused himself from the vote due to the appearance of a conflict of interest.

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

#### **Item 15. License Agreement with Leon Babe Ruth League for Use of the County's Full-Size Baseball Fields**

- Commissioner Dozier pulled this item from consent. She reflected on the lack of exclusive women/girl's sport offerings at County facilities and asked if staff could explore the issue. She amended the motion.
  - County Administrator Long confirmed that staff would explore options for exclusive women/girl's organized sports. He clarified that the current County sports leagues are open to women/girls.
- Vice-Chairman Proctor reflected on the need for offering girls' sports. He believed that in 2021, more opportunities will be available.
- Commissioner Dozier clarified that the County does not run its own teams, they are contracted out to private entities.
- Commissioner Jackson noted the need for competitive girls' sports. He reflected on the trend of players moving into travel teams.

*Commissioner Dozier moved, seconded by Commissioner Welch, to approve 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. 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 comments were received via online submission:

- Paul Brewer, 4162 Lonnie Gray Road, believes that the citizens who live south of the sewage plant should have the opportunity to have their wells tested for quality.
- Ben Castro, 10454 Rose Road, voiced his displeasure over current property policies in regard to dividing parcels of land.
- Sharla Daire, 2673 Chandalar Lane, shared her concern with stalking and harassment in Leon County.

The following citizens provided in-person comments:

- Ben Castro, 10454 Rose Road, shared his issues with the current policies in place in regard to land division.
  - *Commissioner Cummings moved, seconded by Commissioner Dozier, to have a status update from staff on working with Mr. Castro. The motion carried 7-0.*
- Stanley Sims, 1320 Avondale Way, spoke about his frustration with disparities in communities of color, specifically the Frenchtown area.
- Whitfield Leland III, PO Box 5833, was recognized, however he departed prior to speaking before the Board. His comments were noted there have been many projects that need attention in the Frenchtown area.

## **GENERAL BUSINESS**

### **ADD-ON**

#### **28. Phase 3 of Leon County's COVID-19 Response and Re-opening Plan, and Consideration of Public Hearing to Repeal Amended Emergency Ordinance No. 20-15**

County Administrator Long introduced this item. He stated it sought Board consideration to implement Phase 3 of the Leon County COVID-19 Response and Re-opening Plan, consistent with Executive Orders issued by the Governor on May 3, 2021 and seeks any additional policy direction the Board may wish to provide with respect to Leon County's re-opening of programs and services. Also, because the Governor's Executive Order 21-102 invalidated Leon County Amended Emergency Ordinance No. 20-15, which required individuals to wear a face covering when inside a business establishment unless an exception applied, this item also seeks Board consideration to schedule a Public Hearing to consider the repeal of Amended Emergency Ordinance No. 20-15.

Comments Submitted Online:

- Lisa Wixted, 6471 Justin Grant Trail, is in support of Leon County preserving efforts to encourage schools and businesses to continue wearing masks in indoor public spaces and following CDC guidelines to protect the wellbeing of all.

Commissioner Welch thanked the County Attorney for keeping the Commissioners up to date, along with the staff.

Commissioner Dozier recalled the positivity rate being over 5%. She reflected on the need to continue to recommend the wearing of masks.

Commissioner Jackson reflected on the vaccination rates in Leon County.

Commissioner Maddox shared the need for the community to continue to push up the community vaccination rate from the current 30 percent.

Commissioner Cummings thanked the County Administrator and Claudia Blackburn, Health Officer for the Florida Department of Health in Leon County, for their efforts. She reflected on the need for County digital proof of vaccination from the DOH.

Commissioner Dozier discussed the need and importance for a Coronavirus update from Claudia Blackburn in June.

*Commissioner Welch moved, seconded by Commissioner Cummings, to approve Option #1: Direct the County Administrator to implement Phase 3 of the Leon County COVID-19 Response and Re-opening Plan; and*

*Option #2: Schedule the first and only Public Hearing to consider repealing Leon County Amended Emergency Ordinance No. 20-15 for June 8, 2021.*

*The motion carried 6-0. (Vice-Chairman Proctor out of Chambers.)*

## **22. Process for the Siting of Homeless Shelters**

County Administrator Long introduced this item. He stated it is 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. The item provides an overview of the current public engagement and approval process to site homeless shelters and includes recommendations to the process for Board consideration.

Commissioner Dozier stated that this is the work that they wanted to tackle when they met at the Board retreat in January.

*Commissioner Maddox moved, duly seconded by Commissioner Dozier, for approval of Option #1: Accept the status report on the siting on homeless shelters; and*

*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.*

*The motion carried 6-0. (Vice-Chairman Proctor out of Chambers.)*

## **23. Proposed Revisions to Policies Regarding the Consent Agenda**

County Administrator Long introduced this item. He stated 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."

*Commissioner Maddox moved, duly seconded by Commissioner Jackson, for approval of 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). The motion carried 6-0. (Vice-Chairman Proctor out of Chambers.)*

## **24. Proposed Revisions to Policy No. 03-16, "Holidays" to Include Election Day as a Paid Holiday for Leon County Government Employees**

County Administrator Long introduced this item. He stated 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.

### **Comments Submitted Online**

- Darwin Gamble, 1248 Halifax Court, is in support of this Agenda Item as it will make it easier for Leon County employees to vote.
- Robert Scanlon, 3989 Sun Hawk Boulevard, voiced his support for the agenda item.

*Commission Cummings motioned for Option #1; it was seconded by Commissioner Maddox.*

Commissioner Welch expressed concern on the fiscal impact and offered a friendly amendment to reduce the number of flex days from three to two for County employees in election years. Commissioner Cummings did not accept the friendly amendment. He made a substitute motion for the same. The substitute motion died due to lack of a second.

Commissioner Dozier reflected on the number of states and local governments that provide paid holidays and stated her support of the motion.

*Commissioner Cummings moved, seconded by Commissioner Maddox, for approval of Option #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. The motion carried 7-0.*

#### **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 Long introduced this item. He requested 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.

Commissioner Dozier thanked staff for its efforts to update the ordinance and policy.

Vice-Chairman Proctor inquired about the Board's request to rename a street after President Obama.

- o County Administrator Long stated that the County did request that the City consider it, but the County has not heard back from the City on the previous request. However, an agenda item could be brought back exploring the issue given the update of the Ordinance and policy.

*Commissioner Maddox moved, duly seconded by Commissioner Dozier, for approval of 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). The motion carried 7-0.*

**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 Long introduced this item. He requested 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.

The following citizen comments were received via online submission:

- Denise Howard, 3790 Piney Grove Drive, submitted an online comment in support of the Wakulla Springs advocacy groups and in opposition of easing fertilizer restrictions in Leon County.
- Peter Kleinhenz, 1709 Verina Court, Conservation Committee of the Apalachee Audubon Society, submitted an online comment in support of a fertilizer ban in the rainy season (May – September).
- John Outland, 1562 Tung Hill Drive, submitted an online comment in support of the Wakulla Basin Advisory Group recommendations.

The following citizens provided virtual comments:

- Robert Deyle, 2409 Oakdale Street, Professor, FSU Dept. of Urban & Regional Planning, and Chair of Wakulla Alliance, spoke in support of a three month ban on nitrogen fertilizer in the summer months (June-August), with a provision to permit the application of iron or manganese in those months to “green up” lawns if needed.
- Max Epstein, 1001 San Luis Road, spoke in support of tabling the agenda item and forwarding the ordinance to the Sierra Club.

Commissioner Dozier expressed concern that the County fertilizer ordinance had not been updated since 2009. She appreciated the updates to the ordinance made since February. She did not believe the Board should wait any longer to adopt the staff recommendation. Regarding the moratorium, Leon County differs from other counties who have longer moratoria that may change the length of a ban during the rainy season. She opined that she would like to see how Leon compares to the other counties in different parts of the state.

County Administrator Long stated that staff was on hand to answer questions.

- Nawfal Ezzagaghi, Director, Environmental Services, provided an overview of staff research and how it came to the recommendation of restricting the application of fertilizer if 1” of rain when a 24-hour period is forecast. He stated that the purpose of the ban corresponds with rainfall data in Tallahassee. There are not many intense storms in Leon County that would result in runoff that occurs in different parts of the state. The ban proposed in the ordinance corresponds with the data. There have been several instances of public outreach that took place to craft this moratorium.

Commissioner Dozier would like an update on the training for the fertilizer use in the County regarding the ban. She amended her motion with the approval of Commissioner Maddox.

Barry Wilcox, Director, Development Support & Environmental Management, stated that DSEM had addressed 11 of the 12 Sierra Club recommendations, and that the staff recommendation has the support of the Science Advisory Committee, Water Resource Committee, and the commercial applicators.

County Administrator Long confirmed that additional information will be brought back on the training programs.

Vice-Chairman Proctor reflected on the importance of protecting the quality of the County's drinking water. He questioned if the dominate run-off from roadways was measured. He inquired who was required to participate in the training and certification programs.

- Mr. Wilcox responded that runoff from the roadway is going into a stormwater facility for treatment. He clarified that the IFIS report was only looking at lawn fertilizer and not run-off from impervious surfaces.
- Mr. Ezzagaghi noted that the County has very progressive stormwater run-off rules and stormwater management and treatment.
- Mr. Ezzagaghi clarified that the training programs will be provided for commercial applicators and the ordinance provides an exemption for homeowners.
- Mr. Wilcox explained that the training programs are only for commercial applicators. Safeguards for the homeowners will include guidelines through public outreach, content of the fertilizer, and application instructions on the fertilizer.

*Commissioner Dozier moved, duly seconded by Commissioner Maddox, for approval of 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) as amended to direct staff provide an agenda item with details on the applicator training and public education initiative, and evaluate additional information on a summer time moratorium of fertilizer application. The motion carried 6-1. (Vice-Chairman Proctor in Opposition.)*

**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 Administrator Long introduced this item. He stated that it requested 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.

Commissioner Dozier explained that this was a complicated issue, and they had a lot of input from the neighbors and the applicant. She asked what the next steps are after they approve the decision.

- County Attorney O'Steen responded that if the Board does approve the recommendation then the applicant can appeal the denial to the Circuit Court in a 21-day time frame. If the Circuit Court disagrees with the Board, it would return to the Board.

Vice-Chairman Proctor shared he was satisfied with the work of the County Attorney.

*Commissioner Maddox moved, duly seconded by Commissioner Dozier, for approval of 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). 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:**

- Recommended the approval of the settlement agreement in the case of Leon County v. Williams, Williams, and Pearl in the Wild, LLC. The property owners have agreed, absent a court order or the approval of the County, not to hold events at the property of the nature that were being held before.
  - *Commissioner Dozier moved, seconded by Commissioner Welch, to approve the settlement agreement with Williams, Williams, and Pearl in the Wild, LLC. The motion carried 7-0.*
- She wished everyone a happy belated Mother's Day and gave a shout-out to her staff.

**County Administrator Long:**

- Reflected on the Colonial pipeline shutdown and stated that the County does not foresee any operational issues. There may be possible minimal issues with some yard and bulky waste pick-up, but it is anticipated that the situation should resolve itself.

**COMMISSIONER DISCUSSION ITEMS**

**Commissioner Dozier:**

- Thanked staff for the additional data in the Waste Pro agenda item and complimented the County's community-wide sustainable business recognition program SustainaBiz.
- Commented on the upcoming Village Square Created Equal: Stretching Towards Freedom event to be held on Emancipation Day on May 20th. She stated that WFSU will host a panel discussion via Zoom on May 13th to discuss the Florida State University College of Motion Picture Arts filmmaker in residence Valerie Scoon's documentary film "Invisible History: Middle Florida's Hidden Roots." The movie will premiere on WFSU at 9 pm on May 20th.
- Reflected on the need for a discussion at the Budget Workshop on May 25th regarding the prioritization of applicants for the next round of the rental assistance program.

**Commissioner Maddox:**

- No Comments

**Commissioner Welch:**

- Acknowledged the Department of Health for distributing the vaccinations at the local high schools.
- Congratulated the new class of Leadership Tallahassee. He also congratulated Kyle Frost for being selected.

**Commissioner Cummings:**

- Shared that the Children's Services Council Board had its inaugural meeting last week. She reported, as the County CSC representative, that the Children's Services Council held its first meeting on May 6th and elected Judge Sjostrom as Chair and Carmen Conner as Vice Chair.

**Commissioner Jackson:**

- Reflected on the public safety concern regarding the homeless encampments in the City limits at 2230 West Pensacola Street, and open camping in the state right-of-way on US 90 at the Walmart and Capital Circle intersection. He stated that Capital West Shopping Center customers are complaining that they are being harassed and followed to their vehicles.
  - Chairman Minor stated that there is a public workshop in July to address homeless issues in the area.
  - County Administrator Long stated that the County has engaged with local law enforcement, FDOT, and commercial and private property owners, and will continue to do so.
- Acknowledged Christic Henry and her group who partnered with the Leon County Dept. of Health and the County to coordinate vaccination events on two consecutive Saturdays in the Fort Braden community park.
- Recognized the Chamber for moving forward with the Little Libraries project that was designated at two sites in the Fort Braden community.
- Welcomed his granddaughter who was the newest addition to their family this month.

**Vice-Chairman Proctor:**

- Confirmed with the County Administrator that the County does not foresee any operational problems related to fuel supply and it is anticipated that employees will have the fuel needed to do their jobs.
- Reflected on Wakulla County widening Crawfordville Road and the need to widen US Hwy 319 (Crawfordville Road) to Wakulla County and made a motion for an agenda item.
  - Commissioner Dozier reflected that the project has been on the CRTPA list for a while, and it is a critical evacuation route. She offered a friendly amendment to have staff provide a report on what else the County delegation is looking at and their recommendations.
  - County Administrator Long stated that the Federal and State funding options for the project could be included in the agenda item.

*Vice-Chairman Proctor moved, seconded by Commissioner Cummings, to direct staff provide an agenda item to explore the widening of US Hwy. 319 to Wakulla County. The motion carried 7-0.*
- Thanked the Board for the support and condolences after the loss of his father.

**Chairman Minor:**

- Requested a proclamation recognizing May 16-22 as National Public Works week.
  - *Vice-Chairman Proctor moved, seconded by Commissioner Dozier, to approve a proclamation recognizing May 16-22 as National Public Works week. The motion carried 7-0.*
- Asked for a Resolution including the Anti-Defamation League's "No Place for Hate" language that condemns hate and extremism, to be considered at the next Board meeting.
  - *Commissioner Dozier moved, seconded by Commissioner Welch, to direct staff to provide an agenda item considering a resolution including the Anti-Defamation League's "No Place for Hate" language that condemns hate and extremism, at the next Board meeting. The motion carried 7-0.*
- Requested a proclamation recognizing Jim Stevenson and Tarra Tanaka, long-time conservationists who reside in Leon County and recently received the 2020 Florida Wildlife Federation Conservation Award. They purchased a 48-acre property to preserve and protect and it is a certified wildlife habitat.

- *Commissioner Dozier moved, seconded by Commissioner Welch, to approve a proclamation recognizing Jim Stevenson's and Tarra Tanaka's career-long conservation efforts at the June 8th Board meeting. The motion carried 7-0.*
- Asked for a proclamation recognizing June 13th as Race Amity Day, celebrating the collaborations and friendships between people of difference races and cultures.
  - *Commissioner Welch moved, seconded by Commissioner Maddox, to approve a proclamation recognizing June 13th as Race Amity Day. The motion carried 7-0.*
- Encouraged everyone to continue to follow CDC guidelines.

**RECEIPT AND FILE:**

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

**ADJOURN:**

There being no further business to come before the Board, the meeting was adjourned at 7:04 p.m.

**LEON COUNTY, FLORIDA**

ATTEST:

BY: \_\_\_\_\_  
Rick Minor, Chair  
Board of County Commissioners

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

**BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA  
BUDGET WORKSHOP  
May 25, 2021**

The Leon County Board of County Commissioners met for a Workshop on Tuesday, May 25, 2021, at 9:03 a.m.

Present were Chairman Rick Minor, Vice-Chairman Bill Proctor, and Commissioners Nick Maddox, Carolyn Cummings, Jimbo Jackson, Brian Welch, and Kristin Dozier. Also present were County Administrator Vincent Long, County Attorney Chasity O'Steen and Clerk to the Board Beryl H. Wood.

Facilitator: Alan Rosenzweig, Deputy County Administrator.

*Commissioner Welch moved, seconded by Commissioner Cummings, to waive the 3-minute time limit. The motion carried 4-0. (Commissioners Maddox, Proctor, and Jackson out of Chambers.)*

County Administrator Long presented the State of the County as a result of the COVID-19 pandemic. Due to the increase of federal fiscal aid, the County was able to avoid dire outcomes from the stay-at-home orders. He noted that County revenues are still below pre-pandemic levels despite the economic recovery.

**Workshop Item #1: Fiscal Year 2022 Preliminary Budget Overview**

This budget discussion item seeks Board guidance on the development of the FY 2022 Preliminary Budget.

Alan Rosenzweig, Deputy County Administrator, provided an economic outlook. The first quarter of 2020 saw the United States enter a recession due to COVID. Currently, the economy is starting to rebound quickly. Employment is coming back slightly slower. Fund balance use for the general revenue account is at the lowest level in over a decade. The Federal government has replaced \$6.4 million through the federal American Rescue Plan Act (ARPA). The County has followed a deliberate approach throughout the year to look for areas of cost avoidance.

Vice-Chairman Proctor asked for clarification on the living wage expenditure, inquiring if it was based on a \$13 an hour living wage.

- Deputy County Administrator Rosenzweig responded that it was. He shared, based on a new living wage formula developed by Massachusetts Institute of Technology (MIT), the living wage for Leon County is \$13.98 per hour.

Vice-Chairman Proctor stated that a \$14 living wage shows the value of a Leon County employee.

*Vice-Chairman Proctor, seconded by Commissioner Cummings, moved to bring back an item at the next regular meeting regarding raising the minimum living wage to \$14/hour. The motion carried 7-0.*

Commissioner Jackson asked where the \$13.98 number came from. Mr. Rosenzweig shared that MIT calculates the living wage every year.

Commissioner Dozier stated her appreciation for the onboard ambulance battery system, the Lake Lafayette Recovery Plan, and other programs created over the year. She cautioned that she would need a deeper discussion on the topic of a living wage before she can vote on it. She shared



she was glad to see the new HR policies to incentivize and encourage employees to apply for promotions.

Chairman Minor asked for clarification as to where the funding would come from if the motion carried.

- County Administrator Long stated that it would come from the General Revenue Fund.

Commissioner Welch inquired if there might be more funding available due to the current housing market.

- Mr. Rosenzweig stated that it might be possible; however, the County does not see the same trends as the rest of the state does due to the type of property available for sale now.
- Commissioner Welch stated that he would like more information later.

County Administrator Long stated that they could discuss more details during this workshop.

- Mr. Rosenzweig clarified that the increase to the living wage would not come solely from the General Revenue Fund.

Commissioner Cummings asked, given the size of the County, if increasing the living wage would not have a large impact. Mr. Rosenzweig stated that about 150 employees would be affected.

- Commissioner Jackson shared he would like to see this item brought back at the next meeting. County Administrator Long stated that the ratification item at the next meeting can have an analysis attached to it.

Chairman Minor expressed his support for the staff's recommendation of a \$13 living wage expenditure. He noted that in FY 2023, the County will raise the living wage to \$14 an hour.

Commissioner Maddox inquired what the largest expense is for the County.

- County Administrator Long responded it was personnel.
- Commissioner Maddox stated that it is also the County's biggest asset. He stated his support for raising the minimum living wage to \$14.

Commissioner Dozier questioned what the implications are for raising the living wage.

- County Administrator Long stated that by raising the living wage, there may be an issue later down the line regarding those who make more than the minimum wage.
- Commissioner Dozier stated she would be okay with raising the wage.

Vice-Chairman Proctor asked for clarification on current employment positions.

Commissioner Maddox asked if there was room to hire more staffing to help provide the current services.

- County Administrator Long responded that it was difficult to compare counties, even similarly sized counties. Looking at the needs of the County, there will be growth in the future.
- Commissioner Maddox asked if it was possible for staff to forecast the staffing needs in a similar fashion to forecasting budget needs.
- Mr. Rosenzweig stated that they currently do so.
- Commissioner Maddox would like a summary of these forecasts to be included in the budget.

Commissioner Dozier added that there will be a need for more staff in the capital planning department. She would like to see an agenda item brought back regarding the staffing needs.

*Commissioner Dozier moved, seconded by Vice-Chairman Proctor, to bring back an agenda item at the next meeting to focus on the promotion initiative, staffing needs, and the comparisons to other counties. The motion carried 7-0.*

Chairman Minor offered a friendly amendment to include adding the funding needed to provide menstrual products in public County bathrooms.

- Commissioner Jackson and Commissioner Dozier agreed to the friendly amendment.

*Commissioner Jackson moved, seconded by Commissioner Dozier, to adopt options 1, 2, and 4-7 with the friendly amendment to approve funding to provide free menstrual products in public County bathrooms.*

Vice-Chairman Proctor shared his stance that the radios were meant to be replaced in 2023 rather than in 2022. He asked why the replacement was moved forward.

- Mr. Rosenzweig stated that there was a technological need to replace the radios as parts were becoming scarce to repair them.
- Vice-Chairman Proctor believed that going forward, there should be some language included to protect the County from products that are obsolete before the end of the contract.

Chairman Minor thanked the staff for its hard work putting the agenda item together.

*Option #1: Direct staff to proceed with developing the Preliminary FY 2022 Budget.*

*Option #2: Authorize the County Administrator to negotiate modifications to the current County/City Fire Services Interlocal Agreement under the terms outlined in this budget discussion item to be provided to the Board as a future agenda item.*

~~*Option #3: Establish a minimum living wage of \$13/hour effective October 1, 2021 for all Leon County employees.*~~

*Option #4: Approve revisions to the Leon County Personnel Policy Section 5.03.1 "Promotion".*

*Option #5: Authorize the County Administrator to negotiate a contract for the replacement of the 800 MHz radios and prepare a future agenda item for Board consideration.*

*Option #6: Approve Revisions to the Leon County Fiscal Policy 93-44 to align the annual line-item funding and outside agency contract approval process.*

*Option #7: Approve the Budget Amendment which creates a permanent Household Hazardous Waste drop off program at Public Works during the current fiscal year.*

*The motion carried 6-0. (Commissioner Jackson out of Chambers.)*

### **Workshop Item #2: Proposed Expenditure Plan for the County's Allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act**

County Administrator Long introduced this item. He stated the budget discussion item seeks Board consideration of a proposed expenditure plan (Attachment #1) for Leon County's allocation of \$57 million in Coronavirus State and Local Fiscal Recovery Funds under the ARPA. The proposed expenditure plan would mitigate significant revenue impacts incurred by Leon County as a result of the COVID-19 pandemic, provide one-time funds to support major wastewater



infrastructure improvements, and address remaining community recovery needs in the areas of public health, human services, and small business support.

Andy Johnson, Assistant to the County Administrator, provided a presentation on the federal COVID-19 legislation. He shared that ARPA provides \$1.9 trillion in economic relief and recovery assistance. Leon County has been allocated \$57 million. The expenditure deadline is December 31, 2024.

Mr. Rosenzweig stated that CARES was the necessary support at that time. ARPA provides billions in new federal assistance programs for individuals and businesses. The recommended plan is to meet the remaining community needs that are not being met under CARES as the County moves into a recovery phase. Revenue loss mitigation will be \$25.5 million. The recommended allocation for the \$11.28 million eliminates the need to raise any fees or property taxes.

Ken Morris, Assistant to the County Administrator, stated that the County has been approved to allocate funding for infrastructure. Three major wastewater projects have been proposed for funding: Northeast Lake Munson, Belair/Annawood, and Woodville Sewer.

Vice-Chairman Proctor noted that he was pleased to see that there was funding available for those projects.

Commissioner Dozier asked for clarification on the amount that has been received and allocated.

- Mr. Rosenzweig stated that it was \$62 million.
- Commissioner Dozier noted that the same amount was cut during the recession years in the past.

Commissioner Welch commented on the benefit from these funds to his region.

*Commissioner Dozier moved, seconded by Commissioner Welch, to take a 30-minute recess. The motion carried 7-0.*

Shington Lamy, Director of the Office of Human Services and Community Partnerships, stated that the County has expanded its resources and services to address homelessness. They propose a continued investment of \$1.78 million dollars to support the COVID related expenses in regard to homelessness.

- \$767,000 will be used to address food insecurity.
- \$110,000 will be spent on mental health services through 2-1-1 Big Bend.
- \$810,000 will be spent on legal representation to help prevent homelessness as evictions and foreclosures begin to be processed.
- \$1.8 million will be used on a nonprofit services grant programs to support nonprofit providers.

Commissioner Jackson noted that he is familiar with homelessness as it pertains to his district. He commended the funding that is directed to address this issue.

Commissioner Welch inquired if there was any funding that will be used specifically for women and children facing homelessness.

- Mr. Lamy stated that diversion and prevention of homelessness will be used to help this population.

Vice-Chairman Proctor asked what the target number for permanent supportive housing was.

- Mr. Lamy stated that the \$2.5 million will be spent mostly on support for serious health conditions for those experiencing chronic homelessness. He also noted they are considering a non-profit to provide help to students over the summer.

Commissioner Dozier noted that there will be more funding coming from the federal and state governments that will help address homelessness. She also raised an issue with moving forward with these programs before the joint workshop with the City on homelessness.

County Administrator Long stated that the joint meeting and the workshop will bring about discussion on this issue.

- Mr. Lamy added that the County's programs align with the Continuum of Care's standards.

Commissioner Cummings acknowledged staff for its presentations. She asked that regarding mental health issues, if the funding is included in the sheriff's budget and role in handling those cases. She shared that there has been an increase in the need for legal aid regarding evictions. She commended staff for the funding dedicated to this issue.

Chairman Minor noted that there has been an increase of 45% in food insecurity in Leon County. As the County representative for the Continuum of Care, he noted that the plan does align with its current goals.

Wanda Hunter, Assistant to the County Administrator, presented on Public Health Response Support. More than half a million dollars has been set aside to distribute the COVID 19 vaccine. \$800,000 will be spent on community health centers.

Mathieu Cavell, Assistant to the County Administrator, stated that \$331,000 will be spent on engagement and promotion for the vaccine.

Christina Paredes, Director, Office of Economic Vitality, presented on small business support. FAMU Credit Union's smart steps Micro Loan program will be given \$1.1 million to help the community. The Local Chambers of Commerce Support will be \$166,000. Entrepreneurship Support will also be given \$166,000.

Mr. Rosenzweig stated that \$3.5 million will be spent on County Continuity of Operations and ERA Program Support. \$5.7 million will be reserved for future needs. These funds do not need be spent until December 31, 2024.

Commissioner Dozier asked if it would be possible to have a report with the number of businesses helped by the program. Additionally, she asked if a part of those dollars is reserved for a specific area within the community.

- Ms. Paredes stated that there is a part of the dollars that is meant for the City's First Neighborhood Initiative Program.

Commissioner Maddox declared a conflict and shared he would abstain from voting on the non-profit portion of the motion. He stated as the Executive Director of the Boys & Girls of the Big Bend, which is a not-for-profit entity in Leon County.

*Commissioner Maddox moved, seconded by Commissioner Jackson, to adopt options 1-3, with the exclusion of the non-profit portion.*

*Option # 1: Approve the proposed expenditure plan for the County's allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act (Attachment # 1).*

*Option #2: Authorize the County Administrator to expend Coronavirus State and Local Fiscal Recovery Funds as provided in the proposed expenditure plan and enter into subgrant agreements with fund recipients, subject to legal review by the County Attorney.*

*Option #3: Approve the associated Resolution and Budget Amendment Request (Attachment #2).*

*The motion carried 7-0.*

*Commissioner Dozier moved, seconded by Commissioner Welch, to adopt the non-profit portion of the Option. The motion carried 6-0. (Commissioner Maddox in abstention.)*

Vice-Chairman Proctor inquired if the funding available is for technical support. Ms. Perez stated that those costs are covered by the FAMU Credit Union.

Commissioner Cummings shared her concerns with the vaccine hesitancy program. She applauded the program, but questioned the money allotted for the program and its timeline to be spent.

- Mr. Cavell responded that there will be \$600,000 in funds between the County and City.

Commissioner Dozier asked for clarification on when the money would be disbursed.

- County Administrator Long stated that after the actions taken have been ratified at the next regular meeting, the money will be disbursed.

Vice-Chairman Proctor mentioned that a local reverend contacted him about vaccine hesitancy and that there was a need for more education regarding the vaccine.

**Workshop Item #3: Emergency Rental Assistance Program (ERA 2) Funding under the American Rescue Plan Act (ARPA)**

County Administrator Long introduced this item. It seeks Board consideration to accept \$7.01 million in additional federal funding from the U.S. Treasury for Emergency Rental Assistance (ERA 2) to pay rent and/or utilities (including internet services) for eligible applicants.

Vice-Chairman Proctor inquired why Leon County will be entering an agreement with the Florida Department of Children and Families.

- Mr. Rosenzweig stated that by doing so, the County will share data with the state to ensure that duplicate payments are not being paid out.

Commissioner Dozier asked if being unemployed was one of the qualifications to receive aid from ERA 2.

- Mr. Lamy stated that an applicant must be unemployed for 90 days before the application can be considered or living under the cost of living for the area.
- Mr. Rosenzweig stated that the applications are being analyzed as they are received.

Commissioner Welch moved, seconded by Commissioner Dozier, to adopt Option 1-7 as stated below.

*Option #1: Ratify the request to the U.S. Treasury to receive the County's allocation of \$7.01 million in Emergency Rental Assistance Program 2 funds (Attachment #1).*

*Option #2: Approve the utilization of the Emergency Rental Assistance Program 2 funds for the continuation of the Leon County Emergency Rental Assistance Program in accordance with the American Rescue Plan Act of 2021.*

*Option #3: Authorize the County Administrator to make modifications to program criteria for Emergency Rental Assistance Program 2 funds as may be needed to ensure the efficient and timely use of the County's allocation, and enter into subgrant agreements with fund recipients, subject to legal review by the County Attorney.*

*Option #4: Authorize the County Administrator to expend up to 15% of the County's funding allocation to continue to administer the Leon County Emergency Rental Assistance Program and the other purposes authorized by the American Rescue Plan Act of 2021.*

*Option #5: Authorize the County Administrator to execute any contract amendments with Tetra Tech necessary for the implementation of ERA 1 and ERA 2.*

*Option #6: Authorize the County Administrator to enter into an agreement with the Florida Department of Children and Families for the purpose of sharing ERA program data, subject to legal review by the County Attorney.*

*Option #7: Approve the associated Resolution and Budget Amendment (Attachment #2).*

*The motion carried 7-0.*

#### **Workshop Item #4: Plan to Implement the Essential Libraries Initiative**

County Administrator Long introduced this item. It presents for the Board's consideration a proposed plan to implement the Essential Libraries Initiative, a re-envisioning of the Leon County Public Library System to address the changing needs of residents and trends in library use. The plan includes several enhancements to the Library such as new programs and services, capital improvements, existing position reclassifications, and policy revisions to support the initiative.

*Vice-Chairman Proctor moved, seconded by Commissioner Maddox, to adopt Options 1-5.*

*Option #1: Adopt the proposed plan to implement the Essential Libraries Initiative.*

*Option #2: Approve the creation of a Community Resources Specialist position within the Department of Library Services through the realignment of an existing position thereby having no fiscal impact.*

*Option #3: Accept the \$15,000 donation from the Friends of the Library to establish a Library of Things and approve the Resolution and associated Budget Amendment Request (Attachment #4).*

*Option #4: Adopt the proposed revised Policy "Library Code of Conduct" (Attachment #5), thereby repealing the current Policy No. 98-15 "Library Patron Rights & Responsibilities."*

*Option #5: Adopt the proposed Enabling Resolution to reauthorize the Library Advisory Board (Attachment #6) and approve the revised membership.*

*The motion carried 7-0.*

Vice-Chairman Proctor stated that the library system reflects the level of literacy for the community. It also points to the commitment to providing resources to the community. He noted

that during the school year, there have been many children who did not have access to the internet and have fallen behind.

Commissioner Jackson stated that different internet providers have reached out to Title 1 schools to provide internet to anyone who needed it and could show that their children were enrolled in a Leon County Title 1 School.

Commissioner Dozier noted that there was a large interest in the library programs in the schools. She also stated that some students may have done well with virtual school but struggled socially.

Ms. Hunter stated that the library does currently offer the books needed in schools. She added the Homework Hub will continue throughout the summer.

Commissioner Welch commended the libraries for their work.

Commissioner Cummings agreed with the other Commissioners. She commended their work with creating events that bring families together.

**ADJOURN:**

There being no further business to come before the Board, the workshop was adjourned at 2:22 p.m.

**LEON COUNTY, FLORIDA**

ATTEST:

BY: \_\_\_\_\_  
Rick Minor, Chair  
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

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Payment of Bills and Vouchers



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

### **Statement of Issue:**

This item requests Board approval of the payment of bills and vouchers submitted for July 13, 2021 and pre-approval of payment of bills and vouchers for the period of July 14, 2021 through September 13, 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 July 13, 2021 and pre-approve the payment of bills and vouchers for the period of July 14, 2021 through September 13, 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 July 13<sup>th</sup> meeting, the morning of Monday, July 12, 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 September 14, 2021, it is advisable for the Board to pre-approve payment of the County's bills for July 14, 2021 through September 13, 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 July 13, 2021 and pre-approve the payment of bills and vouchers for the period of July 14, 2021 through September 13, 2021.
2. Do not approve the payment of bills and vouchers submitted for July 13, 2021, and do not pre-approve the payment of bills and vouchers for the period of July 14, 2021 through September 13, 2021.
3. Board direction.

### **Recommendation:**

Option #1



**Leon County  
Board of County Commissioners  
Notes for Agenda Item #3**

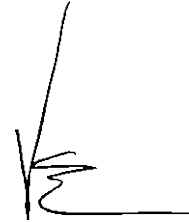
# Leon County Board of County Commissioners

## Agenda Item #3

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Commissioner Appointments to the Code Enforcement Board, the Public Safety Coordinating Council, and the Water Resources Committee

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

### **Statement of Issue:**

This item seeks the Board's approval to ratify Commissioners' respective appointments of citizens to the Code Enforcement Board, the Public Safety Coordinating Council and the Water Resources Committee.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

See next page.

**Staff Recommendation:**

- Option #1: Ratify Commissioners' respective appointment of a citizen to the Code Enforcement Board as follows:
- a. Commissioner Dozier reappoints Paula Ryan to a three-year term ending July 31, 2024.
  - b. Commissioner Minor reappoints Will Shepard to a three-year term ending July 31, 2024.
  - c. Commissioner Welch appoints Phillip Sanders to a one-year term ending July 31, 2022.
  - d. Commissioner Proctor reappoints Claudette Cromartie to a one-year term ending July 31, 2022.
- Option #2: Ratify Chairman Minor's appointment of Rebecca Kelly-Manders, Nancy O'Farrell, Anne Meisenzahl and Paul Knoll to the Public Safety Coordinating Council for the remainder of the unexpired terms ending December 31, 2021, followed by four-year terms ending December 31, 2025.
- Option #3: Ratify Commissioners' respective appointment of a citizen to the Water Resource Committee as follows:
- a. Commissioner Dozier reappoints Amanda Dorsett to a four-year term ending July 31, 2025.
  - b. Commissioner Maddox reappoints Richard Stephens to a four-year term ending July 31, 2025.

## **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:**

#### **Code Enforcement Board (CEB)**

Purpose: The CEB conducts hearings and enters orders to enforce County laws relating to environmental management (storm water, trees and landscaping), zoning and land use, control of junk accumulations in the community, building code, lawn mowing, etc. The CEB has the authority to impose administrative fines and other non-criminal penalties where a violation of a code provision has occurred, with the goal of obtaining Code compliance. The purpose is to provide an equitable, expeditious, effective and inexpensive method for enforcement of local laws and to promote, protect and improve the health, safety and general welfare of the public.

Composition: The CEB is comprised of seven members, with each Commissioner appointing one member. Members serve three-year terms, expiring July 31.

Pursuant to Florida Statutes, the membership of the Code Enforcement Board shall, whenever possible, consist of an architect, a businessperson, an engineer, a general contractor, a subcontractor, a realtor and another citizen. Currently the CEB membership consists of the following: Business Person (3), Engineer (1), Building Contractor (1) County Resident (1) and Realtor (1). Currently the Architect and Subcontractor categories are not represented on the CEB.

Section 162.05(3)(a), Florida Statutes, contemplates that once established, the seven-member CEB will have members (re)appointed each year on a 2-3-2 schedule, presumably to maintain stability and limit turnover during any one cycle. At present, the County’s CEB has only two cycles, currently ending July 31, 2021 and July 31, 2023. In order to get the CEB appointments back on track and in compliance with Florida Statutes, staff recommends the Board appoint two members to a one-year term ending July 31, 2022 and two members to a three-year term ending July 31, 2024.

#### **Diversity of Membership:**

<b>Total Seats</b>	<b>Vacant Seats</b>	<b>Gender</b>	<b>Race</b>
7	0	Male - 4 Female - 3	White - 3 Black - 3 Not Available - 1

Title: Commissioner Appointments to the Code Enforcement Board, the Public Safety Coordinating Council, and the Water Resources Committee

July 13, 2021

Page 4

Vacancies: The terms of Marcy Muldrow Sanders, Will Shepherd, Claudette Cromartie and Paula Ryan expire on July 31, 2021. Ms. Muldrow Sanders has served on the CEB for 9 years and is not eligible for reappointment pursuant to Policy No. 03-15, which limits citizen appointments to no more than three full consecutive terms. Mr. Shepherd, Ms. Cromartie and Ms. Ryan are seeking reappointment. The Commissioners have reviewed the applications and selected their respective appointees as listed in Table #1.

*Table #1: Code Enforcement Board*

<b>Vacancy / Seat Category</b>	<b>Term Expiration</b>	<b>Eligible Applicant (Application Attachment #)</b>	<b>Gender - Race</b>	<b>Recommended Action</b>
Paula Ryan / <i>County Resident</i>  <i>Served one term - Seeking reappointment</i>	7/31/2021	1. Paula Ryan  / <i>County Resident</i>	Female - White	Ratify Commissioner Dozier's appointment for a three-year term ending July 31, 2024.
Will Shepherd / <i>Realtor</i>  <i>Served one term - Seeking reappointment</i>	7/31/2021	2. Will Shepherd  / <i>Realtor</i>	Male – White	Ratify Commissioner Minor's appointment for a three-year one-year term ending July 31, 2024.
Claudette Cromartie / <i>County Resident</i>  <i>Served one term - Seeking reappointment</i>	7/31/2021	3. Phillip Sanders  / <i>Engineer &amp; General Contractor</i>	Male - White	Ratify Commissioner Welch's appointment for a one-year term ending July 31, 2022.
Muldrow Sanders, Marcy / <i>Building Contractor</i>  <i>Not eligible for reappointment</i>	7/31/2021	4. Claudette Cromartie  / <i>County Resident</i>	Female - Black	Ratify Commissioner Proctor's appointment for a one-year term ending July 31, 2022.

### **Public Safety Coordinating Council (PSCC)**

Purpose: The responsibilities of the PSCC are to assess the population status of all detention or correctional facilities owned or contracted by the county and formulate recommendations to ensure that the capacities of such facilities are not exceeded. Such recommendations include an assessment of the availability of pretrial intervention or probation programs, work-release programs, substance abuse programs, gain-time schedules, applicable bail bond schedules, and the confinement status of the inmates housed within each facility owned or contracted by the county.

Composition: Per Florida Statutes, the PSCC has eleven (11) member categories:

- a. The state attorney, or an assistant state attorney designated by the state attorney.
- b. The public defender, or an assistant public defender designated by the public defender.
- c. The chief circuit judge, or another circuit judge designated by the chief circuit judge.
- d. The chief county judge, or another county judge designated by the chief county judge.
- e. The chief correctional officer.
- f. The sheriff, or a member designated by the sheriff, if the sheriff is not the chief correctional officer.
- g. The state probation circuit administrator, or a member designated by the state probation circuit administrator, to be appointed to a 4-year term.
- h. The chairperson of the board of county commissioners, or another county commissioner as designee.
- i. If the county has such program available, the director of any county probation or pretrial intervention program, to be appointed to a 4-year term.
- j. The director of a local substance abuse treatment program, or a member designated by the director, to be appointed to a 4-year term.
- k. Representatives from county and state jobs programs and other community groups who work with offenders and victims, appointed by the chairperson of the board of county commissioners to 4-year terms.

Currently, Commissioner Proctor serves as the Board's designee on the PSCC and has served on the Council since 2012.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
12	3	Male - 7 Female - 2	White - 4 Black - 3 Not Available - 2

Vacancy: Lucretia Collins of Bethel Ready4Work, Richard Stephens of the National Alliance on Mental Illness and Dr. Larry Kubiak of Tallahassee Memorial Behavioral Health Center, have recently resigned from the Public Safety Coordinating Council (PSCC). Ms. Collins and Mr. Stephens each filled a seat in category k. and their terms are due to expire on December 31, 2021. Dr. Kubiak filled the seat in category j. and his term is due expire on December 31, 2021. Statutorily, there is no limit on the number of PSCC seats in category k. and staff is recommending adding another category k. member. The Chairman has reviewed the eligible applications and selected the applicants as listed in Table #2.

Table #2: Public Safety Coordinating Council

Vacancy / Category	Term Expiration	Eligible Applicant (Application Attachment #)	Gender - Race	Recommended Action
Lucretia Collins <i>Resigned</i> <i>Category .k.</i> <i>Representative from a county/state jobs program</i>	12/31/2021	5. Rebecca Kelly-Manders* <i>Category k.</i> <i>Representative from a county job program</i>	Female - White	Ratify Chairman Minor's appointment for the remainder of the unexpired term ending December 31, 2021, followed by a 4-year term ending December 31, 2025.
Richard Stephens <i>Resigned</i> <i>Category .k./</i> <i>Representative from a community group who works with offenders and victims</i>	12/31/2021	6. Nancy O'Farrell <i>Category k.</i> <i>Representative from a community group who works with offenders and victims</i>	Female - White	Ratify Chairman Minor's appointment for the remainder of the unexpired term ending December 31, 2021, followed by a 4-year term ending December 31, 2025.
Vacant Community Group Seat <i>Category .k.</i> <i>Representative from county and state jobs programs and other community groups who work with offenders and victims</i>	N/A	7. Anne Meisenzahl <i>Category k.</i> <i>Representative from a community group who works with offenders and victims</i>	Female - White	Ratify Chairman Minor's appointment for the remainder of the unexpired term ending December 31, 2021, followed by a 4-year term ending December 31, 2025.
Larry Kubiak <i>Resigned</i> <i>Category j.</i> <i>Director of local substance abuse treatment program, or a member designated by the director</i>	12/31/2021	8. Paul Knoll <i>Category j.</i> <i>Director of local substance abuse treatment program designee</i>	Male - White	Ratify Chairman Minor's appointment for the remainder of the unexpired term ending December 31, 2021, followed by a 4-year term ending December 31, 2025.

\*Applicant has agreed to resign from the CareerSource Capital Region Board if appointed to the PSCC.



### **Water Resources Committee (WRC)**

Purpose: The WRC is responsible for addressing community-wide concerns, such as flooding, recreational and community economic value, watershed management, and funding priorities. Additionally, the WRC reviews waterbody conditions and impact of development. At its October 23, 2018 meeting, the Board reclassified the WRC as a Focus Group by adopting Resolution No. 18-33. Focus groups are created by the Board to be a fact-finding source of community input and technical resource for County staff in developing recommendations on matters which will be subsequently considered for Board approval.

Composition: The WRC consists of seven (7) citizen members who represent a balance of community interests, as follows: conservation/environment, legal/planning, real estate/economic development, and boating/fishing. Each Commissioner appoints one citizen as a member of the WRC. Members serve a four-year term, expiring on July 31, with no member serving more than three consecutive four-year terms.

#### Diversity of Membership:

<b>Total Seats</b>	<b>Vacant Seats</b>	<b>Gender</b>	<b>Race</b>
7	0	Male - 4 Female - 3	White - 7

Vacancies: The terms of Amanda Dorsett and Richard Stephens are due to expire on July 31, 2021. Ms. Dorsett and Mr. Stephens are seeking reappointment. The individual Commissioners have reviewed the applications of the eligible applicants and have selected the applicants listed in Table #3.

*Table #3: Water Resources Committee*

<b>Vacancy</b>	<b>Term Expiration</b>	<b>Eligible Applicant (Application Attachment #)</b>	<b>Gender - Race</b>	<b>Recommended Action</b>
Amanda Dorsett <i>Served one partial and one full term- Seeking reappointment</i>	7/31/2021	9. Amanda Dorsett	Female - White	Ratify Commissioner Dozier's reappointment for a four-year term ending July 31, 2025.
Richard Stephens <i>Served one partial term - Seeking reappointment</i>	7/31/2021	10. Richard Stephens	Male - White	Ratify Commissioner Maddox's reappointment for a four-year term ending July 31, 2025.

**Options:**

1. Ratify Commissioners' respective appointment of a citizen to the Code Enforcement Board as follows:
  - a. Commissioner Dozier reappoints Paula Ryan to a three-year term ending July 31, 2024.
  - b. Commissioner Minor reappoints Will Shepard to a three-year term ending July 31, 2024.
  - c. Commissioner Welch appoints Phillip Sanders to a one-year term ending July 31, 2022.
  - d. Commissioner Proctor reappoints Claudette Cromartie to a one-year term ending July 31, 2022.
2. Ratify Chairman Minor's appointment of Rebecca Kelly-Manders, Nancy O'Farrell, Anne Meisenzahl and Paul Knoll to the Public Safety Coordinating Council for the remainder of the unexpired terms ending December 31, 2021, followed by four-year terms ending December 31, 2025.
3. Ratify Commissioners' respective appointment of a citizen to the Water Resource Committee as follows:
  - a. Commissioner Dozier reappoints Amanda Dorsett to a four-year term ending July 31, 2025.
  - b. Commissioner Maddox reappoints Richard Stephens to a four-year term ending July 31, 2025.
4. Board direction.

**Recommendation:**

Options #1 a.-d., #2 and #3 a.-b.

**Attachments:**

1. Ryan application, resume and attendance record
2. Shepherd application and attendance record
3. Sanders application and resume
4. Cromartie application and attendance record
5. Kelly-Manders application and resume
6. O'Farrell application and resume
7. Meisenzahl application and resume
8. Knoll application, resume and nomination
9. Dorsett application and attendance record
10. Stephen application, resume and attendance record



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
CODE ENFORCEMENT 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.**

<b>Name:</b> Ms. Paula Ryan		<b>Date:</b> 4/30/2021 6:11:13 PM	
<b>Home Address:</b>	564 Rhoden Cove Road Tallahassee, FL 32312	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	No
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 894-3400	<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	pgar1@cox.net	<b>How many years have you lived in Leon County?</b>	5

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Retired	<b>Work</b>
<b>Occupation:</b>	Attorney	<b>Address:</b>
<b>Work/Other Phone:</b>		

**(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.

<b>Race:</b>	White	<b>Gender:</b>	F	<b>Age:</b>
<b>District:</b>		<b>Disabled?</b>		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Cecile Baker	<b>Name:</b>
<b>Address:</b>	Rhoden Cove Road Tallahassee FL	<b>Address:</b>
<b>Phone:</b>	(850) 544-8241	<b>Phone:</b>

**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?\* **Yes**

If yes, on what Committee(s) are you a member? **Code Enforcement Board**

Have you served on any previous Leon County committees?\* **No**

Are you willing to complete a financial disclosure form 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 a resident of Leon County.

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

- ☒ Business Person
- ☐ Engineer
- ☐ Architect
- ☐ General Contractor
- ☐ Subcontractor
- ☐ Realtor
- ☒ County Resident

Members on this board must file a [Financial Disclosure Form #1](#) from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#).

Are you willing to file a Financial Disclosure Form? **Yes**

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

Signature: *Ms. Paula Ryan*

The application was electronically sent: 4/30/2021 6:11:13 PM

**PAULA G. A. RYAN**

564 Rhoden Cove Road  
Tallahassee, FL 32312  
Tel: 850-894-2910  
Email: pgar1@cox.net

**LAW FIRM EXPERIENCE**

December 2009 to May 2011

Law Offices of Heather Pedersen, Williamsburg, VA, Of Counsel

Areas of specialization: General practice of law, including commercial litigation, business law and trusts and estates.

July 1998 to June 2008

Rosen Preminger & Bloom LLP, New York, NY, Partner.

Areas of specialization: Commercial litigation, trust and estate-related litigation, appeals, real estate, corporate, trusts and estates.

August 1987 to July 1998.

Parker Duryee Rosoff & Haft, A Professional Corporation (and its predecessor firm, Parker & Duryee), New York, NY, Senior Associate.

Areas of specialization: Commercial litigation, trust and estate-related litigation, appeals, arbitration.

August 1976 to July 1987.

Ryan & Ryan, White Plains, NY, Partner.

General practice of law, including trusts and estates, estate planning and federal and state estate taxation; real estate; matrimonial and family law; corporations; zoning; landlord-tenant law; negotiations, counseling and conflict resolution; management of firm.

**OTHER EXPERIENCE**

Instructor in English, Ocean University of China, Qingdao, China. 2011-2012.

Instructor in English, Maersk Shipping, Qingdao, China. 2012.

Deputy Counsel, New York State Temporary Commission on Rental Housing. 1978-1979.

Associate Editor, IJA-ABA Juvenile Justice Standards Project. 1975-1976.

Professional Staff, Center for Family Planning Program Development,  
Planned Parenthood - World Population. 1971-1972.

Assistant to Executive Director, Mayor's Urban Action Task Force, New  
York, NY. 1969.

Attorney, Office of General Counsel, Department of Development, New York  
City Housing and Development Administration. 1968-1969.

Korea Operations/Training Officer, Peace Corps, Washington, D.C.  
1966-1968.

Research Assistant for Professor Julius Stone, University of Sydney Law  
School, Sydney, Australia. 1965.

Instructor in English on the Government Educational Television Station,  
Taipei, Taiwan. 1964-1965,

Attorney, Office of General Counsel, Department of Health, Education and  
Welfare, Education Branch, Washington, D.C. 1962-1964.

### **VOLUNTEER EXPERIENCE**

Mediator, Clackamas County Office of Dispute Resolution, Oregon 2014-2015.

City of West Linn Citizen's Committee on Sustainability, Oregon. 2014-2015.

Second Judicial Circuit Guardian ad Litem Program, Florida. 2017 to date.

### **EDUCATION**

Legal: Harvard Law School, J.D.  
"The Law of Succession in China: An Historical Survey" placed  
in Harvard Law School Library as an Honor Paper.

Graduate: Harvard University GSAS, Regional Studies: East Asia.

College: Barnard College, A.B.

Other: Manhattanville College: Chinese.

Taipei Language Institute, Taipei: Chinese.

Mandarin Training Center, Taiwan Provincial Normal  
University, Taipei: Chinese.



## **BAR ASSOCIATIONS**

Admitted to Virginia Bar 2009.  
Admitted to New York Bar 1971.  
Admitted to District of Columbia Bar 1963.  
New York State Bar Association.  
The Association of the Bar of the City of New York.  
Westchester Women's Bar Association.  
Women's Bar Association of the State of New York  
Director, Westchester Women's Bar Association, 1981-1987.  
Director, Women's Bar Association of the State of New York, 1983-1987.  
Chairperson, New York State Bar Association Committee on Juvenile Justice,  
1975-1977.

Association of the Bar of the City of New York Committees:  
    Council of International Affairs (at large member)  
    Committee on International Human Rights  
    Committee on Central and Eastern European Affairs  
    Committee on International Security Affairs  
    Asian Affairs Committee

## **PUBLICATIONS**

"Chinese Succession Law", Portia Law Journal, Spring 1967.

"Family Planning, Contraception and Voluntary Sterilization: An Analysis of Laws and Policies in the United States...", (U.S. Government Printing Office, 1974). Co-author, legal section.

***LEON COUNTY CODE ENFORCEMENT BOARD ATTENDANCE REPORT***

**Committee Name:** Leon County Code Enforcement Board Attendance Report

**Committee Member Name:** Paula Ryan

**2017-2018**

09/20/2018
X

**2018-2019**

10/18/2018	11/15/2018	12/20/2018	01/17/2019	02/21/2019	03/21/2019	04/18/2019	05/16/2019	06/20/2019	07/18/2019	08/15/2019	09/19/2019
X	X	MC	X	X	X	X	X	MC	X	X	X

**2019-2020**

10/17/2019	11/21/2019	12/19/2019	01/16/2020	02/20/2020	03/19/2020	04/16/2020	05/21/2020	06/18/2020	07/16/2020	08/20/2020	09/17/2020
X	X	MC	X	A/E	MC	MC	MC	MC	MC	X	X

**2020-2021**

10/15/2020	11/19/2020	12/17/2020	01/21/2021	02/18/2021	03/18/2021	04/15/2021
X	X	MC	A/E	X	X	X

*X – Member in attendance.*  
*A – Member absent*  
*A/E – Member absent/excused*  
*MC – Meeting cancelled*  
*TE- Term Expired*

**Additional Information or Remarks:**

Meetings were canceled March 2020 through July 2020 due to Covid-19



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
CODE ENFORCEMENT 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@leoncountyl.gov. Applications will be discarded if no appointment is made after two years.**

<b>Name:</b> Mr. Will Shepherd		<b>Date:</b> 5/7/2021 3:24:20 PM	
<b>Home Address:</b>	1435 Denholm Dr Tallahassee, FL 32308	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 321-2111	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	NoPlaceLikeHome@WillShepherd.com	<b>How many years have you lived in Leon County?</b>	32

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Ketcham Realty Group Inc	<b>Work</b>
<b>Occupation:</b>	Broker Associate	<b>Address:</b>
<b>Work/Other Phone:</b>		

**(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.

<b>Race:</b>	<b>Gender:</b>	<b>Age:</b>
<b>District:</b>	<b>Disabled?</b>	

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Dr. Mary Elizabeth Seay	<b>Name:</b>	Steven Louchheim
<b>Address:</b>	1441-2 Terrace St Tallahassee, FL 32303	<b>Address:</b>	1029 Thomasville Rd Tallahassee FL, 32303
<b>Phone:</b>	(850) 212-8372	<b>Phone:</b>	(850) 224-7713

<b>Resume Uploaded?</b>	No
<p>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.</p> <p>I would like to continue my work on the Leon County Code Enforcement Board. I believe that my experience and expertise are well suited to this endeavor and I truly enjoy helping Leon County Residents find compliance solutions and working with the talented staff and compapssionate volunteers.</p> <p>Thank you for your consideration.</p>	

**(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?\* **Yes**

If yes, on what Committee(s) are you a member? **Code Enforcement Board**

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

If Yes, on what Committee(s) have you served? **City of Tallahassee Affordable Housing Task Force**

Are you willing to complete a financial disclosure form 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 a resident of Leon County.**

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

- ☒ Business Person
- ☐ Engineer
- ☐ Architect
- ☐ General Contractor
- ☐ Subcontractor
- ☒ Realtor
- ☒ County Resident

Members on this board must file a [Financial Disclosure Form #1](#) from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#).

Are you willing to file a Financial Disclosure Form? **Yes**

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

Signature: *Mr. Will Shepherd*

The application was electronically sent: 5/7/2021 3:24:20 PM

***LEON COUNTY CODE ENFORCEMENT BOARD ATTENDANCE REPORT***

**Committee Name:** Leon County Code Enforcement Board Attendance Report

**Committee Member Name:** WILL SHEPHERD

<i>10/18/2018</i>	<i>11/15/2018</i>	<i>12/20/2018</i>	<i>01/17/2019</i>	<i>02/21/2019</i>	<i>03/21/2019</i>	<i>04/18/2019</i>	<i>05/16/2019</i>	<i>06/20/2019</i>	<i>07/18/2019</i>	<i>08/15/2019</i>	<i>09/19/2019</i>
<i>N/A *</i>	<i>X</i>	<i>MC</i>	<i>X</i>	<i>X</i>	<i>X</i>	<i>A/E</i>	<i>A/E</i>	<i>MC</i>	<i>A/E</i>	<i>X</i>	<i>X</i>

***2019-2020***

<i>10/17/2019</i>	<i>11/21/2019</i>	<i>12/19/2019</i>	<i>01/16/2020</i>	<i>02/20/2020</i>	<i>03/19/2020</i>	<i>04/16/2020</i>	<i>05/21/2020</i>	<i>06/18/2020</i>	<i>07/16/2020</i>	<i>08/20/2020</i>	<i>09/17/2020</i>
<i>X</i>	<i>X</i>	<i>MC</i>	<i>X</i>	<i>X</i>	<i>MC</i>	<i>MC</i>	<i>MC</i>	<i>MC</i>	<i>MC</i>	<i>X</i>	<i>X</i>

***2020-2021***

<i>10/15/2020</i>	<i>11/19/2020</i>	<i>12/17/2020</i>	<i>01/21/2021</i>	<i>02/18/2021</i>	<i>03/18/2021</i>	<i>04/15/2021</i>
<i>X</i>	<i>X</i>	<i>MC</i>	<i>X</i>	<i>A/E</i>	<i>X</i>	<i>X</i>

*X – Member in attendance.*  
*A – Member absent*  
*A/E – Member absent/excused*  
*MC – Meeting cancelled*  
*TE- Term Expired*

**Additional Information or Remarks:**

Meetings were canceled March 2020 through July 2020 due to Covid-19

\*Mr. Shepherd was not appointed until after the October 18, 2018 Code Enforcement Board meeting (appointment date 10/23/2018)



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
CODE ENFORCEMENT 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@leoncountyl.gov.  
Applications will be discarded if no appointment is made after two years.**

<b>Name:</b> Mr. Phillip Rolan Sanders		<b>Date:</b> 5/4/2021 5:18:58 PM	
<b>Home Address:</b>	8592 bannerman bluff dr Tallahassee, FL 32312	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	No
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 264-4869	<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	teamprs1@gmail.com	<b>How many years have you lived in Leon County?</b>	22

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	TeamPRS	<b>Work Address:</b>	8592 bannerman bluff dr tallahassee, FL 32312
<b>Occupation:</b>	Engineer and General Contractor		
<b>Work/Other Phone:</b>	(850) 264-4869		

**(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.

<b>Race:</b>	White	<b>Gender:</b>	M	<b>Age:</b>	63
<b>District:</b>	District IV	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Dr. Armand Cognetta	<b>Name:</b>	Jerry Jelinek
<b>Address:</b>	3908 Millers Bridge Road, Tallahassee, FL32312	<b>Address:</b>	2548 Oak Leigh Drive, Tallahassee FL32312
<b>Phone:</b>	(850) 545-4999	<b>Phone:</b>	(850) 933-0133

**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.

I served on Leon Code Enforcement Board previously. I have Florida Certified General Contractor license, Florida Professional Engineer license.

**(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? **Code Enforcement**

Are you willing to complete a financial disclosure form 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 a resident of Leon County.

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

- ☒ Business Person
- ☒ Engineer
- ☐ Architect
- ☒ General Contractor
- ☐ Subcontractor
- ☐ Realtor
- ☒ County Resident



Members on this board must file a [Financial Disclosure Form #1](#) from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#).

Are you willing to file a Financial Disclosure Form? **Yes**

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

Signature: *Mr. Phillip Roten Sanders*

The application was electronically sent: 5/4/2021 5:18:58 PM

**PHILLIP R. (PHIL) SANDERS, P.E.**

8592 Bannerman Bluff Drive, Tallahassee, FL 32312, cell: (850) 264-4869, email: teamprs1@gmail.com

**Summary**

**Experienced General Contractor/Estimator and Engineer** who works hard, works smart, and values integrity and effective communications. Dedicated to professionalism and exceeding client expectations with the highest quality of service. Fifteen years of professional construction and engineering experience in private and municipal site planning, civil and environmental design, estimating, and problem solving through construction phase. Experienced in damage assessments and recovery plans from flooding and hurricane events with FEMA Public Assistance projects. Excellent business development and marketing skills, and leadership experience in construction management and project team workflows. Known for quality in estimating, construction plans and specifications, and construction services. Excellent relationships with project team members. Active in American Society of Civil Engineers (ASCE) and Florida Engineering Society (FES).

**Licenses/Certificates**

Professional Engineer FL 064780, Florida Certified General Contractor CGC1520323, NCEES Model Engineer #43709  
Certified Florida DEP Storm Water Erosion and Sedimentation Control Inspector

**Skills**

Effective estimating skills, keeping detailed track of job costing. Excellent oral and written communications, QA/QC process, and control of project schedules and budgets. Makes effective assessments and decisions. Uses critical thinking to determine cause and extent of problems and come up with solutions. Software capability in Microsoft Office, Project, Publisher, Bentley ProjectWise, AutoCad, AutoTurn, ArcView, Survey 123, Adobe PDF Professional DC, Google Earth Pro, and knows Municipal Land Development Codes. Experienced in water and wastewater utilities design and construction, horizontal directional drilling, regulatory permitting, storm water drainage, hydraulic analysis, site design, grading, and landscaping.

**Work Experience**

**OWNER, PHILLIP R. SANDERS, P.E., / Team PRS** Tallahassee, FL

Mar 2010 – Present

Independent Contractor providing civil and environmental engineering and business development services for clients in Florida, Georgia, and Oklahoma.

- Engineer of Record in collaboration with Paradigm Engineers & Consultants. Designed municipal subdivisions for Meadow Ridge, Olson Crest Phase II, Retreat at Mahan, and site plans and stormwater systems for St. Peters Anglican Church Northeast, Big Bend Hospice Expansion, Publix Grocery Façade Upgrade, new construction Quincy Dollar General Store and Taco Bell, and private developments in Tallahassee, FL area. Provided flood certifications and no-rise studies.
- Provided business development services for startup of a federally recognized Native American small business enterprise including engineering, architecture, and construction services and federal contracting.
- Performed construction administration services, made damage assessments, and provided storm water and hydrology analysis for Historic County Courthouse renovation project, Thomasville, GA.
- Performed fieldwork and Phase I and II environmental assessments including remediation of storage tanks, remediation and closure of hog farm operations in Georgia, and due diligence assessments of several commercial sites.
- Produced Design and Construction Plans for county road paving and drainage projects and commercial site designs, Erosion, Sediment, and Pollution Control Inspections for municipal infrastructure projects in Thomas County, Georgia.

**GENERAL CONTRACTOR, Blue Chip Construction, Inc.,** Tallahassee, FL

Apr 1999 – Present

State Certified General Contractor for residential/commercial renovations and new construction.

- Prepare competitive bid packages, obtain building permits, run jobs to meet schedule and budget. Experienced Superintendent and Estimator in site layout, concrete, masonry, framing, renovations, damage assessment, repairs, and roofing.
- Company performs approximately 10 rehabilitation and new construction projects per year in partnership with HUD, Leon County Housing Division, the Tallahassee Urban League, the City of Tallahassee, Wakulla County, Gadsden County, and private clients.

**ENVIRONMENTAL ENGINEER, CDM, Inc., Tallahassee, FL**

Project design engineer delivering constructible plans, specifications, engineering services during construction and project proposal work on time and on budget for the following infrastructure projects involving extensive use of horizontal directional drilling, pipeline construction, lift station design, and drinking water and wastewater utilities:

- Design and construction administration work on a \$6M, 15-mile long water and wastewater extensions project and new lift station on Allanton Peninsula, and new connection to a Master Lift Station, Callaway, FL.
- Design and construction administration work on a \$2.5M drinking water treatment plant upgrade project involving ion exchange and iron removal to reduce disinfection byproducts at two plant sites, Carrabelle, FL.
- Design work on a treated wastewater wetland application system, Pensacola, FL.
- Design and construction administration work on an odor control vault project to solve an odor problem associated with a wastewater force main air release valve, Tallahassee, FL.
- Design work on a drinking water chlorination unit upgrade and expansion of water supply piping, Alligator Point, FL.
- Performed field work and a preliminary design report for water and wastewater utility extensions and improvements, Gretna, FL.
- Project Resident Site Representative (RPR) during design/build construction of a new wastewater treatment facility, Okaloosa County, FL.

**PROJECT ENGINEER, Genesis Group, Tallahassee, FL**

Aug 2006 – Jan 2008

Planning and design of site development projects, including storm water, utilities, grading, landscaping, roadways, and traffic.

- Assisted public and private clients with City, County, State, and Federal level permitting processes, including Planned Unit Developments (PUD). Performed noise study of airport near Ocala per FAA and HUD guidelines.
- Designed and modeled storm water management facilities, including underdrain and conveyance systems using Autocad Land Development 2004, HydraFlow, iCPR, XP-SWMM, and HEC-RAS software.
- Production and QA/QC of construction plan sets, storm water analysis reports, and phase management of budgets.

**PROJECT MANAGER / ENGINEER III, Florida DEP, Tallahassee, FL**

Dec 1998 - Aug 2006

Coastal project manager working with local governments, engineers and environmental professionals on dredging and beach nourishment projects with \$500K to \$10M budgets using state, federal, and private funding contracts. Testified as an expert witness in related court cases.

- Conducted technical review of projects during permitting, construction, and environmental monitoring phases and managed 15 beach nourishment and coastal erosion control projects along the Panhandle and Atlantic coasts of Florida.
- Received recognition from several coastal communities for work with FEMA and US Army Corps of Engineers that directly contributed to recovery of numerous Florida beaches after hurricanes in 2004 and 2005.
- Assessed coastal damage and prepared reports following major storm events. Processed applications and issued over 400 permits for construction projects seaward of Florida's Coastal Construction Control Line (CCCL).

**U.S. NAVY ACTIVE DUTY:** Electronics Technician, Naval Flight Officer, Electronic Warfare Officer Feb 1981 - Jan 1996

**NAVY RESERVE:** Headquarters U.S. Naval Forces Europe, Naval Mobile Construction Battalion 14 Apr 1996 - Jul 2004

Experience I have gained from military life:

- The habit of working and interacting with machines that are complex.
- The habit of working in an operational environment - working safely and following procedures, paying attention to detail, and communicating efficiently with a team towards a shared goal, so everybody knows I am going to do what I said I would do.
- A predisposition for teamwork, to put the goal of the team ahead, not complaining, to tolerate adversity, and to adapt.

**Education**

**B.S. in Chemical Engineering,** Navy ROTC, University of Oklahoma, Norman, OK

Graduate Studies, Civil/Environmental Engineering, Florida State University, Tallahassee, FL, University of Central Florida, Orlando, FL, Engineering Education Delivery System (FEEDS)



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
CODE ENFORCEMENT 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@leoncountyl.gov. Applications will be discarded if no appointment is made after two years.**

<b>Name:</b> Ms. Claudette Cromartie		<b>Date:</b> 4/28/2021 10:42:37 PM	
<b>Home Address:</b>	7003 Atascadero Lane Tallahassee, FL 32317	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	No
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 212-4940	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	cromartiec08@gmail.com	<b>How many years have you lived in Leon County?</b>	21

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Retired	<b>Work</b>
<b>Occupation:</b>	Retired	<b>Address:</b>
<b>Work/Other Phone:</b>		

**(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.

<b>Race:</b>	Black or African American	<b>Gender:</b>	<b>Age:</b> 68
<b>District:</b>	District II	<b>Disabled?</b>	No

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Wilma Wiggs	<b>Name:</b>	Mike Clickner
<b>Address:</b>	2094 Foster Drive, Tallahassee, FL 32303	<b>Address:</b>	7033 Atascadero Lane, Tallahassee, FL 32317
<b>Phone:</b>	(850) 567-6367	<b>Phone:</b>	(850) 570-7154

**Resume Uploaded?** No

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.

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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?\* **Yes**

If yes, on what Committee(s) are you a member? **Code Enforcement Board**

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

If Yes, on what Committee(s) have you served? **CRA City and Leon County Citizens Advisory Committee**

Are you willing to complete a financial disclosure form 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 a resident of Leon County.**

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

- ☐ Business Person
- ☐ Engineer
- ☐ Architect
- ☐ General Contractor
- ☐ Subcontractor
- ☐ Realtor
- ☒ County Resident

Members on this board must file a [Financial Disclosure Form #1](#) from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#).

Are you willing to file a Financial Disclosure Form? **Yes**

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

Signature: *Ms. Claudette Cromartie*

The application was electronically sent: 4/28/2021 10:42:37 PM

***LEON COUNTY CODE ENFORCEMENT BOARD ATTENDANCE REPORT***

**Committee Name:** Leon County Code Enforcement Board Attendance Report

**Committee Member Name:** Claudette Cromartie

**2017-2018**

09/20/2018
X

**2018-2019**

10/18/2018	11/15/2018	12/20/2018	01/17/2019	02/21/2019	03/21/2019	04/18/2019	05/16/2019	06/20/2019	07/18/2019	08/15/2019	09/19/2019
X	X	MC	X	X	A/E	X	X	MC	X	X	X

**2019-2020**

10/17/2019	11/21/2019	12/19/2019	01/16/2020	02/20/2020	03/19/2020	04/16/2020	05/21/2020	06/18/2020	07/16/2020	08/20/2020	09/17/2020
A/E	X	MC	X	X	MC	MC	MC	MC	MC	X	X

**2020-2021**

10/15/2020	11/19/2020	12/17/2020	01/21/2021	02/18/2021	03/18/2021	04/15/2021
A/E	X	MC	X	X	X	X

*X – Member in attendance.*  
*A – Member absent*  
*A/E – Member absent/excused*  
*MC – Meeting cancelled*  
*TE- Term Expired*

**Additional Information or Remarks:**

Meetings were canceled March 2020 through July 2020 due to Covid-19



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
PUBLIC SAFETY COORDINATING COUNCIL**

**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.**

<b>Name:</b> Ms. Rebecca A Kelly-Manders		<b>Date:</b> 3/8/2021 11:02:27 AM	
<b>Home Address:</b>	2402 Balsam Terrace Tallahassee, FL 32303	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
<b>Home Phone:</b>	(850) 830-8366	<b>Do you own property in Leon County?</b>	No
		<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	rkmanders@gmail.com	<b>How many years have you lived in Leon County?</b>	17

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	BBHC/REfire Culinary	<b>Work Address:</b>	2729 W Pensacola St Tallahassee, FL 32303
<b>Occupation:</b>	Program Director		
<b>Work/Other Phone:</b>	(850) 792-9441		

**(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.

<b>Race:</b> White	<b>Gender:</b> F	<b>Age:</b> 47
<b>District:</b> District III	<b>Disabled?</b> No	

**(RESUME AND REFERENCES)**

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

<b>Name:</b> Stephanie Schwartz	<b>Name:</b> Jessica Yeary
<b>Address:</b> 2230 Monaghan Drive, Tallahassee, FL 32309	<b>Address:</b> 301 S. Monroe Street Suite 401, Tallahassee, FL 32301
<b>Phone:</b> (850) 980-1259	<b>Phone:</b> (850) 606-1010

**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.

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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?\* **Yes**

If yes, on what Committee(s) are you a member? **CSCR since 2017**

Have you served on any previous Leon County committees?\* **No**

Are you willing to complete a financial disclosure form 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**

**PSCC members must meet one of the following membership eligibility as listed below. Please indicate your area of expertise.**

- ☐ The director of a local substance abuse treatment program, or a member designated by the director.
- ☐ Representative from county and state jobs programs.
- ☒ Representative from other community groups who work with offenders and victims.

Please explain. **I am the director and founder of the REfire Culinary program, an 8-week training program for individuals with a felony conviction.**

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

Signature: **Ms. Rebecca A Kelly-Manders**

The application was electronically sent: **3/8/2021 11:02:27 AM**

**From:** [R Kelly-Manders](#)  
**To:** [Mary Smach](#)  
**Subject:** Re: PSCC Application Received  
**Date:** Wednesday, March 17, 2021 5:36:15 PM

---

Good evening Mary-

Thank you for letting me know that my application has been received.

Yes, if selected for this committee I would resign my seat on the CareerSource board as I feel that there are plenty of other business owners in the community that could fill that seat, however being one of the only reentry providers in our community, I feel very strongly about serving on this committee.

Please let me know if there's any other information you need from me. Thank you so much for your time.

Thanks- Rebecca Kelly-Manders

Sent from my iPhone  
Please excuse any typos

On Mar 17, 2021, at 5:06 PM, Mary Smach <[SmachM@leoncountyfl.gov](mailto:SmachM@leoncountyfl.gov)> wrote:

Dear Rebecca Kelly-Manders,

Thank you for your interest in serving on a citizen committee. Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community.

We received your application for the Leon County [Public Safety Coordinating Council](#) (PSCC). We currently have vacancies on the PSCC and I will forward your application to the appropriate personnel once complete. We will keep your application on file for a period of two years.

Leon County Board of County Commissioners Policy states that an applicant may be appointed to only one Citizen Committee at a time. Since the Board has already appointed you to the CareerSource Capital Region Board, you would have to resign from that board should you be appointed to the PSCC. Are you still interested in being considered for appointment to the PSCC and are you willing to resign from the CSCR Board is appointed to the PSCC?

If I can be of any further assistance please feel free to contact me.

Regards,

<.png>

Mary Smach  
Agenda Coordinator  
County Administration  
301 S. Monroe St. | Tallahassee, FL 32301  
(850) 606-5311 /work | (850) 606-5301 /fax  
[Smachm@leoncountyfl.gov](mailto:Smachm@leoncountyfl.gov)

*People Focused. Performance Driven.*

Please note that under Florida's Public Records laws, most written communications to or from County staff or officials regarding County business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

—

**Rebecca Kelly-Manders, CFPM**  
2402 Balsam Terrace  
Tallahassee, Florida 32303  
850.830.8366 rkelly-manders@bigbendhc.org

### QUALIFICATIONS

20 + years kitchen experience	Serve Safe Certified Instructor/Proctor
Member, American Culinary Federation	ServSafe Certified Food Protection Manager

### EDUCATION

2004- 2006      Associates of Science in Culinary Arts, Phi Theta Kappa,  
Capital Culinary Institute at Keiser College, Tallahassee, FL

### EMPLOYMENT

2017-Present      Food Service Director, Big Bend Homeless Coalition, Tallahassee, FL

- Prepare menus and meals for residents utilizing donations and USDA food
- Keep accurate logs of meals served
- HACCP monitoring, inventory, ordering and food cost calculation

2017-Present      REfire Culinary, Founder/Instructor, Tallahassee, FL

- Prepare and present instructional material to students over the 8-week course
- Utilize visual, lecture and hands-on teaching methods
- Prepare students for real-world application of learned skills
- Prepare students for the NRA ServSafe exam

2011- Present      Chef/Owner, Street Chefs, Tallahassee, FL

- All general daily operations of the Mobile Food Unit

2013- 2016      Chef/Owner, Marge's Cafe, Tallahassee, FL

- All general daily operations of the cafe

2007- 2011      General Manager, Bruegger's Bagels, Tallahassee, FL

- Weekly inventory of all products on hand to maintain food cost below 30%
- Assuring consistent quality of product
- Working within a labor grid to maintain labor goals
- Providing feedback on new promotions and menu items

2005- 2007      Kitchen Manager, Catering Capers, Tallahassee, FL

- Supervision of prep cooks to ensure all catering orders are filled and delivered properly
- Inventory control and ordering
- Helping to maintain safety and sanitation standards

2000 -2005      Culinary Assistant, Olive Garden  
Tallahassee, FL (2004-2005), Ft Walton Beach, FL (2000-2004)

- Monitored HACCP and completed corresponding paperwork
- Supervised kitchen staff through high volume periods and maintained par-pull daily inventory system

### RECOGNITIONS

- SBDC Community Champion Award winner, 2019
- New Leaders Council Reubin Askew Nonprofit Leader Award winner, 2019
- Leadership Tallahassee Pacesetter Award, finalist, 2018
- Presenter, Workforce Professional Development Summit, "REfire: A reentry based approach to training", 2018
- Appointed board member Career Source Capital Region, 2017
- Oasis Center for Women and Girls Trailblazer award, 2017
- Chairperson, DBPR Hotel and Restaurant Advisory Committee, 2017
- Appointed to DBPR Hotel and Restaurant Advisory Committee, 2014
- Named one of the "25 Women you need to know", Tallahassee Democrat, 2014
- Winner, Best of Tallahassee 2013, Food Truck category
- President/Founding member, Tallahassee Food Truck Association, 2011-2016
- Winner, Bruegger's Bagels "Best for our GUEST" Award 2009 – BEI GM of the year



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
PUBLIC SAFETY COORDINATING COUNCIL**

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

<b>Name:</b> Mrs. Nancy Nix O'Farrell		<b>Date:</b> 6/24/2021 12:09:08 PM	
<b>Home Address:</b>	3020 Godfrey Place Tallahassee, FL 32309	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 509-3475	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	nancyofarrell047@gmail.com	<b>How many years have you lived in Leon County?</b>	44

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Retired	<b>Work</b>
<b>Occupation:</b>	Retired	<b>Address:</b>
<b>Work/Other Phone:</b>		

**(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.

<b>Race:</b>	White	<b>Gender:</b>	F	<b>Age:</b>	73
<b>District:</b>	District I	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Dick Stephens	<b>Name:</b>	
<b>Address:</b>	3548 Trillium Court, Tallahassee, FL 32312	<b>Address:</b>	
<b>Phone:</b>	(850) 509-4112	<b>Phone:</b>	

**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

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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?\* **No**

Are you willing to complete a financial disclosure form 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**

**PSCC members must meet one of the following membership eligibilities as listed below. Please indicate your area of expertise.**

- ☐ The director of a local substance abuse treatment program, or a member designated by the director.
- ☐ Representative from county and state jobs programs.
- ☒ Representative from other community groups who work with offenders and victims.

Please explain. *Executive Director, NAMI Tallahassee, Inc., offering education, support, advocacy, and engagement at no charge to individuals who live with mental health challenges, including issues of substance abuse, and their families and friends, serving Leon County and surrounding areas.*

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

Signature: *Mrs. Nancy Nix O'Farrell*

The application was electronically sent: 6/24/2021 12:09:08 PM

## NANCY N. O'FARRELL, PROFESSIONAL AND VOLUNTEER HISTORY IN THE LEON COUNTY COMMUNITY

**Business or profession:** After graduating in 1969 from Duke University with a B.A. degree in English, I taught literature and composition in various cities as my then-husband was rotated through different Navy bases. While teaching at Paxon High School in Jacksonville, Florida, I was hired as a union employee by Duval Teachers United. After approximately 18 months in that position, I relocated to Tallahassee following a divorce, and subsequently married my current husband. I have lived in Tallahassee from 1977 to the present day. I have two adult sons, neither of whom lives in Tallahassee.

After moving to Tallahassee, I began employment with A-1 Stenotype Reporters/For the Record Reporting, first as a proofreader, then became office manager in approximately 1982. I remained with that firm in that position until September 2006, at which time I retired.

As office manager and proofreader, I worked under varying amounts of pressure to hire and supervise office staff, proofread all legal transcripts produced by the court reporters who worked as subcontractors, frequently managing daily copy for lengthy trials and administrative hearings. During this time my husband was staff director for the Florida Senate Education Committee, and between work and raising two children, I had little time left for community involvement. For the 15 years of retirement, I have become more deeply involved in the causes that inspire me and have been astonished at what a multifaceted, caring community Tallahassee is.

**Leadership and service in community causes:** In retirement, I have been involved in the following:

1. The art of lifelong learning: As a member of the Osher Lifelong Learning Institute (OLLI) at FSU, I have served in a variety of roles. As member president in the 2010-2011 academic year, I worked with the executive director and many volunteers to grow the membership to over 500 retirees, thereby qualifying OLLI to apply for, and receive, a million-dollar endowment from the Bernard Osher Foundation. As leader of the OLLI member advisory board, I worked with colleagues to begin a culture of giving amongst the membership, renewing the commitment to award scholarships to FSU students. Following the presidential year, I continued to serve in a variety of member volunteer positions, building the list of member volunteers to over 200 and helping to facilitate the rapid growth of the program's academic and cultural offerings. In 2013 I committed to spearhead the OLLI Development Committee as part of the larger FSU Raise the Torch campaign. In 2016, OLLI's 25<sup>th</sup> anniversary year of offering learning and social opportunities to our community's retirees, OLLI at FSU was awarded a second million-dollar endowment from the Osher Foundation as a result of its excellent program, attaining membership numbers of over 1000 individuals, and showing a healthy fundraising effort that resulted in donations from over 10 percent of the membership in support of sustainability of the OLLI program far into the future. As a dedicated OLLI volunteer, I continued to work as Development Committee chair and all-around cheerleader for the program until the end of that five-year commitment in 2018.

I continue to enjoy OLLI at FSU membership, and currently serve as chair of the OLLI Monday Book Club.

2. As a member of the board of NAMI Tallahassee, Inc., the local affiliate of the National Alliance on Mental Illness, I have worked for the past 10 years to educate families who are dealing with the issues of a loved one with mental health issues, to advocate before both the Florida Legislature and the Congress of the United States for increased funding and services, and to support both the individuals and the entities who work every day for this most underserved of our fellow citizens. As an all-volunteer organization, NAMI Tallahassee must raise its own funds to support the signature education and support efforts that are offered at no charge to participants. I am a nationally certified NAMI Basics instructor, offering classes to parents and caregivers of children ages 5-17 who have mental health issues, whether diagnosed or not. I have also offered classes to mental health professionals, NAMI Basics for Professionals.

In the fundraising world, I have educated myself on marketing and outreach, helped greatly by participation for the last several years in the ER for PR annual training offered by the local affiliate of the National Public Relations Association. With the instruction and support offered *pro bono* by some of Tallahassee's most respected public relations organizations and individuals, NAMI Tallahassee has been able to reach out to the community to publicize the Bluebird Run/Walk for Brookie B, inaugurated in 2015, and with the Run to raise sufficient funds to bring an internationally known suicidologist to the community to assist in the startup of a LOSS Team for Tallahassee. Local Outreach to Suicide Survivors would provide another tool in the toolkit for suicide awareness and prevention in our community. It has been the experience of our NAMI Tallahassee instructors that every family who deals with mental illness has the fear of suicide always front and center. LOSS Team has been shown to reduce both suicide attempts and deaths by suicide in the communities in which has been established and successfully provided peer support for the survivors of suicide loss. The Bluebird Run/Walk for Brookie B continued virtually in 2020 in response to Covid 19 restrictions, and will resume as an in-person fundraiser on Labor Day 2021.

While serving on the board of directors of NAMI Tallahassee, it has been my privilege to work with many community partners as our board has worked to increase our visibility. I have benefited greatly from the knowledge I have gained about the local mental health world. In concert with colleagues who work in state government in the fields of substance abuse and mental health, I have learned much about how our state system functions.

I served as president of the NAMI Tallahassee Board of Directors in 2019, and assumed the role of volunteer Executive Director beginning in 2020 and continuing at the present time.

3. Aside from the preceding efforts, which have occupied a good deal of my time, I have also done the following:

- A. Been a part of the KCCI Community Catalyst program in 2012-2103.
- B. Worked as a COCA grants evaluator.

- C. Been a member of the GFWC Woman's Club of Tallahassee.
- D. Worked as a Standardized Patient with the FSU College of Medicine from 2007 through 2015.
- E. Been selected as one of the Tallahassee *Democrat's* 25 Women You Need to Know in 2017, and continue as a member of Club 25, a philanthropic organization of 25 Women honorees.
- F. Served as a Community Human Services Partnership citizens' review committee member.
- G. Served as NAMI Tallahassee's representation on the Mental Health Council of the Big Bend, 2015-present.
- H. Currently serve on the Tallahassee Police Department Citizens' Advisory Council.





**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
PUBLIC SAFETY COORDINATING COUNCIL**

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

<b>Name:</b> Ms. Anne Marie Meisenzahl		<b>Date:</b> 6/16/2021 5:01:01 PM	
<b>Home Address:</b>	2276 Grassroots wat Tallahassee, FL 32311	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	No
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 322-6864	<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	annabelle58@embarqmail.com	<b>How many years have you lived in Leon County?</b>	30

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Leon County Schools	<b>Work Address:</b>	2757 West Pensacola St Tallahassee, FL 32311
<b>Occupation:</b>	Adult Education / Exceptional Student Education teacher / curriculum writer		
<b>Work/Other Phone:</b>	(850) 322-6864		

**(OPTIONAL)**

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<b>Race:</b> White	<b>Gender:</b> F	<b>Age:</b> 62
<b>District:</b> District II	<b>Disabled?</b> No	

**(RESUME AND REFERENCES)**

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

<b>Name:</b> Larry Bourdeau, Director, Reentry & Inmate Programs	<b>Name:</b> Teresa Broxton, Director, Office of Intervention and Detention Alternatives
<b>Address:</b> Leon County Detention Facility Leon County Sheriff's Office 2825 Municipal Way, Tallahassee, FL32304	<b>Address:</b> Office of Intervention and Detention Alternatives 501 Appleyard Dr., Tallahassee, FL32301
<b>Phone:</b> (850) 553-0788	<b>Phone:</b> (850) 606-5600

**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

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

Have you served on any previous Leon County committees?\* **No**

Are you willing to complete a financial disclosure form 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**

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- ☐ The director of a local substance abuse treatment program, or a member designated by the director.
- ☐ Representative from county and state jobs programs.
- ☒ Representative from other community groups who work with offenders and victims.

Please explain. *I am the Chair of of the Big Bend AFTER Reentry Coalition. I am a founding member of BBARC and have served on the BBARC Board of Directors either as Secretary or Vice Chair since 2012.*

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

Signature: *Ms. Anne Marie Meisenzahl*

The application was electronically sent: 6/16/2021 5:01:01 PM

**Anne Meisenzahl**  
**2276 Grassroots Way**  
**Tallahassee, FL 32311**  
**850-322-6864**  
**annabelle58@embarqmail.com**

## **EDUCATION**

Florida State University, Tallahassee, FL  
M.F.A. in Creative Writing, 2009

Bank Street College of Education, New York, NY  
M.S. in Exceptional Student Education, 1988

Empire State College, Buffalo, NY  
B.S. in Counseling Psychology, 1985

## **LICENSES**

Florida State Certification in Elementary Education, Varying Exceptionalities K-12

## **TEACHING EXPERIENCE**

2020 – present

Exceptional Student Education Teacher

Leon County Detention Facility

LEON COUNTY SCHOOLS, Tallahassee, FL

Teach language arts and implement Individual Education Plans for incarcerated ESE students in the juvenile education classes at the Leon County Detention Facility.

2006 - 2020; 1997 - 1998

Adult Basic Education / GED Teacher

ADULT & COMMUNITY EDUCATION, Tallahassee, FL

Taught reading, writing, social studies, gardening, computer skills and life skills in a multi-age, multi-level ABE / GED classes at ACE. Taught GED classes at NPI drug rehabilitation center and at Shisa House for Women. Coordinated the publication of student writing. Taught “Workforce Readiness” class and “Communication Skills” class to inmates at Leon County Jail. Taught “Transitions to College” class to college-bound GED students. Assisted in the development of ACE's Career Pathways Five Year Strategic Plan.

Fall, 2011; Spring, 2010

Adjunct English Instructor

TALLAHASSEE COMMUNITY COLLEGE, Tallahassee, FL

Taught ENC 1140 "Writing About Literature" for students dual-enrolled at SAIL HS / TCC.

2005 - 2007

Family Literacy Teacher

ADULT & COMMUNITY EDUCATION, Tallahassee, FL

Provided weekly parenting classes to students in GED classes in the community, in the Leon County Jail, and at NPI drug rehabilitation center. Assisted with the coordination of Family Fun Nights for parents and children. Assisted with development of Family Literacy curriculum. Facilitated the publication of a student writing anthology.

1999 - 2007

Exceptional Student Education Teacher

SCHOOL OF ARTS AND SCIENCES, Tallahassee, FL

Taught elementary and middle school special needs students in inclusion setting; developed and implemented curricula for poetry, fiction, essay writing, reading, and social skills; facilitated the publication of a student writing anthology.

1989 - 1991

Adult Basic Education / GED Teacher

YOUNG ADULT LEARNING ACADEMY, New York, NY

Taught remedial science and social studies to young adults in employment training / GED program; developed HIV/AIDS curriculum; conducted monthly support groups for teachers in New York City's adult education and employment training programs.

1985 - 1989

Education Director

YOUTHBUILD BANANA KELLY, Bronx, NY

Designed and implemented multi-faceted academic and vocational curriculum for construction training program for high school dropouts; supervised assistant teacher; drafted funding proposals; conducted training programs for educators; developed and coordinated student slide-production and training manual; taught reading, writing and math and prepared students for GED test.

## **CURRICULUM DEVELOPMENT AND CONSULTING EXPERIENCE**

2009 - 2020

Curriculum Writer / Reentry, Workforce Readiness, and Transition to College

ADULT & COMMUNITY EDUCATION, Tallahassee, FL

Developed and implemented Florida Department of Education funded on-line 19-unit curriculum "Taking Care of Yourself: Making the Transition from Corrections to Work, Education & Daily Life." Developed and annually updated a comprehensive Leon County Human Services Resource Guide for use by inmates and formerly incarcerated people. Presented on Transitions curriculum at Florida Literacy Coalition Conference 2012 - 2017. Developed "Workforce Readiness" Curriculum and "Communication Skills" curriculum for inmates of Leon County Jail. Developed Career Pathways Curriculum for college-bound GED students.

1991 - 2003

Educational Consultant and Curriculum Developer

YOUTHBUILD USA, Boston, MA (out-posted)

Co-authored interdisciplinary vocational education curriculum for national construction training program ("Working Hands, Working Minds"); traveled to YouthBuild program sites nationwide to assist in the development of the integrated curriculum; presented workshops on interdisciplinary curriculum and teaching reading and writing at national conferences; coordinated, wrote and edited quarterly national newsletter for teachers and trainers ("Teaching News") from 1994 - 2003.

1995 - 1996

Curriculum Writer / Transition to Vocational - Technical Education

ADULT & COMMUNITY EDUCATION, Tallahassee, FL

Developed "Choices and Changes: Making the Transition from Adult Education to Vocational - Technical Education" for Adult Basic Education / GED students.

**RELATED / VOLUNTEER EXPERIENCE**

March, 2012 - present

Board Member

BIG BEND A.F.T.E.R. REENTRY COALITION, Tallahassee, FL

Acted as Secretary and Vice Chair and currently serve as Chair to local 501c3 non-profit coalition dedicated to fostering reentry for formerly incarcerated people, promoting community safety and preventing recidivism.

October, 2012 - April, 2013

Poetry Series Coordinator

621 SALON POETRY SERIES, Tallahassee, FL

Planned, coordinated, and facilitated seven poetry readings in monthly poetry series; designed flyer and program; advertised readings to community.

2008 - present

Associate Editor

APALACHEE REVIEW, Tallahassee, FL

Review and evaluate poetry submissions for local poetry journal.

June 20 - July 15, 2005

National Writing Project Fellow

FLORIDA STATE UNIVERSITY, Tallahassee, FL

Participated in the Summer Invitational Institute of the FSU Writing Project

January - April, 2008

Graduate Student Assistant

RUNAWAY WITH WORDS POETRY PROJECT, Tallahassee, FL

Co-coordinated poetry workshops for students in PACE School for Girls as graduate student assistant in FSU class "Poet in the City;" designed creative writing lessons; coordinated public poetry performances; grant writing.



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
PUBLIC SAFETY COORDINATING COUNCIL**

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<b>Name:</b> Mr. Paul Robert Knoll		<b>Date:</b> 6/12/2021 10:07:31 AM	
<b>Home Address:</b>	2971 Whirlaway Trail Tallahassee, FL 32309	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	No
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 510-6552	<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	pknoll940@gmail.com	<b>How many years have you lived in Leon County?</b>	24

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Capital Regional Medical Center	<b>Work Address:</b>	2770 Capital Medical Boulevard Tallahassee, FL 32309
<b>Occupation:</b>	Behavioral Health Therapist		
<b>Work/Other Phone:</b>	(850) 325-5750		

**(OPTIONAL)**

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<b>Race:</b>	White	<b>Gender:</b>	M	<b>Age:</b>	65
<b>District:</b>	District I	<b>Disabled?</b>	Yes		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Kelli Mercer	<b>Name:</b>	Linda Warmath
<b>Address:</b>	3251 N Shannon Lakes Drive, Tallahassee, FL 32309	<b>Address:</b>	3520 Whirlaway Trail Tallahassee, FL 32309
<b>Phone:</b>	(850) 661-3692	<b>Phone:</b>	(850) 363-1600

**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.

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☒ The director of a local substance abuse treatment program, or a member designated by the director.

If designated by the director, please provide the name of the director and your title. *Kelli Mercer is the Director of Behavioral Health. My title is Behavioral Health Specialist, however, my main focus is providing substance abuse outpatient treatment to our patients. I am also a certified addiction specialist and licensed mental health counselor.*

☐ Representative from county and state jobs programs.

☐ Representative from other community groups who work with offenders and victims.

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

Signature: *Mr. Paul Robert Knoll*

The application was electronically sent: 6/12/2021 10:07:31 AM

# Paul Knoll

FL Licensed Mental Health Counselor

2971 Whirlaway Trail  
Tallahassee, FL 32309  
(850) 510-6552  
pknoll940@gmail.com

## EXPERIENCE

### **Capital Regional Medical Center — Behavioral Health Specialist**

MARCH 2020 - PRESENT

- Designed innovative intensive outpatient program for substance abuse patients with a 72% completion rate--more than double the national average.
- Provides intensive individual and group therapy using Cognitive Behavioral Therapy.

### **Tallahassee Memorial Healthcare — Director, Recovery Center**

JULY 2009 to MARCH 2020

- Designed inpatient substance abuse program using latest evidence based material. Result: 98% score on state evaluation rating
- Professionally trained to evaluate impaired professionals such as doctors, nurses and attorneys for mental health and substance abuse issues.
- Provided extensive inpatient and outpatient group counseling services.
- Developed a robust internship program with Florida State University Social Work School and College of Education, training both Master's Degree and Doctoral students.
- Research collaboration with Florida State University, Washington University Medical School, and University of Georgia, and Duke University

## EDUCATION

### **Lacrosse University, St Louis, MO — PhD, Criminal Justice Mgt**

September 2004 to September 2006

### **Southern CT State University, New Haven, CT — MS Educational Psychology**

September 1976 to May 1978

### **Fairfield University, Fairfield, CT-BA Psychology**

September 1972 to May 1976

## SKILLS

Licensed mental health counselor

Certified addiction professional

Qualified Supervisor

Impaired Professional evaluator

EMDR trained

## AWARDS

Successfully managed a \$1 million dollar grant from Governor Jeb Bush

## LANGUAGES

Fluent in Spanish



**From:** [Teresa Broxton](#)  
**To:** [Mercer Kelli](#)  
**Cc:** [Mary Smach](#)  
**Subject:** RE: Public Safety Coordinating Council  
**Date:** Wednesday, June 16, 2021 9:55:07 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Good Morning Kelli,

We appreciate your appointment and Paul's application for a membership seat on the Public Safety Coordinating Council. We have submitted to application to the Chair of the County Commission and will follow-up with you and Paul once the review process is complete.

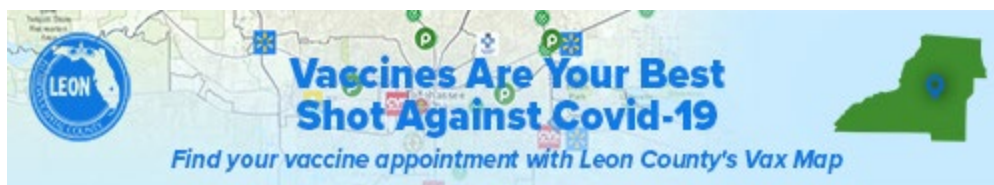
In the interim, please do not hesitate to contact me if you have any questions.

Thank you,



Teresa Broxton  
Director  
Office of Intervention and Detention Alternatives  
501 Appleyard Drive, Tallahassee, FL 32301  
(850) 606-5600 /work | (850) 606-5601 /fax  
[broxtont@leoncountyfl.gov](mailto:broxtont@leoncountyfl.gov)

*People Focused. Performance Driven.*



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**From:** Mercer Kelli <[Kelli.Mercer@hcahealthcare.com](mailto:Kelli.Mercer@hcahealthcare.com)>  
**Sent:** Tuesday, June 15, 2021 4:00 PM  
**To:** Teresa Broxton <[BroxtonT@leoncountyfl.gov](mailto:BroxtonT@leoncountyfl.gov)>  
**Subject:** Public Safety Coordinating Council

Hello Teresa,

As the Program Director for our Behavioral Health Substance Abuse Intensive Outpatient Program, I am appointing Paul Knoll to be a representative for the Public Safety Coordinating Council. Please let me know if you have further questions.

**Kelli Mercer**  
Program Director  
Behavioral Health

Capital Regional Medical Center

2626 Capital Medical Blvd, Tallahassee, FL 32308  
O 850.325.5083 | M 850.661.3692





**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
WATER RESOURCES COMMITTEE**

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

<b>Name:</b> Mr. Amanda "A" Dorsett		<b>Date:</b> 5/5/2021 9:29:49 PM	
<b>Home Address:</b>	2016 E. Forest Drive Tallahassee, FL 32303	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
<b>Home Phone:</b>	(850) 284-6902	<b>Do you own property in Leon County?</b>	No
		<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	amanda.dorsett@floridadep.gov	<b>How many years have you lived in Leon County?</b>	42

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	State of Florida	<b>Work</b>
<b>Occupation:</b>	Environmental Administrator	<b>Address:</b>
<b>Work/Other Phone:</b>	(850) 245-8931	

**(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.

<b>Race:</b>	White	<b>Gender:</b>		<b>Age:</b>	42
<b>District:</b>	District I	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Thomas Seal	<b>Name:</b>	E. Gary Early
<b>Address:</b>	5408 Pinderton Way	<b>Address:</b>	1230 Apalachee Pkwy
<b>Phone:</b>	(850) 727-3713	<b>Phone:</b>	(850) 933-2603

**Resume Uploaded?** No

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?\* **Yes**

If yes, on what Committee(s) are you a member? **Water Resources**

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

If Yes, on what Committee(s) have you served? **Water Resources**

Are you willing to complete a financial disclosure form 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?)\* **Yes**

If yes, please explain **This has already been cleared by leadership at FDEP**

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 represent one of the four interest groups listed below. Please indicate which interest group you would represent.

☒ Conservation/environment

Please explain:

☐ Legal/planning

☐ Real estate/ economic development

☒ Boating/fishing

Please explain:

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

Signature: **Mr. Amanda "A" Dorsett**

The application was electronically sent: **5/5/2021 9:29:49 PM**

**LEON COUNTY WATER RESOURCES COMMITTEE**  
**ACTIVE MEMBER ATTENDANCE TRACKING FROM START OF LAST APPOINTMENT**  
(✓ present, X not present, \*notified staff)

MEMBER NAME	COLLEEN CASTILE	AMANDA DORSETT	DANIELLE IRWIN	JEFFREY PRIDDLE	ALAN NIEDORODA	TERRY RYAN	RICHARD STEPHENS
LAST APPOINTED	8/1/2019	8/1/2017	3/12/2019	8/1/2019	8/1/2019	1/26/2021	7/10/2018
8/7/2017		✓					
10/9/2017		X*					
12/4/2017		✓					
1/8/2018		✓					
3/5/2018		X*					
4/2/2018		X*					
5/7/2018		✓					
6/4/2018		X*					
9/1/2018		✓					✓
10/1/2018		X*					✓
11/5/2018		✓					✓
1/7/2019		X*					✓
2/4/2019		✓					X*
4/1/2019		✓	✓				X*
6/3/2019		X*	✓				X*
9/9/2019	✓	✓	✓	✓	X		X*
11/4/2019	✓	X*	✓	X	X		X*
1/6/2020	✓	X*	✓	✓	X		✓
2/3/2020	✓	X*	✓	✓	✓		X*
7/6/2020	✓	✓	✓	✓	✓		X*
8/3/2020	✓	✓	✓	✓	✓		✓
9/14/2020	X	✓	✓	✓	✓		✓
10/5/2020	X	✓	✓	✓	✓		✓
11/2/2020	✓	✓	✓	✓	✓		✓
12/7/2020	X	✓	X	✓	✓		X*
1/4/2021	X	X*	X	✓	✓	✓	X*
2/1/2021	X	✓	X	✓	X	✓	X*
3/8/2021	✓	X*	✓	✓	✓	✓	X*
4/5/2021	X	✓	✓	X*	✓	✓	X*
5/10/2021	X	✓	✓	✓	✓	✓	X*



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
WATER RESOURCES COMMITTEE**

**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.**

<b>Name:</b> Mr. Richard Antony Stephens		<b>Date:</b> 5/5/2021 5:03:40 PM	
<b>Home Address:</b>	3811 Longford Drive Tallahassee, FL 32309	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 544-3437	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	richards@ssenvironmentalconsultants.com	<b>How many years have you lived in Leon County?</b>	32

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	S&S Environmental Consultants LLC	<b>Work Address:</b>	3811 Longford Drive Tallahassee, FL 32309
<b>Occupation:</b>	Environmental Consultant		
<b>Work/Other Phone:</b>	(850) 544-3437		

**(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.

<b>Race:</b> White	<b>Gender:</b> M	<b>Age:</b> 54
<b>District:</b> District I	<b>Disabled?</b> No	

**(RESUME AND REFERENCES)**

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

<b>Name:</b> Gene Stillman	<b>Name:</b> Eric Meyers
<b>Address:</b> 1312 Avondale Way, Tallahassee, FL 32317	<b>Address:</b> 5318 Tallapoosa Road Tallahassee, Florida 32303
<b>Phone:</b> (850) 524-6061	<b>Phone:</b> (850) 559-2712

**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?\* **Yes**

If yes, on what Committee(s) are you a member? **Water Resources Committee**

Have you served on any previous Leon County committees?\* **No**

Are you willing to complete a financial disclosure form 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 represent one of the four interest groups listed below. Please indicate which interest group you would represent.

☒ Conservation/environment

Please explain: **I am an environmental consultant with 32-years experienec including many years as a consultant working with the City of Tallahassee Stormwater Management Department**

☐ Legal/planning

☐ Real estate/ economic development

☐ Boating/fishing

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

Signature: **Mr. Richard Antony Stephens**

The application was electronically sent: **5/5/2021 5:03:40 PM**



## Richard A. Stephens

215 Thornberg Drive, Tallahassee, Florida 32312

Home: (850) 894-1280; Cell: (850) 544-3437

Home E-Mail: [stephens021@comcast.net](mailto:stephens021@comcast.net)

Work E-Mail: [richards@ssenvironmentalconsultants.com](mailto:richards@ssenvironmentalconsultants.com)

### Professional Overview:

I have 30 years of experience working in both the public and private sectors, which has provided diverse project and site experience. As a contract and project manager, I oversee or assist in marketing and client development, client negotiation, site file and background reviews, scope and work plan development, field investigations, and report generation.

Primary Areas of expertise include, but are not limited to:

- Due Diligence
- Solar Site Development/Site Feasibility Analysis
- National Environmental Policy Act (NEPA)
- Environmental Site Assessments
- Stormwater Management
- Laboratory Oversight

### Due Diligence:

I have 22 years' experience as an environmental professional managing due diligence projects for a variety of clients in the private and government sector. Examples of the clients, projects and protocols include:

**Phase I ESA for the Proposed Tallahassee II Solar Facility, Tallahassee International Airport, Tallahassee, Florida.** Under contract with Origis Energy, I was the environmental professional for the Phase I ESA for the Tallahassee II solar facility. The proposed 40-megawatt (MW) alternating current (AC) photovoltaic (PV) solar facility was constructed on approximately 300-acres on the west side of the airport. The Phase I ESA was conducted in conformance with American Society for Testing and Materials (ASTM) E1527-13: Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process.

**Small Business Administration (SBA) Lender and Development Company Loan Programs.** Under contract with Bevis Veterinary Clinic, S&S conducted a due diligence projects in accordance with SBA Lender and Development Company Loan Programs (SOP) 50 10 5(J). The Miccosukee Road project was a former pediatric dental facility in Tallahassee, Florida. Based on the known property use and history, S&S determined that an environmentally sensitive North American Industry Classification System (NAICS) code was not applicable for the property and S&S completed a Records Search with Risk Assessment (RSRA) Report, per the SBA SOP.

**Small Business Administration (SBA) Lender and Development Company Loan Programs.** Under contract with TC Federal Bank, I was the environmental professional for two due diligence projects in accordance with SBA *Lender and Development Company Loan Programs (SOP) 50 10 5(J)*. The first Phase I ESA was on the Gateway Park Shopping Center property, an approximately 16.5-acre site located in Montgomery, Alabama. The property intended to redevelop the vacant shopping center into a self-storage facility. The Phase I ESA was conducted in conformance with ASTM E1527-13 and the SBA SOP. The second, the Canopy property, was located in the Canopy development in Tallahassee, Florida. Based on the known property use and history, I determined that an environmentally sensitive North American Industry Classification

### Education

B.S., (1987) Major –Zoology; Minor – Chemistry and Plant Science, University of Wales

P.G.C.E - Education (1989: MS Equivalent) Biology and Science, University of Wales

### Professional affiliations

Florida Association of Environmental Professionals, Tallahassee Chapter

Florida Brownfields Association

### Professional development

USEPA Region 4 SOP training

NEPA (Shipley Group)

Project Manager Bootcamp (PSMJ Resources, Inc.)

### Additional Training

OSHA 40-hour Hazwoper

Red Cross Wilderness First Aid and CPR/AED

PADI Open Water

NAUI Research Reef Diver

NAUI Enriched Air NITROX



System (NAICS) code was not applicable for the property and I completed a Records Search with Risk Assessment (RSRA) Report, per the SBA SOP.

**Phase I ESA for the Proposed Development of a Marion County School, Ocala, Florida**

Under contract with Normandeau Associates Inc., I conducted a Phase I ESA on behalf of the Marion County (FL) School Board. Marion County School Board intended to acquire the 20-acre subject property, a portion of the larger 1,000-acre Winding Oaks Farms, for a future elementary school to serve the future residential and commercial development of approximately 750-acres of the farm. The Phase I ESA was conducted in conformance with ASTM E1527-13.

**Phase I ESA for the Proposed Development of Student Housing at the Villa Sienna Site in Tallahassee, Florida.**

On behalf of Haven Campus Communities, I conducted a Phase I ESA of an approximately 4.7-acre subject property which was comprised of seven (7) smaller properties. The Phase I ESA was conducted in conformance with ASTM E1527-13. The Phase I ESA revealed the presence of an underground storage tank containing heating oil, no longer used as the properties were serviced by City of Tallahassee utilities. The Phase I recommended a limited scope soil assessment to assess the potential impacts of the heating oil tank

**Florida Department of Environmental Protection (FDEP) Brownfields**

**Redevelopment Program.** For over 18-years, I have served as a project manager or program manager responsible for providing overall direction and quality assurance (QA) for Brownfields projects conducted for FDEP under a cooperative agreement with EPA Region 4. Under this contract I have managed numerous Phase I Targeted Brownfields Assessments (TBAs) on a wide variety of properties and with numerous recognized environmental conditions (RECs). As Brownfield sites, the majority of the properties required a Phase II TBA. The phase I TBAs were conducted in accordance with the appropriate updated ASTM E1527 standard.

**Confidential Solar Development, Georgia.** On behalf of a confidential client, I was the environmental professional for the Phase I ESA on an approximately 1,000-acre property in South Georgia. The Phase I was conducted in accordance with ASTM E2247-08, the Phase I ESA process for Forestland or Rural Property.

**Driscoll Foundation Property, Jim Wells County, Texas.** For the Southwest Division of the Naval Facilities Engineering Command, I managed the completion of an environmental condition of property (ECP) inspection and report for this 690-acre site, which was currently being used as farmland. The ECP was conducted in accordance with Department of the Navy (DON) Environmental Policy Memorandum 06 06: Streamlined Environmental Procedures Applicable to Non-BRAC Real Estate Actions; as well as ASTM E1527-05 and ASTM E2247-08.

**Federal Law Enforcement Training Center (FLETC), Artesia, New Mexico.** For the Kansas City District of the United States Army Corps of Engineers, I was a member of a multidisciplinary team supporting facility expansion and property acquisitions; I was task manager for three Phase I environmental baseline surveys (EBS), which were completed in accordance with ASTM standard 1597E-05. Based on the findings of the Phase I, one site required a limited scope Phase II environmental site assessment.

**USPS Facilities, Florida, Georgia, and Mississippi.** For the United States Postal Service (USPS), I managed Phase I ESAs at sites in Youngstown and Crawfordville, Florida; Valdosta, Georgia; and Picayune, Mississippi. Based on the findings of the Phase I ESA the Crawfordville property required a wetland delineation, a non-scope item identified during the site reconnaissance. The phase I TBAs were conducted in accordance with the appropriate updated ASTM E1527 standard.

### **Solar Site Development/Site Feasibility Analysis:**

I have 10 years' experience working in the renewable energy field. I work directly with project developers and Engineering, Procurement, Construction (EPC) contractors in evaluating potential sites for the development of utility scale solar facilities. Over the past few years I have worked with numerous clients and sites, primarily in the southeast. Examples of the clients, projects and protocols include:

**Permitting Reports for five (5) potential Solar Sites in southern Alabama.** To support the client response to the 2018 Alabama Power Request for Proposal (RFP), I completed permitting reports for each of the five project sites located in five separate counties to summarize the potential need and cost of the Federal, State and Local permits.

**Resource Summary Report for the Proposed Solar Project Sites in Clay County and Houston County, Georgia.** To support the project acquisition and potential development of 10 Megawatt (MW) and 65 MW solar facilities in Clay and Houston Counties, I completed a limited scope resource and permit review for the project sites to assist the client with potential permitting strategies.

**Project Acquisition Support/ Data Room Review for a proposed solar facility in Clay County, Georgia.** To support the acquisition of a proposed 80 megawatt (MW) solar facility in Georgia, I reviewed the available resource reports (wetlands, biological, cultural resources etc) and the project permits to identify any potential data gaps and permitting constraints. Additionally, I recommended the next steps for development as well as identify any permits not previously obtained or identified.

**Proposed Solar Projects, Florida.** For National Solar Power Partners (NSPP), I was the contract manager and project manager for the desktop critical issues analysis (CIA) reports and draft permitting matrix for the proposed 36-acre JEA-Imeson site in Duval County, the 213-acre Liberty 1 site in Liberty County, and the 739-acre Atwater site in Gadsden County, Florida. Additionally, for the JEA-Imeson project, I was the Qualified Environmental Professional (QEP) for the Phase I ESA conducted in accordance with ASTM E1527-13, and I was the contract manager for the completion of the wetland delineation and threatened and endangered species surveys conducted at the site.

**Proposed Solar Projects, Mitchell County, Georgia.** For a confidential solar developer, I was the project manager for the CIA reports for the 252-acre Flint site and 133-acre Hickory site. As part of the site evaluation, I completed the site visits at both project sites and evaluated multiple resources for potential concerns for future development as a Photovoltaic (PV) solar facility.

**Proposed Solar Projects, Georgia, Florida, Alabama, Mississippi, South Carolina, and Tennessee.** For a confidential solar developer, I was the contract manager for CIA reports and draft permitting matrices for more than thirty five potential solar PV sites. For several of the sites, I was the project manager for preliminary site surveys for wetlands and threatened and endangered (T/E) species.

**Phase I Environmental Site Assessment (ESA) and CIAs for Solar Development, Georgia.** On behalf of a confidential solar developer, I was the QEP for a Phase I ESA on an approximately 1,000-acre property in Georgia. The Phase I was conducted in accordance with ASTM E2247-08, the Phase I ESA process for forestland or rural property. Additionally, I was the project manager for the completion of CIAs for two potential solar sites in Georgia.

**Proposed Solar Projects, South Carolina and Virginia.** On behalf of a confidential developer, I was the project manager for a CIA report and draft permitting matrix for two

proposed PV solar facilities in South Carolina and eight proposed facilities in Virginia. As part of the CIA task, I was the project manager preliminary surveys for wetlands and T/E species at three of the Virginia Sites.

**Proposed Solar Projects, Florida.** For a confidential solar developer, I was the project manager for the desktop abbreviated CIA reports and draft permitting matrix for the proposed Barcola Site in Polk County and the Holopaw East site in Osceola County. The abbreviated CIAs focused on water resources only, including floodplains, wetlands, and surface waterways.

**Proposed Solar Project, Alabama.** For a confidential solar developer/utility company I completed a comprehensive CIA report for a proposed 80 MW development on 1,600-acres of agricultural land in northeast Alabama. As part of the CIA task, E & E completed preliminary surveys for wetlands and T/E species.

### **NEPA:**

I am also well versed in the National Environmental Procedure Act (NEPA). Over the past 14 years, I have managed or have participated as a resource specialist on numerous environmental assessments (EA) and environmental impact statements (EIS). These NEPA tasks have ranged in size and scope, and have varied by client, including tasks for numerous federal agencies such as the U.S. Navy, U.S. Army, and U.S. Air Force. Examples of the clients and projects include:

**Naval Outlying Field (NOLF) Holley, Navarre, Florida.** Under contract with the Atlantic Division of the Naval Facilities Engineering Command (NAVFAC Atlantic), I was the project manager for the EA for the proposed construction and operation of a 40-megawatt (MW) solar photovoltaic (PV) system at NOLF Holley. Beyond the scope of the EA, additional tasks conducted in support of the EA were Gopher Tortoise surveys and relocation, wetland delineations and a Phase I cultural resource survey.

**Army Air Force Exchange Service [now referred to as the EXCHANGE].** Project manager - For the Army and Air Force Exchange Service (AAFES), I managed several multidisciplinary projects supporting the NEPA program. I managed the identification of permit requirements and development of five EAs for the construction of new shoppettes with food service and gas facilities at Kirtland Air Force Base (AFB), New Mexico; Fort Sill, Oklahoma; Fort Hood, Texas; and two EAs at Joint Base Andrews –Naval Air Facility in Maryland. In addition, I managed the preparation of the application for the construction and operation air permit for the fueling system at the Kirtland AFB shoppette

**Southwest Transmission Line, Tallahassee, Florida.** Program manager for the preparation of a third-party EIS addressing the construction of a 230-kV Southwest Transmission Line to upgrade the power supply to the City of Tallahassee to meet applicable 10-year North American Electric Reliability Corporation planning standards. Most of the 8-mile transmission line was proposed to traverse the Apalachicola National Forest, requiring a Special Use Permit (SUP) from the USDA Forest Service.

**Federal Law Enforcement Training Center (FLETC), Artesia, New Mexico.** For the Kansas City District of the United States Army Corps of Engineers, I was a member of the multidisciplinary team supporting the NEPA program at this facility. I conducted site research, coordinated public notices, and participated in the development of four EAs.

### **Environmental Site Assessment:**

I have approximately 26 years' experience conducting environmental site assessments for a variety of private, State and Federal clients. I am extremely proficient with a wide range of traditional and innovative assessment methodologies, standard operating procedures

(SOPs), State and Federal regulations, laboratory methods and procedures, and data assessment and validation protocols. Examples of my site assessment experience include:

**Statewide BWC Consolidated Contract, Florida.** I have over 17-years' experience working as a contract manager and project manager to support the engineering and geological services program supporting the FDEPs Bureau of Waste Cleanup (BWC), including the Hazardous Waste Cleanup, Drycleaning, Site Investigation, State-Owned Lands, CERCLA Site Screening, and Brownfield Sections.

- **CERCLA Site Screening.** Under FDEPs cooperative agreement with EPA Region 4, I have managed numerous tasks and projects, including Preliminary Assessments (PA), Site Inspections (SI), combined PA/SIs, Expanded SIs (ESI), and Hazard Ranking Score (HRS) Summary reports.
- **Brownfields Program.** Under FDEPs cooperative agreement with EPA Region 4, I have managed numerous TBAs and Site-Specific Activities (SSA). Scopes of work have included site assessment activities, limited scope source removals, and tank removals. Upon completion of tasked activities, several of these sites received Site Rehabilitation Cleanup Orders (SRCOs).
- **Hazardous Waste Cleanup.** On behalf of the FDEP BWC I have managed several State funded hazardous waste cleanup sites, including the off-site soil investigation for the former Wingate Road Landfill site in Fort Lauderdale. I led the collection of soil samples from an approximately 10-block area affected by former landfill activities. Upon completion of the soil sampling, I oversaw the removal of dioxin contaminated soil from approximately 20 residential properties.
- **Drycleaning Program.** On behalf of FDEP, I have managed site assessments at active and inactive drycleaning facilities. Most recently I have managed the site assessments at the Swift Cleaners site in Jacksonville, and the Former Handicraft Cleaners and Ponte Vedra Cleaners sites in Pointe Vedra. At each of these sites I used innovative field screening technologies to reduce the analytical and field costs.
- **Site Investigation Section.** On behalf of FDEP I have managed area wide investigations to find unknown contamination sources. The projects included area wide site history surveys, site reconnaissance, scope development, field investigation and development of the Site Investigation Report (SIR).
- **State-Owned Lands.** In support of the FDEP-managed state-owned lands program, I was a project manager for the investigation of sites on state-owned lands, primarily including state parks and correctional institutions. I conducted site reconnaissance-level surveys involving interviews, site walkovers, and the production of the site reconnaissance reports identifying potential areas of concern at sites. Upon review I developed the scope of work for any required field investigation, oversaw the field work, and developed the SIR.

**Petroleum Section Team 6, Florida.** As a member of Team 6 that provided program administration assistance to FDEP's Bureau of Petroleum Storage Systems, I was responsible for site management and coordination in accordance with state laws, FDEP rules and guidance, and preapproval program SOPs. As required, my responsibilities included reviewing proposals, preparing work orders, negotiating scopes of work with the designated preapproval contractors, and reviewing reports to verify the completeness of tasked activities in accordance with program SOPs and related guidance. I reviewed invoices and change orders, performed site visits and site inspections, and entered site-specific data into FDEP tracking system.

In addition to my Team 6 site manager responsibilities, I reviewed limited contamination assessment reports and site rehabilitation funding allocation applications for non-program discharges on behalf of FDEP. I provided detailed reviews of site history and files, developed draft cost-share agreements, conducted cost-share negotiations with environmental contractors and responsible parties, and developed final cost share agreements

**Statewide Hazardous Sites Response Program, Georgia.** For the Georgia Department of Natural Resources, I managed the ambient air sampling project at the Corner Shopping Center site in Marietta. The project included development of the work plan and site-specific health and safety plan, followed by ambient air sampling to evaluate exposure to chlorinated solvent vapors from an adjacent drycleaning site. Under the same program, I was field task manager for ambient air sampling at the Cachet Cleaners site in Duluth.

**Naval Air Station (NAS) Whiting Field, Florida.** To support the remedial investigation/feasibility study and CERCLA field investigations at this NAS, I was the field operations lead for the base wide groundwater sampling, responsible for all on-site technical decisions, team (including subcontractor) and equipment scheduling, and the preparation of Installation Restoration Program reports.

**Naval Station Mayport, Florida.** As project chemist/data management lead for the RCRA RFI and facility assessment (RFA) program, I oversaw analytical program operations to ensure compliance with analytical and regulatory protocol, coordinated the subcontracted analytical laboratory and data validators, reviewed data validation reports, and developed/maintained the analytical database.

### **Stormwater Management:**

I have extensive experience in stormwater management and NPDES projects. For approximately 15-years I was contract manager for several multi-year contracts for the City of Tallahassee. Under these contracts I managed numerous projects for the City's Stormwater Management Division. Examples of stormwater projects include:

**Municipal Separate Storm Sewer System, Tallahassee, Florida.** Under a multitask contract with the City of Tallahassee, I managed the stormwater sampling program and dry-weather monitoring for the City's National Pollution Discharge Elimination System (NPDES) for the Municipal Separate Storm Sewer System (MS4) permit. I was responsible for the setup, maintenance, and operation of five automated stormwater samplers, as well as for the monitoring of five dry-weather samplers set up at selected storm pipes throughout the city. In addition, I managed stormwater sampling projects at Florida State University Football Stadium; the John Knox Road, Lake Ella, Lake Elberta, and Weems Pond stormwater management facilities; and high-risk industrial facilities. At the John Knox Road location, I also oversaw the removal of nuisance plants and installation of preferred wetland plants.

**Tallahassee Regional Airport, Florida.** I managed several stormwater pollution prevention plan (SWPPP) projects for Tallahassee Regional Airport. The projects included annual inspections of tenant facilities and provision of annual tenant training to ensure that best management practices were being followed in accordance with the approved SWPPP. Additionally, I updated the airport's SWPPP to comply with the new Multi-Sector General Permit.

**Airport Properties, Dade County, Florida.** For the Miami-Dade Aviation Department, I was project chemist for the stormwater program at Miami International Airport (MIA). I reviewed and interpreted analytical data to support the renewal of stormwater permits

issued by the South Florida Water Management District (SFWMD) and presented the collected data in three MIA annual reports to SFWMD.

**Little River Pipeline, Florida.** For Southern Natural Gas Company, I was an environmental inspector during the construction and turbidity monitoring program for the gas pipeline lowering project. He oversaw construction activities to ensure compliance with the State of Florida turbidity variance permit, as well as to ensure that construction through a delineated wetland complied with best management practices; provided liaison between Southern Natural and FDEP; and compiled data for the final turbidity monitoring report.

### **Employment History:**

S&S Environmental Consultants, LLC. 2018 – Present  
Partner and Principal Scientist

Ecology and Environment Inc. 1998 – 2003 and 2005 – 2017  
Environmental Scientist, Contract/Project Manager and Solar Sector Lead

Severn Trent Laboratories, Inc. (now TestAmerica) 2003-2004.  
Project Manager, Client Services

ABB Environmental Services, Inc. 1994-1998.  
Project chemist/scientist, Comprehensive Long-Term Environmental Action, Navy (CLEAN) program

Savannah Laboratories and Environmental Services, Inc. (now TestAmerica). 1989 – 1994  
Volatile Organics Analyst and Volatile Organics Department Manager.

### **Personnel Interests and Other Activities**

Boy Scouts of America, Suwannee River Area Council – Assistant Scoutmaster and Associate Crew Advisor

USA Swimming – Non-Athlete member and certified Deck Referee, Starter, and Stroke and Turn judge

USA Triathlon member and Gulf Winds Track Club Member

**LEON COUNTY WATER RESOURCES COMMITTEE**  
**ACTIVE MEMBER ATTENDANCE TRACKING FROM START OF LAST APPOINTMENT**  
(✓ present, X not present, \*notified staff)

MEMBER NAME	COLLEEN CASTILE	AMANDA DORSETT	DANIELLE IRWIN	JEFFREY PRIDDLE	ALAN NIEDORODA	TERRY RYAN	RICHARD STEPHENS
LAST APPOINTED	8/1/2019	8/1/2017	3/12/2019	8/1/2019	8/1/2019	1/26/2021	7/10/2018
8/7/2017		✓					
10/9/2017		X*					
12/4/2017		✓					
1/8/2018		✓					
3/5/2018		X*					
4/2/2018		X*					
5/7/2018		✓					
6/4/2018		X*					
9/1/2018		✓					✓
10/1/2018		X*					✓
11/5/2018		✓					✓
1/7/2019		X*					✓
2/4/2019		✓					X*
4/1/2019		✓	✓				X*
6/3/2019		X*	✓				X*
9/9/2019	✓	✓	✓	✓	X		X*
11/4/2019	✓	X*	✓	X	X		X*
1/6/2020	✓	X*	✓	✓	X		✓
2/3/2020	✓	X*	✓	✓	✓		X*
7/6/2020	✓	✓	✓	✓	✓		X*
8/3/2020	✓	✓	✓	✓	✓		✓
9/14/2020	X	✓	✓	✓	✓		✓
10/5/2020	X	✓	✓	✓	✓		✓
11/2/2020	✓	✓	✓	✓	✓		✓
12/7/2020	X	✓	X	✓	✓		X*
1/4/2021	X	X*	X	✓	✓	✓	X*
2/1/2021	X	✓	X	✓	X	✓	X*
3/8/2021	✓	X*	✓	✓	✓	✓	X*
4/5/2021	X	✓	✓	X*	✓	✓	X*
5/10/2021	X	✓	✓	✓	✓	✓	X*

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



# Leon County Board of County Commissioners

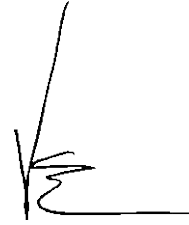
## Agenda Item #4

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Proposed Resolutions Relating to Recent State and Federal Election Reform Laws



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Andrew Johnson, Assistant to the County Administrator Nicki Paden, Management Analyst

### **Statement of Issue:**

This item seeks Board adoption of a Resolution in support of the League of Women Voters of Florida and others that have filed a legal challenge to the new voting restrictions imposed under Senate Bill 90 as approved during the 2021 Florida Legislative Session, and a Resolution in support of U.S. House of Representatives Bill 1: For the People Act of 2021.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Adopt the Resolution of support of the League of Women Voters of Florida and others that have filed a legal challenge to the new voting restrictions imposed under Senate Bill 90 as approved during the 2021 Florida Legislative Session (Attachment #1).

Option #2: Adopt the Resolution of support for U.S. House of Representatives Bill 1: For the People Act of 2021 (Attachment #2).

## **Report and Discussion**

### **Background:**

At the June 8, 2021 meeting, the Board requested an update on Senate Bill 90 relating to Florida elections laws as approved during the 2021 Florida Legislative Session, including input from the Leon County Supervisor of Elections Office (SOE) and League of Women Voters, and a Resolution in support of the League of Women Voters of Florida and others, legal challenge to the new voting restrictions imposed under the legislation (Attachment #1). In addition, as requested by the Board, this item presents a Resolution in support of U.S. House of Representatives Bill 1: For the People Act of 2021 (Attachment #2) for Board consideration.

### **Analysis:**

#### *State Election Reform Bill – SB 90*

Following the 2020 General Election, a series of election reform bills have been introduced in state legislatures across the country in an effort to establish new prohibitions and restrictions related to the administration of elections. Among these include Senate Bill 90 (SB 90) passed by the Florida Legislature during the final week of the 2021 session which establishes new prohibitions and restrictions related to the State's election laws despite the successful administration of the 2020 General Election with no evidence of voter fraud, as acknowledged by the sponsors of the legislation. At the April 13, 2021 meeting, the Board adopted a resolution in opposition to SB 90, which was sent to the House Speaker, Senate President, and Governor. The Governor signed the bill on May 6.

As reported in the 2021 Florida Legislative Session Final Report, SB 90 makes several significant changes related to the administration of elections that could limit options for voter participation, such as restricting the use of drop boxes for the submission of vote-by-mail ballots, increased requirements for vote-by-mail ballot requests, and new voter registration verification protocols. SB 90 also makes it a crime for any person to distribute, order, request, collect, deliver, or otherwise possess more than two vote-by-mail ballots, not counting their own or ballots for immediate family members. This effective ban on non-family members is expected to impact voters who have historically relied upon organizations and volunteers to physically return their vote-by-mail ballots. More broadly, the overall changes to Florida's election laws made by SB 90 are expected to have a disproportionate impact on the participation of voters of elderly voters, voters with disabilities, students, and communities of color in future elections.

Across the State, election supervisors have raised bipartisan opposition to SB 90 due to its potential adverse effect on voter confidence and access, as well as its impact on the costs of administering future elections, which place a greater strain on local government resources. County staff engaged the SOE on the impacts of SB 90 related to the local administration of elections. The following provides an overview of the most notable changes to the voting experience in Leon County, and specifically how these changes will be implemented and communicated by the SOE through the upcoming election cycle:

- **Vote-by-Mail Ballot Requests:** SB 90 requires voters who wish to vote-by-mail to request their ballot every election cycle (as opposed to every two election cycles). Requests which are already on file for the 2022 election cycle are “grandfathered in.” In addition, voters must now provide either their Florida driver’s license, state ID card, or last four digits of their Social Security number when requesting a Vote-by-Mail ballot. The SOE’s paper Vote-by-Mail ballot request form and online Vote-by-Mail ballot request tool on the SOE’s website will be updated to reflect these changes. The SOE will also advise voters that they can still submit Vote-by-Mail ballots requests in writing or by phone.
- **Vote-by-Mail Ballot Submission:** In effect, SB 90 now requires in-person monitoring of drop boxes by an election supervisor employee, limits the hours of use for drop boxes to during early voting hours of operation, and requires each drop box to be emptied at the end of early voting hours each day. The SOE already adheres to the drop box requirements provided under SB 90, and therefore will not need to adjust drop box locations or hours. Drop boxes will continue to be available at each early voting site in Leon County during the upcoming election cycle.
- **Voter Registration Requirements:** SB 90 increases the information necessary to establish an applicant’s eligibility to register to vote and to make changes to voter registration information. In addition, voters will be required to submit a voter registration application when updating their name or party affiliation. The SOE website and procedures will be updated with these requirements for voters.

The SOE anticipates a fiscal impact in future election years as result of the new requirements imposed under SB 90. Examples of these increased costs include additional personnel support for ballot drop box monitoring, material costs associated with the redesign and print of vote-by-mail certificate envelopes, and voter education media and mailing campaigns. Notwithstanding this, SB 90 now restricts election supervisors from accepting grants, money, property, or personnel services from non-governmental entities, including volunteers for voter outreach and education programs, which will further increase election costs to implement the state requirements. The tentative FY 2022 budget includes the funding to address the impacts for next fiscal year. Future budget cycles would consider any additional costs identified by the SOE.

Immediately following the Governor’s signing of SB 90 into law, the League of Women Voters of Florida joined the Black Voters Matter Fund and the Florida Alliance for Retired Americans in filing a lawsuit challenging provisions of the legislation which they assert will hinder the ability of lawful voters to participate in the State’s elections. The challenged provisions are asserted to target almost every aspect the election experience, and will ultimately suppress voter participation, without an identified legitimate need or compelling state interest to justify doing so. Furthermore, the lawsuit challenges that the legislation will limit options for voter participation, hinder the election experience, and cause undue confusion directly and disproportionately among certain types of voters, such as those who have historically had to overcome substantial hurdles to reach the ballot box.

Given these considerations, this item presents a Resolution in support of the League of Women Voters of Florida and others, to challenge the new voting restrictions imposed under SB 90 for the

Board's consideration (Attachment #2). Should the Board wish to adopt the Resolution, copies of the Resolution will be shared with all of the appropriate parties.

#### *Federal Election Reform Bill – H.B. 1*

In January 2021, U.S. House of Representatives Bill 1: For the People Act of 2021 (H.R. 1), an unprecedented election reform package, was introduced for consideration during the first session of the 117th Congress. An increase in vote-by-mail turnout was experienced nationwide during the 2020 General Election, due in large part to the various measures implemented by state governments to expand absentee voter access in the wake of the COVID-19 pandemic. Building on temporary measures enacted at the state level last year, H.R. 1 proposes election reforms to permanently expand ballot access, reduce barriers to voter registration, and modernize the administration of future elections uniformly across the nation.

Among other provisions, H.R. 1 seeks to increase voter participation and access through various measures including automatic, online, and same-day registration of voters; full restoration of voting rights for individuals who have completed prior felony convictions; institution of nationwide early voting and simplified absentee voting; and reductions in wait times at polls. As proposed, H.R. 1 also seeks to promote the security, transparency, and integrity of future elections through increased federal oversight of voting systems security, enforcement of campaign contribution limits, banning of partisan gerrymandering, and establishment of stronger ethics rules and safeguards across the three branches of federal government. A copy of the full bill language is provided as Attachment #3.

On March 3, 2021, the U.S. House of Representatives voted to approve H.R. 1 which was then advanced to the U.S. Senate for consideration during the first session of the 117th Congress. The attached Resolution proposed for the Board's consideration supports the favorable consideration of H.R. 1 (Attachment #2). Should the Board wish to adopt the proposed Resolution, copies of the Resolution will be shared with the members of Leon County's federal legislative delegation, relevant committee chairs, and other members of the U.S. House and Senate as appropriate. In addition, staff will continue to monitor and provide the Board with updates on the status of these bills throughout the remainder of the current session of Congress.

#### **Options:**

1. Adopt the Resolution of support of the League of Women Voters of Florida and others, that have filed a legal challenge to the new voting restrictions imposed under Senate Bill 90 as approved during the 2021 Florida Legislative Session (Attachment #1).
2. Adopt the Resolution of support for U.S. House of Representatives Bill 1: For the People Act of 2021 (Attachment #2).
3. Board direction.

#### **Recommendation:**

Options #1 and #2

Attachments:

1. Resolution of support for the legal challenge to Senate Bill 90
2. Resolution of support for H.R. 1: For the People Act of 2021
3. H.R. 1 For the People Act of 2021

**LEON COUNTY RESOLUTION NO.**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, SUPPORTING THE EFFORTS OF THE LEAGUE OF WOMEN VOTERS OF FLORIDA AND OTHERS TO CHALLENGE THE NEW VOTING RESTRICTIONS IMPOSED UNDER SENATE BILL 90, AS APPROVED DURING THE 2021 FLORIDA LEGISLATIVE SESSION AND SIGNED INTO LAW BY GOVERNOR DESANTIS; AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, despite the successful administration of the 2020 General Election across the State of Florida, Senate Bill 90 was passed during the 2021 Florida Legislative Session and signed into law by Governor DeSantis on May 6, 2021; and

**WHEREAS**, more than 4.8 million Florida electors voted by mail during the 2020 General Election, including 40%, or nearly 65,000, of the electors in Leon County; and

**WHEREAS**, election reform bills have been supported by legislative leaders as a means to strengthen the security, transparency, and integrity of elections by establishing new prohibitions and restrictions related to the state's election laws, although sponsors of such legislation have acknowledged that no evidence of fraud occurred in the 2020 General Election; and

**WHEREAS**, Senate Bill 90 imposes several significant changes related to the administration of elections including restricting the use of drop boxes for the submission of vote-by-mail ballots, increased requirements for vote-by-mail ballot requests, and new voter registration verification protocols; and

**WHEREAS**, the provisions of Senate Bill 90 related to vote-by-mail ballots and ballot drop boxes may limit such options for voter participation, and otherwise hinder the election experience and cause undue confusion among voters; and

**WHEREAS**, election supervisors across the state have raised bipartisan opposition to this legislation due to its adverse effect on voter confidence and potential disenfranchisement of voters in future elections; and

**WHEREAS**, election supervisors across the state have also raised bipartisan opposition to this legislation due to its impact on the costs of administering future elections, which will place a greater strain on local government resources statewide; and

**WHEREAS**, the League of Women Voters of Florida, the Black Voters Matter Fund, and the Florida Alliance for Retired Americans have filed a lawsuit challenging provisions of Senate Bill 90, which they assert will have a disproportionate impact on the participation of elderly voters, voters with disabilities, students, and communities of color in future elections; and

**WHEREAS**, Leon County supports measures to promote civic engagement and to ensure that all citizens have the unrestricted ability to exercise their right to vote; and

**WHEREAS**, on April 13, 2021, the Leon County Board of County Commissioners adopted a Resolution urging the Legislature not to pass SB 90 or a similar election reform bill filed in the Florida House of Representatives, HB 7041.

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

1. Leon County Government supports the efforts of the League of Women Voters of Florida and others to challenge the new voting restrictions imposed under Senate Bill 90, as approved during the 2021 Florida Legislative Session and signed into law by Governor DeSantis.
2. This resolution shall take effect immediately upon adoption hereof.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
Florida, this 13th day of July 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: \_\_\_\_\_

**LEON COUNTY RESOLUTION NO.**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, SUPPORTING U.S. HOUSE OF REPRESENTATIVES BILL 1: FOR THE PEOPLE ACT OF 2021 TO EXPAND VOTER REGISTRATION, VOTING ACCESS, AND ELECTION INTEGRITY AND SECURITY ACROSS THE NATION; AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, Leon County supports measures to promote civic engagement and ensure all citizens have unimpeded access in exercising their right to vote; and

**WHEREAS**, an increase in vote-by-mail turnout was experienced nationwide during the 2020 General Election, due in large part to the wide range of measures implemented by state governments to expand absentee voter access in the wake of the COVID-19 Pandemic; and

**WHEREAS**, U.S. House of Representatives Bill 1 (H.R. 1): For The People Act of 2021 is a transformational election reform package that seeks to further expand ballot access, reduce barriers to voter registration, and promote security, transparency, and integrity of future elections; and

**WHEREAS**, H.R. 1 would modernize the administration of elections through automatic, online, and same-day registration of voters, expanded early voting periods, and enhanced accessibility and availability of ballot drop box, among other provisions; and

**WHEREAS**, election reform bills have been recently introduced in state legislatures across the country to establish new prohibitions and restrictions related to the administration of elections, though there is no evidence of fraud occurring in the 2020 General Election; and

**WHEREAS**, restricted access to mail ballots, stricter voter identification and signature requirements, and reduced polling place hours and early voting periods are among the proposed state-level restrictions that would have a disproportionate impact on the participation of minority, elderly, and young voters and voters with disabilities; and

**WHEREAS**, H.R. 1 would nullify many of the state-level restrictions that have been or may soon be enacted into law and uniformly protect voter access to free and fair elections without voter suppression, partisan gerrymandering, felony disenfranchisement, or widespread dissemination of false information; and

**WHEREAS**, H.R. 1 has passed the U.S. House of Representatives during the first session of the 117th Congress and is now pending consideration by the U.S. Senate.



1 BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON  
2 COUNTY, FLORIDA, that:

- 3  
4 1. Leon County supports the favorable consideration of H.R. 1: For The People Act of 2021  
5 during the first session of the 117<sup>th</sup> Congress to further modernize and secure the  
6 administration of elections and promote voter participation nationwide.  
7 2. This resolution shall take effect immediately upon adoption hereof.  
8

9 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
10 Florida, this 13th day of July 2021.

11  
12 LEON COUNTY, FLORIDA

13  
14  
15 By: \_\_\_\_\_  
16 Rick Minor, Chairman  
17 Board of County Commissioners  
18

19 ATTESTED BY:  
20 Gwendolyn Marshall, Clerk of Court  
21 & Comptroller, Leon County, Florida  
22

23  
24 By: \_\_\_\_\_  
25

26  
27 APPROVED AS TO FORM:  
28 Chasity H. O'Steen, County Attorney  
29 Leon County Attorney's Office  
30

31  
32 By: \_\_\_\_\_

Attachment #3, the U.S. House of Representatives H.R. 1 For the People Act of 2021, has not been attached to this item due to the voluminous size of the electronic file. However, it may be accessed through the following link:

[https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item04\\_Attachment03.pdf](https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item04_Attachment03.pdf)

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #5**

# Leon County Board of County Commissioners

## Agenda Item #5

July 13 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

Chasity H. O'Steen, County Attorney

**Title:** Request to Schedule First and Only Public Hearing to Consider Adopting an Ordinance Establishing a Local Provider Participation Fund for September 14, 2021

<b>Review and Approval:</b>	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
<b>Lead Staff/ Project team:</b>	Chasity H. O'Steen, County Attorney Alan Rosenzweig, Deputy County Administrator

### **Statement of Issue:**

This item requests the Board schedule the first and only public hearing for September 14, 2021 at 6:00 p.m. to consider the adoption of an Ordinance establishing a funding mechanism that leverages hospital revenues to draw down additional federal Medicaid funds.

### **Fiscal Impact:**

This item has a fiscal impact. If the proposed Ordinance is approved, it is estimated approximately \$22 million in additional Federal Medicaid funding would be paid to local hospitals next fiscal year. The program would be implemented effective at the start of next fiscal year and does not require any County funding. The County will retain an annual fee for administrative expenses.

### **Staff Recommendation:**

- Option #1: Schedule the first and only public hearing to consider adopting the proposed Ordinance establishing a Local Provider Participation Fund, for September 14, 2021 at 6:00 p.m. (Attachment #1).
- Option #2: Authorize the Chairman to send a letter to the Agency for Health Care Administration indicating the County's support for participation in the Directed Payment Program.

## **Report and Discussion**

### **Background:**

This item requests the Board schedule the first and only public hearing for September 14, 2021 at 6:00 p.m. to consider the adoption of an Ordinance (Attachment #1) establishing a Local Provider Participation Fund to support local hospitals that provide health services to low-income citizens. Recently, Tallahassee Memorial HealthCare (TMH) requested the County's assistance in drawing down additional federal Medicaid funding. The adoption of the proposed Ordinance in September establishes the accounting and budgetary structure necessary to access these additional federal funds. In addition to TMH, all other local hospitals would benefit and receive additional Medicaid funding.

The proposed Ordinance leverages funding through the State and Federal Government's Intergovernmental Transfer Program (IGT). The County has participated in the State's IGT with the Agency for Health Care Administration (AHCA) program for several years. Agenda items annually are provided to the Board to draw down additional federal funding for primary health care providers by leveraging the County's annual primary health care funding. A similar IGT program, known as the Directed Payment Program (DPP or Program) has recently been established by the Florida Legislature to assist hospitals providing Medicaid services.

Nationwide, and especially in Florida, hospitals continue to struggle with the shortfall in Medicaid reimbursement rates. Hospitals in Leon County provide millions of dollars of care to persons who qualify for Medicaid annually. However, on average, Medicaid only covers 60% of the costs of the health care services provided by hospitals to eligible persons. During the FY21 Florida Legislative session, the Legislature and Governor approved the DPP, which is available to hospitals providing inpatient and outpatient services to Medicaid-managed care enrollees. It is the intent of the DPP to offset hospitals' Medicaid shortfalls and improve the quality of care provided to the Florida Medicaid population. This Program has been adopted or is in the process of being adopted by at least nine Florida counties.

In June, County staff was approached by TMH to request participation in the DPP. According to representatives of TMH, Capital Regional Medical Center has indicated support for the Program. There are also three smaller hospitals in Leon County providing rehabilitation and psychiatric services. TMH representatives have indicated they are engaging with these additional hospitals and are confident all will be supportive of the Program.

### **Analysis:**

To participate in the DPP the County must establish a Local Provider Participation Fund (LPPF) via ordinance. The proposed Ordinance establishes the parameters of the LPPF program. Annually, working with the hospitals, the County will impose a non-ad valorem assessment upon real property owned or used by the hospitals to help fund the nonfederal share of the State's Medicaid Program. This assessment will provide additional funding for Medicaid payments to close revenue shortfalls associated with the Medicaid program. Leveraging additional federal

support through the DPP will directly benefit the services delivered to Medicaid-eligible persons and support the ability of the hospitals to provide critical health care programs.

The proposed Ordinance will enable the County to levy a uniform non-ad valorem special assessment in compliance with 42 C.F.R. 433.68(d). The assessment shall be fairly and reasonably apportioned among each of the hospital's properties within the County limits. Annually, the Board shall set the assessment in amounts that in the aggregate will generate sufficient revenue to fund the nonfederal share of Medicaid payments associated with local services to be funded by the assessment. The assessment will constitute a lien upon the assessed properties. Revenue generated by the proposed assessment shall be held in a separate account and will be used only to: (1) provide to AHCA the nonfederal share for Medicaid payments to be made directly or indirectly in support of hospitals serving Medicaid beneficiaries, and (2) reimburse the County for administrative costs associated with the implementation of the assessment authorized by the proposed Ordinance, as further specified in the assessment resolution forthcoming in September.

During August 2021, the Legislative Budget Commission (LBC) will be establishing the budget for AHCA's DPP contribution based on which Florida local governments are projected to participate. However, while scheduling the public hearing indicates the County's intentions, the actual adoption of the proposed Ordinance would not occur until September, which is after the LBC will establish the budget. To best position the County for funding in the next fiscal year, this item also recommends the Chairman be authorized to send a letter to AHCA indicating the County's intention to participate in the DPP.

If this item is approved, the proposed Ordinance will be advertised and brought back to the Board at the September 14, 2021 meeting with a resolution proposed to adopt a non-ad valorem special assessment.

**Options:**

1. Schedule the first and only public hearing to consider adopting the proposed Ordinance establishing a Local Provider Participation Fund, for September 14, 2021 at 6:00 p.m. (Attachment #1).
2. Authorize the Chairman to send a letter to the Agency for Health Care Administration indicating the County's support for participation in the Directed Payment Program.
3. Do not schedule the first and only public hearing to consider adopting the proposed Ordinance establishing a Local Provider Participation Fund, for September 14, 2021.
4. Board direction.

**Recommendation:**

Options #1 and #2

**Attachment:**

1. Proposed Ordinance establishing a Local Provider Participation Fund

**LEON COUNTY ORDINANCE NO. 2021-**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 8 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, BY ADDING A NEW ARTICLE VIII TO BE ENTITLED LOCAL PROVIDER PARTICIPATION FUND NON-AD VALOREM ASSESSMENT; PROVIDING FOR THE ESTABLISHMENT OF A NON-AD VALOREM ASSESSMENT FOR THE DIRECTED PAYMENT PROGRAM FOR HOSPITALS PROVIDING INPATIENT AND OUTPATIENT SERVICES TO MEDICAID MANAGED CARE ENROLLEES; PROVIDING FOR CREATION OF THE LEON COUNTY LOCAL PROVIDER PARTICIPATION FUND; PROVIDING FOR ESTABLISHMENT OF THE METHOD OF SETTING AND COMPUTING ANNUAL NON-AD VALOREM ASSESSMENTS TO BE DEPOSITED INTO THE FUND AND SPECIFYING THE AUTHORIZED USES FOR FUND PROCEEDS; PROVIDING FOR APPLICABILITY; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

WHEREAS, the private for-profit and not-for-profit hospitals in Leon County (the "Hospitals") annually provide millions of dollars of uncompensated care to persons who qualify for Medicaid because Medicaid typically covers only about 60% of the costs of the health care services actually provided by Hospitals to Medicaid-eligible persons, leaving Hospitals with significant uncompensated costs ("Medicaid shortfall"); and

WHEREAS, the Medicaid directed payment program is a federally approved program that permits States to access federal funds through intergovernmental transfers (the "IGTs") in order to direct the federal funds for managed care plan expenditures to hospitals for plan-covered services and offset hospitals' Medical shortfall; and

WHEREAS, the State of Florida, Agency for Health Care Administration (AHCA), has received federal approval from the Centers for Medicare and Medicaid Services (CMS) to establish the Statewide Medicaid Managed Care hospital directed payment program (the "DPP") to help offset hospitals' Medicaid shortfall and improve quality of care provided to Florida's Medicaid population; and

WHEREAS, the Hospitals have requested Leon County (the "County") to impose a non-ad valorem assessment upon certain real property owned or leased by the Hospitals to help finance the non-federal share of Florida's Medicaid program; and

WHEREAS, the only properties to be assessed are the real property sites of the Hospitals' licensed facilities; and

1 WHEREAS, the County recognizes that one or more Hospitals' licensed facilities within the  
2 County's boundaries may be located upon real property leased from governmental entities and that  
3 such Hospitals may be assessed because courts do not make distinctions on the application of special  
4 assessments based on "property interests" but rather on the distinction of the classifications of real  
5 property being assessed; and  
6

7 WHEREAS, the funding raised by the County special assessment will support, through IGTs  
8 consistent with federal guidelines, additional funding for Medicaid payments to Hospitals to address  
9 the Medicaid shortfall; and  
10

11 WHEREAS, the County acknowledges that the Hospital properties assessed will benefit  
12 directly and especially from the special assessment as a result of the additional funding provided to the  
13 Hospitals; and  
14

15 WHEREAS, the County has determined that a logical relationship exists between the Medicaid  
16 services provided by the Hospitals, which will be supported by the special assessment, and the special  
17 and particular benefit to the real property of the Hospitals; and  
18

19 WHEREAS, the County has an interest in promoting access to health care for its low-income  
20 and under-insured residents; and  
21

22 WHEREAS, leveraging additional federal support through the IGTs to fund payments to the  
23 Hospitals for health care services provided to Medicaid eligible persons directly and specifically  
24 benefit the Hospitals' properties and supports the Hospitals' continued ability to provide those services;  
25 and  
26

27 WHEREAS, imposing a special assessment limited to those Hospital properties to help fund  
28 the provision of Medicaid services and the achievement of certain quality standards by the Hospitals  
29 to residents of the County is a valid public purpose that benefits the health, safety, and welfare of the  
30 citizens of the County; and  
31

32 WHEREAS, the special assessment ensures the financial stability and viability of the Hospitals  
33 providing such Medicaid services; and  
34

35 WHEREAS, the Hospitals are important contributors to the County's economy, and the  
36 financial benefit to these Hospitals directly and specifically supports their mission, as well as their  
37 ability to grow, expand, and maintain their facilities in concert with the population growth in the  
38 jurisdiction of the County; and  
39

40 WHEREAS, the County finds the special assessment will enhance the Hospitals' ability to  
41 grow, expand, maintain, improve, and increase the value of their properties and facilities under all  
42 present circumstances and those of the foreseeable future; and  
43

44 WHEREAS, the County is proposing a properly apportioned special assessment by which all  
45 Hospitals will be assessed a uniform amount that is compliant with 42 C.F.R. § 433.68(d); and  
46

47 WHEREAS, the County adopts this Ordinance enabling the County to levy a non-ad valorem  
48 assessment, which is fairly and reasonably apportioned among the Hospitals' properties within the



County's jurisdictional limits, to establish and maintain a system of funding for IGTs to support the non-federal share of Medicaid payments that will directly and specially benefit Hospital properties.

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

**Section 1. Amendments to Code.**

Chapter 8 of the Code of Laws of Leon County, Florida, is hereby amended by adding a new Article VIII, which shall read as follows:

**ARTICLE VIII. LOCAL PROVIDER PARTICIPATION FUND NON-AD VALOREM ASSESSMENT**

**Sec. 8-201. Definitions.**

When used in this article, the following terms shall have the following meanings, unless the context clearly requires otherwise:

*Annual Final Assessment Resolution* means the resolution imposing an Assessment and memorializing the final rate for the non-ad valorem assessment applicable for the Fiscal Year.

*Assessed Property(ies)* means all parcels of land subject to the Assessment which an Institutional Health Care Provider holds a right of possession and right of use, either through fee ownership or leasehold interest, and which receives a special benefit from the directed payment in an amount up to the uncompensated Medicaid costs.

*Assessment* means the non-ad valorem assessment imposed by the County on the Assessed Property(ies) located in the County limits to fund the non-federal share of Medicaid and Medicaid managed care payments directed to hospitals providing Local Services in the County.

*Assessment Resolution* means the resolution described in section 8-207 of this article.

*Board* means the Leon County Board of County Commissioners.

*Comptroller* means the Leon County Clerk of Circuit Court and Comptroller, ex officio Clerk to the Board, or other such person as may be duly authorized to act on such person's behalf.

*County* means Leon County, Florida.

*Fiscal Year* means the period commencing on October 1 of each year and continuing through the next succeeding September 30, or such other period as may be prescribed by law as the fiscal year for the County.

1        *Institutional Health Care Provider* means a private for-profit or not-for-profit entity licensed by  
2        Agency for Health Care Administration (“AHCA”) under Part I, chapter 395, Florida Statutes, to  
3        operate a hospital.

4  
5        *Local Services* means the provision of inpatient and outpatient hospital services to Medicaid,  
6        indigent, and uninsured members of the Leon County community.

7  
8        *Non-Ad Valorem Assessment Roll* means the assessment roll prepared by the County.

9  
10    **Sec. 8-202. Purpose of Assessment.**

11  
12        The Assessment authorized by this article shall be imposed, levied, collected, and enforced  
13        against Assessed Properties located within the County. Proceeds from the Assessment shall be used to  
14        benefit Assessed Properties through enhanced Medicaid payments for Local Services. When imposed,  
15        the Assessment shall constitute a lien upon the Assessed Properties equal in rank and dignity with the  
16        liens of all state, county, district, or municipal taxes and other non-ad valorem assessments. Failure to  
17        pay an Assessment may cause a lien to be filed against the Assessed Property or the commencement of  
18        foreclosure proceedings which could result in loss of title. The Assessment shall be computed and  
19        assessed only in the manner provided in this article.

20  
21    **Sec. 8-203. Method of collection.**

22  
23        This article shall be deemed to provide an alternative method, as specified in F.S. § 197.3631,  
24        for the assessment and collection of the Assessment described in this article.

25  
26    **Sec. 8-204. Construction of article.**

27  
28        This article shall be regarded as supplemental and additional to powers conferred by other laws  
29        and shall not be regarded as in derogation of any powers now existing, or which may hereafter come  
30        into existence. This article, being necessary for the health, safety, and welfare of the inhabitants of the  
31        County, shall be liberally construed to effect the purposes hereof.

32  
33    **Sec. 8-205. Scope of Assessment.**

34  
35        (a) Pursuant to F.S. § 125.01, there is hereby created an Assessment that shall be imposed,  
36        levied, collected, and enforced against Assessed Property to fund the non-federal share of Medicaid  
37        payments benefitting Assessed Properties providing Local Services in the County.

38  
39        (b) Funds generated as a result of the Assessment shall be held in a separate account called  
40        the local provider participation fund and shall be available to be used only to:

- 41  
42            (1) provide to the Florida Agency for Health Care Administration the non-federal  
43            share for Medicaid payments to be made directly or indirectly in support of  
44            Institutional Health Care Providers serving Medicaid beneficiaries; and  
45

- (2) reimburse the County for administrative costs associated with the implementation of the Assessment authorized by this article, as further specified in the Assessment Resolution.

(c) The Assessment will be broad-based, and the amount of the Assessment shall be uniformly imposed on each Assessed Property. The Assessment may not hold harmless any Institutional Health Care Provider, as required under 42 U.S.C. § 1396b(w). As set forth in section 8-202, the Assessment shall constitute a lien upon the Assessed Properties equal in rank and dignity with the liens of all state, county, district, or municipal taxes and other non-ad valorem assessments.

(d) The Assessment shall be imposed, levied, collected, and enforced against only Assessed Properties, and the Assessment Resolution shall provide that the County's administrative costs shall be reimbursed from the collected amounts.

#### **Sec. 8-206. Computation of Assessment.**

(a) The annual Assessment shall be specified for each Assessed Property. The Board shall set the Assessment in amounts that, in the aggregate, will generate sufficient revenue to fund the non-federal share of Medicaid payments associated with Local Services to be funded by the Assessment.

(b) The amount of the Assessment required of each Assessed Property may not exceed an amount that, when added to the amount of other required assessments, exceeds the maximum percent of the aggregate net patient revenue of all assessed Institutional Health Care Providers in the County permitted by 42 C.F.R. § 433.68(f)(3)(i)(A). Assessments for each Assessed Property will be derived from data contained in the Florida Hospital Uniform Reporting System, as available from the AHCA.

#### **Sec. 8-207. Assessment Resolution.**

The Assessment Resolution adopted pursuant to this article shall include a description of the following:

- (a) The Medicaid payments proposed for funding from proceeds of the Assessment;
- (b) The benefits to the Assessment Properties associated with the Assessment;
- (c) The methodology for computing the assessed amounts; and
- (d) The method of collection, including how and when the Assessment must be paid.

#### **Sec. 8-208. Non-Ad Valorem Assessment Roll.**

The County shall prepare, or direct the preparation of, the Non-Ad Valorem Assessment Roll, which shall contain the following:

- (a) The names of the property owners for the Assessed Properties; and

- 1  
2 (b) The Assessment rate and amount of the Assessment to be imposed against each  
3 Assessed Property based on the Assessment Resolution.  
4

5 **Sec. 8-209. Notice by publication.**  
6

7 Upon completion of the Non-Ad Valorem Assessment Roll, the County shall publish once in a  
8 newspaper of general circulation within the County a notice stating that the Board, at a regular,  
9 adjourned, or special meeting on a certain day and hour, not earlier than 20 calendars days from such  
10 publication. Such published notice shall include:

- 11  
12 (a) The name of the Board;  
13  
14 (b) A geographic depiction of the property subject to the Assessment;  
15  
16 (c) The proposed Assessment rate;  
17  
18 (d) The method by which the Assessment will be collected;  
19  
20 (e) A statement that all affected and/or interested parties have a right to appear at the hearing  
21 and to file written objections with the Board within 20 days of the notice; and  
22  
23 (f) A statement that the Non-Ad Valorem Special Assessment Roll is available for  
24 inspection at a designated County office.  
25

26 **Sec. 8-210. Notice by mail.**  
27

28 (a) In addition to the published notice required by section 8-209, when the Assessment is  
29 levied for the first time and for any assessment that will exceed a prior year's Assessment rate imposed  
30 by the Board against Assessed Properties, the County shall provide notice of the proposed Assessment  
31 by first class mail to each Institutional Health Care Provider. Such notice shall include:

- 32  
33 (1) The purpose of the Assessment;  
34  
35 (2) The total amount to be levied against each Assessed Property;  
36  
37 (3) The unit of measurement applied against each Assessed Property to determine  
38 the Assessment;  
39  
40 (4) The total revenue to be collected by the County from the Assessment;  
41  
42 (5) A statement that failure to pay the Assessment will cause a lien to be filed against  
43 the Assessed Property or foreclosure proceedings to be instituted, either of which  
44 may result in a loss of title to the Assessed Property;  
45

(6) A statement that all affected and/or interested parties have a right to appear at the hearing and to file written objections with the board within 20 days of the notice; and

(7) The date, time, and place of the hearing.

(b) Notice shall be mailed at least 20 calendar days prior to the hearing to each Institutional Health Care Provider at such address as is shown on the Non-Ad Valorem Assessment Roll. Notice shall be deemed mailed upon delivery thereof to the possession of the United States Postal Service. The County may provide proof of such notice by affidavit. Failure of the Institutional Health Care Provider to receive such notice, due to mistake or inadvertence, shall not affect the validity of the Non-Ad Valorem Assessment Roll or release or discharge any obligation for payment of the Assessment imposed by the Board pursuant to this article.

#### **Sec. 8-211. Adoption of Assessment Resolution and Non-Ad Valorem Assessment Roll.**

At the time named in the notice, the Board shall receive and consider any written objections of interested persons and shall hear testimony from all interested persons. All written objections to the Assessment Resolution and Non-Ad Valorem Assessment Roll shall be filed with the County within 20 days of the publication of the Notice provided pursuant to Sections 8-209 and 8-210. At the date and time named in the notice, the Board may adopt the Assessment Resolution and Non-Ad Valorem Assessment Roll which shall:

- (a) Set the rate of the Assessment to be imposed;
- (b) Approve the Non-Ad Valorem Assessment Roll, with such amendment as the Board deems just and right; and
- (c) Affirm the method of collection.

#### **Sec. 8-212. Annual Final Assessment Resolution.**

The Board may revise the Non-Ad Valorem Assessment Roll during the Fiscal Year to modify the Assessment rate. In the event of a revision, the Board must adopt an Annual Final Assessment Resolution during the Fiscal Year to memorialize the final rate applicable for the Fiscal Year.

#### **Sec. 8-213. Effect of Annual Final Assessment Resolution.**

The adoption of the Annual Final Assessment Resolution shall be the final adjudication of the issues presented (including, but not limited to, the method of apportionment and assessment, the revised rate of Assessment, the initial rate of Assessment, the Non-Ad Valorem Assessment Roll, and the levy and lien of the Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of Board action on the Annual Final Assessment Resolution.

1   **Sec. 8-214. Method of collection.**  
2

3       The amount of the Assessment is to be collected pursuant to F.S. § 197.3631, as amended, and  
4 as specified in the Assessment Resolution.  
5

6   **Sec. 8-215. Refunds.**  
7

8       If, at the end of the Fiscal Year, additional amounts remain in the local provider participation  
9 fund, the Board is hereby authorized to make refunds to the Institutional Health Care Providers in  
10 proportion to amounts paid in during the Fiscal Year for all or a portion of the unutilized local provider  
11 participation fund.  
12

13   **Sec. 8-216. Responsibility for enforcement.**  
14

15       The County shall enforce the prompt collection of the Assessment by the means provided in  
16 this article. The duties related to collection of assessments may be enforced by any holder of obligations  
17 in a court of competent jurisdiction by mandamus or other appropriate proceedings or actions.  
18

19   **Sec. 8-217. Correction of errors and omissions.**  
20

21       No act of error or omission on the part of the Board of its employees shall operate to release or  
22 discharge any obligation for payment of the Assessment imposed by the Board under the provisions of  
23 this article.  
24

25   **Section 2. Applicability.**  
26

27       It is intended that this Ordinance shall constitute a uniform law applicable in all unincorporated  
28 areas of Leon County, Florida, and to all incorporated areas of Leon County where there is no existing  
29 conflict of law or municipal ordinance.  
30

31   **Section 3. Conflicts.**  
32

33       All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby  
34 repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon  
35 County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this  
36 ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.  
37

38   **Section 4. Severability.**  
39

40       If any word, phrase, clause, section, or portion of this Ordinance is declared by any court of  
41 competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and  
42 portions of this Ordinance shall remain in full force and effect.  
43

44   **Section 5. Effective Date.**  
45

1 This ordinance shall have effect upon becoming law.  
2

3 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
4 Florida, this 14th day of September, 2021.  
5

6 LEON COUNTY, FLORIDA  
7  
8

9 By: \_\_\_\_\_

10 Rick Minor, Chairman  
11 Board of County Commissioners  
12

13 ATTESTED BY:

14 Gwendolyn Marshall, Clerk of the Court  
15 & Comptroller, Leon County, Florida  
16

17  
18 By: \_\_\_\_\_  
19

20 APPROVED AS TO FORM:

21 Chasity H. O'Steen, County Attorney  
22 Leon County Attorney's Office  
23

24  
25 By: \_\_\_\_\_

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #6**



# Leon County Board of County Commissioners

## Agenda Item #6

July 13, 2021

**To:** Honorable Chairman and Members of the Board

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



**Title:** Opioid Litigation - Consideration of Approval of Bankruptcy Plan *In re Purdue Pharma, L.P., et al.*, Case No. 19-23649 (RDD)(Bankr. S.D.N.Y.)

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator

### **Statement of Issue:**

This item seeks Board approval of the Purdue Bankruptcy Plan associated with the ongoing opioid litigation.

### **Fiscal Impact:**

This item has no current fiscal impact. However, approval and settlement of the Purdue Bankruptcy Plan may result in a positive fiscal impact.

### **Staff Recommendation:**

Option #1: Approve proposed Purdue Bankruptcy Plan.

## **Report and Discussion**

### **Background:**

The Board previously authorized the County to join the multidistrict opioid litigation (MDL) against opioid manufacturers, distributors, and retailers and retain outside counsel. In June 2018, the County entered into a contract with outside counsel, Levin Papantonio, P.A., and Parks Law, LLC, to represent the County in this matter. This item seeks Board approval of the Purdue Bankruptcy Plan associated with the ongoing opioid litigation.

During the course of litigation, Purdue Pharma, L.P. (Purdue), which developed and aggressively marketed Oxycontin, a powerful and addictive painkiller, filed for Chapter 11 Bankruptcy after being named a defendant in thousands of civil lawsuits for damages. The Purdue Bankruptcy Plan (Plan) seeks to resolve the bankruptcy cases by settlement and represents over two years of negotiations by governmental and private entities and the debtors and their shareholders. As part of the process, all creditors who filed a “proof of claim” against the bankruptcy estate are being asked to vote on the Plan. A copy of the Disclosure Statement with Plan Attached is included as Attachment #1. The Plaintiffs’ Executive Committee (PEC), a member of the ad hoc committee of governmental and other contingent litigation claimants, supports the Plan and requests approval prior to the voting deadline of July 14, 2021.

### **Analysis:**

The proposed settlement is now before the bankruptcy court for final confirmation. Under the Plan, the assets of the Purdue corporation would be transferred to a new corporation indirectly owned by the public creditors of Purdue (all state, local, and tribal governments). The combined assets of the bankruptcy estate would be allocated to the various groups of creditors – insurers, hospitals, individual personal injury plaintiffs – and the residual amount, estimated to be approximately \$5 billion, would be allocated among state, local, and tribal governments. The funds received by all creditors (other than personal injury victims and children suffering from neonatal abstinence syndrome) would be restricted to be used for abatement of the opioid problem in their communities. Correspondence from the PEC that includes additional background and a more extensive overview of the proposed Plan is provided in Attachment #2.

As referenced above, voting on the Plan by all creditors that filed a proof-of-claim will be open through July 14, 2021. Approximately 600,000 creditors filed claims, including claims on behalf of about 6,000 local governments. Claimants are divided into 18 different classes, in order to group similar claims together. Claimants will vote by class. In order to accept the Plan, a majority in a class by number and two-thirds by dollar amount of claims in a class must vote to approve the Plan.

The court is scheduled to hold a hearing on confirmation of the Plan beginning August 9, 2021. The number of claimants who will object to the Plan, and the grounds for the objections, are not currently known. It is expected the court will issue a decision on whether to confirm the Plan in September or early October.

If the Plan is confirmed, the allocation of any proceeds to the County is unknown. The State of Florida Office of Attorney General (OAG) has been negotiating an agreement with local governments in Florida that would govern the distribution of all opioid litigation proceeds. It is expected that the terms of a proposed agreement will be finalized within the next 30-60 days. The County Attorney's Office is still advocating for some changes to the draft agreement that would be advantageous to the County and will bring back the proposed agreement for Board consideration later this year.

Specific to the Plan, if the OAG is unable to reach agreement with a sufficient number of local governments, the default sharing mechanism would be utilized to allocate abatement funds from the Purdue bankruptcy estate. The County does not have a population of at least 400,000 and, therefore, would not receive proceeds directly in the form of a block grant. Instead, the funds would be subject to a "Government Participation Mechanism" to be developed by the state of Florida and its local governments.

It is believed that the proposed Plan, overall, represents a fair resolution of opioid-related claims against Purdue. The alternative to approval of the Plan would be to continue civil litigation, which could be lengthy and pose a risk as to the outcome and potential recovery by any claimants, including the County. Approval of the Plan is recommended.

**Options:**

1. Approve the Purdue Bankruptcy Plan.
2. Do not approve the Purdue Bankruptcy Plan.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Disclosure Statement with Plan
2. Letter from Plaintiff's Executive Committee dated June 22, 2021

Attachment #1, the Disclosure Statement with the Purdue Bankruptcy Plan Attached, has not been attached to this item due to the voluminous size of the electronic file. However, it may be accessed through the following link:

[https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item06\\_Attachment01.pdf](https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item06_Attachment01.pdf)

Co-Lead Counsel and Plaintiffs' Executive Committee,  
*In re: National Prescription Opiate Litigation*, MDL 2804  
purdue@pecmdl2804.com

June 22, 2021

TO ALL COUNSEL FOR ANY  
GOVERNMENTAL ENTITY IN THE OPIOID  
MDL WHO FILED PROOFS OF CLAIM IN  
CONNECTION WITH *In Re Purdue Pharma*,  
*L.P., et al.*, Case No. 19-23649 (RDD) (Bankr.  
S.D.N.Y.)

**RE: PEC Support for Chapter 11 Plan of Reorganization In Connection With *In Re Purdue Pharma, L.P., et al.*, Case No. 19-23649 (RDD) (Bankr. S.D.N.Y.)**

Dear Counsel:

Please review this letter if you or your client have litigation consolidated in MDL 2804 and filed a proof of claim in connection with the bankruptcy cases of Purdue Pharma and its affiliates (as captioned above) and are eligible to vote on approval of Purdue's proposed plan of restructuring (the "Plan").<sup>1</sup>

We are co-lead counsel and members of the Plaintiffs' Executive Committee (together, referred to as the "PEC") in *In re National Prescription Opiate Litigation*, Case No. 17-md-02804, MDL No. 2804, multidistrict litigation (the "MDL") against opioid manufacturers, distributors, and retailers before Judge Dan A. Polster in the District Court for the Northern District of Ohio. The PEC is a member of the ad hoc committee of governmental and other contingent litigation claimants (collectively, the "Ad Hoc Committee"),<sup>2</sup> which played an instrumental role in Purdue's bankruptcy cases and negotiation of the Plan. As you may recall, we previously communicated with you concerning the ability to file a consolidated claim on behalf of non-federal local governments and provided guidance on the master-ballot voting procedures regarding the Plan.

The purpose of this letter is to explain the terms and structure of the Plan and the reasons the PEC supports the plan ahead of the voting deadline of: July 14, 2021 (the "Voting Deadline"). **We ask that you and your clients review the Disclosure Statement and Plan closely prior to voting on the Plan.**

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<sup>1</sup> The Plan [Docket No. 2982] and Disclosure Statement [Docket No. 2983] and all related filings are accessible on the noticing agent's website: <https://restructuring.primeclerk.com/purduepharma/Home-DocketInfo>.

<sup>2</sup> The Ad Hoc Committee is composed of: (1) Broward County, FL; (2) City of Chicago, Ill.; (3) Huntington/Cabell County; (4) King County, WA; (5) Muscogee (Creek) Nation; (6) the PEC; (7) the City of Philadelphia, Pa.; (8) Santa Clara County, Ca.; (9) State of Florida; (10) State of Georgia; (11) State of Louisiana; (12) State of Michigan; (13) State of Mississippi; (14) State of New Mexico; (15) State of Ohio; (16) State of Tennessee; (17) State of Texas; and (18) State of Utah.

## I. Executive Summary.

Purdue Pharma, the company which developed and aggressively marketed Oxycontin, a powerful and addictive opioid painkiller, filed for bankruptcy in September 2019 after being named as a defendant in thousands of civil lawsuits seeking damages for asserted opioid-related injuries to governments (state, local, and tribal), hospitals, individuals, insurers, and others. The Plan seeks to resolve the bankruptcy cases by settlement and is the culmination of over two years of negotiations and work among the PEC, certain of the States' Attorneys' Generals, the United States Government, the Debtors and their shareholders (the "Sackler Families"), and various other opioid creditor representatives, including, during the bankruptcy cases, the Official Committee of Opioid Creditors. Not to mention the tremendous cost of the bankruptcy which is now over \$200 million.

That settlement is now before the bankruptcy court for final confirmation. As part of the process, all creditors who filed a "proof of claim" against the bankruptcy estate are being asked to vote on the proposed restructuring plan that emerged from the settlement negotiations. In broad terms, the restructuring plan provides for the assets of the Purdue corporation to be transferred to a new "corporation" that will be indirectly owned by the "public creditors" of Purdue—all state, local and tribal governments. The continued operation of the company and then its ultimate sale may generate \$1-2 billion in assets. These operating and sales revenues, along with certain insurance proceeds and other assets, will be combined with a contribution of \$4.275 billion (over a series of years) to be made by members of the Sackler family, who are the shareholders of Purdue (and who will make this contribution in exchange for receiving releases from civil liability, thus shielding themselves from civil litigation).

The combined assets of the bankruptcy estate will be used to pay various groups of private creditors—insurers, hospitals, individual personal injury plaintiffs—and the residual amount, which may be approximately \$5 billion will be allocated among state, local and tribal governments. The Tribes in aggregate will receive approximately 3% of these public funds and the aggregate allocation of funds to Tribes will be distributed to individual Tribes based on an allocation matrix that takes into account the population of each Tribe along with certain metrics that go to the severity of the opioid problem in tribal areas. The funds received by all creditors (other than personal injury victims and children suffering from NAS) **will be restricted to be used for abatement of the opioid problem in their communities.**

## II. Background.

In the 1990's, Purdue Pharma—a Connecticut-based pharmaceutical manufacturer owned by members of the Sackler family—developed a powerful new opioid painkiller, Oxycontin. Purdue engaged in aggressive marketing of the drug, denying its highly addictive properties and promoting it not just for end-of-life palliative care (such as for cancer patients), but also to treat chronic pain of all varieties (such as back pain). The result of this effort was to greatly expand the market for opioid medications and greatly expand the number of people using opioids. Not surprisingly, there followed a dramatic increase in the number of people who became addicted to opioids, leading to death, incapacitation, family dysfunction, crime and social problems. These consequences were devastating not only to the individuals involved, but also to all levels of government, which had to bear increasing costs of health care and social services provided to their

citizens who became addicted to opioids and subsequently, in many cases, to heroin, fentanyl and other similar opiates.

In many ways, Purdue's development and marketing of Oxycontin was ground zero for the nationwide opioid epidemic that has been ravaging communities across the country for 20 years. Hundreds of thousands of people died from opioid-related overdoses and illness. As a consequence, more than 2,900 civil lawsuits have been filed against Purdue, primarily by state, local and tribal governments, seeking hundreds of billions of dollars in damages. Most of the cases were consolidated in the Opioid MDL before Judge Polster, although state governments brought suits in their state courts. In response to this tidal wave of litigation, Purdue and the Sackler Families pursued global settlement negotiations with the PEC and state governments. As discussed below, those negotiations bore fruit and in order to act on the settlement in principle, Purdue filed a petition for bankruptcy in September 2019 in the federal bankruptcy court in the Southern District of New York. The effect of the bankruptcy filing was to automatically stay all pending litigation against the company.

### **III. The Initial Settlement Framework (Pre-Bankruptcy).**

After years of litigation and the looming CT1 bellwether cases, in September 2019, (i) the PEC and 24 state attorneys general, and analogous officials from five U.S. territories; (ii) Purdue; and (iii) Purdue's ultimate owners (trusts for the benefit of members of the Sackler Families (the "Sackler Families" or the "Sacklers")) announced an agreement in principal to resolve the opioid litigation against Purdue and the Sackler Families in a global fashion (the "Initial Settlement Framework").<sup>3</sup> The Initial Settlement Framework, to be implemented through a bankruptcy filing, had two primary components.

First, Purdue itself—the company in bankruptcy—would emerge from the bankruptcy as a "corporation" that would be indirectly owned by governments and be operated for some period of time under strict standards to serve public interest goals. These goals would be to (1) continue production of opioid medications as necessary to serve legitimate medical interests (i.e., for use in appropriate palliative care circumstances), (2) to produce medications (such as Naloxone) to reverse adverse reactions to opioids and to treat overdoses, and (3) to produce revenues that would be distributed to state, local and tribal governments to be used to abate the effects of the opioid crisis.

Second, members of the Sackler family would make a cash contribution of \$3 billion (which theoretically could be increased to approximately \$4.2 billion if the sales of the Sackler Families' ex-US pharmaceutical businesses were particularly successful) to a settlement fund that would be used to pay creditors of Purdue, including governmental creditors, who would use the money to abate the opioid epidemic. (The amount of this payment by the Sacklers was expected to be subject to renegotiation and, as discussed below, would subsequently be substantially increased).

While the Sacklers are the shareholder owners of Purdue, it is Purdue, the company, that is in bankruptcy, not the Sacklers themselves. Nonetheless, the Sacklers sought to take advantage of a rarely used power of bankruptcy courts to grant releases to "third parties," i.e., to release from

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<sup>3</sup> See, e.g., Complaint for Injunctive Relief [Docket No. 1], *Purdue Pharma L.P. v. Commonwealth of Mass.* (In re *Purdue Pharma L.P.*), Adv. Pro. No. 19-08289 (describing the Initial Settlement Framework).

liability someone other than the person or company seeking bankruptcy protection, in exchange for value contributed by the third party. Here, the Sacklers themselves, as individuals, have been named as defendants, along with Purdue, in many opioid-related lawsuits which seek to recover damages to be paid by the Sacklers from their personal wealth. In the framework agreement, the Sacklers agreed to make a payment of up to \$4.2 billion, depending on the value of their non-US pharma business, to a settlement fund in the bankruptcy court in exchange for releases from civil liability to be granted by the bankruptcy court. The payment would be no less than \$3 billion.

#### **IV. The Bankruptcy Proceedings.**

When Purdue filed for bankruptcy in September 2019, it also submitted the Initial Settlement Framework to the bankruptcy court and said the framework would be the basis for conducting negotiations with creditor groups with a goal of forging broad agreement among all creditors on a restructuring plan. For nearly two years since that agreement in principle, the PEC (as part of the Ad Hoc Committee) worked with other stakeholders and the Debtors to form and finalize a plan of reorganization that would aim to improve and implement the Initial Settlement Framework. The Plan reflects major accomplishments by the Ad Hoc Committee and other key stakeholders during three phases of mediation.

##### **A. The Non-Consenting States.**

The Initial Settlement Framework was immediately controversial. About half of the states supported the framework agreement negotiated by the Ad Hoc Committee and the other half of the states strongly opposed the agreement and formed their own committee that was recognized by the bankruptcy court: the “Non-Consenting State Group” (the NCSG).

The NCSG expressed two objections to the framework agreement. First, the NCSG argued that a Sackler contribution of \$3 billion was far too little, given the wealth they amassed from selling opioids. Second, some (though not all) of the NCSG members thought it was inappropriate for governments, even indirectly, to own and profit from the continued operations of Purdue as it emerges from the bankruptcy. Instead, they favored selling Purdue to another company as part of the bankruptcy reorganization (or, if that could not be done, selling off piecemeal the various assets of Purdue, *i.e.*, its factories and intellectual property). There are risks to NCSG’s preferred approach, including that such piecemeal or immediate sales generate significantly less in distributable value to governments than the current Plan.

With regard to the first point, the amount of the Sackler payment was renegotiated over the course of the bankruptcy proceeding. Both the NCSG and the Ad Hoc Committee were involved in these negotiations, as well as the Justice Department. The Sacklers have now agreed to increase their contribution to the settlement fund from \$3 billion to \$4.275 billion. They are, in addition, paying a \$225 million civil penalty to the United States, making their overall payment a total of \$4.5 billion. These payments are to take place pursuant to a payment schedule that extends over a period of 8 to 9 years. (The payment schedule is tied to the sale of foreign pharmaceutical companies owned by the Sackler family; that is, the payments to the settlement fund could be accelerated depending on the pace of those foreign company sales.<sup>4</sup>)

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<sup>4</sup> If the sales of the foreign companies do not generate sufficient revenues, the Sacklers have guaranteed the payment of the full amount from other personal assets. Again, such guarantees are subject to risks themselves discussed further in the disclosure statement.



The increased Sackler contribution has still not satisfied all of the non-consenting states. Although that payment amount—\$4.275 billion—is contained in the proposed Plan, negotiations over the amount of the Sackler payment continue, and it may increase. The court has appointed a mediator to try to work out a deal between the Sacklers and all non-consenting states before the voting on the Plan concludes in mid-July.

As a concession to the views of the non-consenting states, the proposed restructuring Plan has a deadline that the new company will be sold by 2024. Thus, the period of time during which the governments will indirectly own and operate Purdue is limited.

At present, the NCSG continues to oppose the proposed restructuring Plan. It is not known whether the mediation process with the Sackler family will result in material improvements to the Plan. At the moment, however, it is expected that at least some states will vote against confirming the restructuring Plan.

#### **B. Private Creditors.**

The Initial Settlement Framework contemplated that the “public creditors”—the states, local governments and tribes—would assume control over all of the assets of the bankruptcy proceeding (*i.e.*, that the corporate assets of Purdue Pharma would be turned over to the public creditors and that they would also control disposition of the Sackler contribution to the settlement fund), that the public creditors would negotiate amounts to be paid to “private creditors” from those assets, and they would then allocate the remaining amounts among the various governments to be used to pay for opioid addiction abatement services.

During the bankruptcy proceedings, the Ad Hoc Committee was the lead group negotiating with the private creditors. Negotiations, led by two mediators, were conducted during the latter half of 2020 and early part of 2021 with several major groups of private creditors consisting of: (i) personal injury claimants, including guardian claimants asserting claims on behalf of minors with NAS due to exposure to opioids in utero, (ii) claimants comprising a putative class of NAS children seeking medical monitoring funding, (iii) hospitals, (iv) private health insurance carrier plaintiffs and third-party payors and (iv) purchasers of private health insurance. All private creditors (with the exception of PI claimants) agreed to accept distributions exclusively in the form of funding for programs designed to abate the opioid crisis (the “Private Creditor Trusts”). In each case, agreement was reached on a lump sum amount to be paid to the Private Creditor Trusts over a period of years, as follows:

Personal Injury Trust:	\$700 million to \$750 million <sup>5</sup>
Third Party Payors Trust:	\$365 million
Hospitals Trust:	\$250 million
NAS Monitoring Trust:	\$60 million

Each of the Private Creditor Trusts will assume all liability for and administer Claims in the applicable Class and make distributions or award grants for authorized abatement purposes pursuant to an agreed upon “Trust Distribution Procedure” for each creditor group.

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<sup>5</sup> The final amount will depend on the amount of recoveries received from insurance policies held by Purdue, against which claims will be made.

### C. Public Creditors.

As noted above, the “public creditors” are all state, local and tribal governments. After payments are made to the private creditors, the balance of the value of the bankruptcy estate, including the Sackler contribution, will be allocated among the public creditors. The ultimate value of the bankruptcy estate is unknown because it depends in part on the profitability of the corporation that emerges from the bankruptcy, and on the revenues that are ultimately realized from the sale of those corporate assets. In general, approximately \$5 billion will be provided to public and private trusts with a mission to fund abatement of the opioid crisis.

#### 1. The State and Local Government Deals.

The first stage of mediation<sup>6</sup> in the cases concluded in the first nationwide agreement between states, local governments and tribes on a default allocation of proceeds from opioid litigation. As part of the protracted negotiations, highlighted by many months long mediation, the PEC, along with the other six (6) cities and counties on the Ad Hoc Committee and a group representing nearly 1,300 cities and counties that filed actions in state court (the “MSGC”), negotiated with all fifty (50) U.S. states to reach a default sharing mechanism for allocation of abatement funds intra-state (as incorporated in the Plan, the “NOAT TDP”).<sup>7</sup> Subject to limited exceptions, including the establishment of an attorneys’ fees and costs funds that will be subject to court-approval (see §5.8 of the Plan, attached hereto as **Exhibit A**), all recoveries by non-federal governmental entities from the proceeds of the operation of the company post-emergence, as well as proceeds from the settlement with the shareholders, and other consideration provided in the Plan, will flow through the NOAT TDP and be used to fund approved abatement uses.

The NOAT TDP gives deference to a qualifying “Statewide Abatement Agreement” between a state and its local governments concerning allocation of abatement funds. In other words, if a state has agreed with its subdivisions on a process for sharing and allocating opioid recoveries within the State (and such agreement meets the endorsement criteria in the NOAT TDP), then that Statewide Abatement Agreement will control allocation of funds. In the event that a state does not have a Statewide Abatement Agreement with its local governments, the NOAT TDP provides the following default allocation method:

- Abatements funds will be distributed to local governments through *Regional Apportionment* or *Non-Regional Apportionment* (each as described below), subject to a sliding scale based on the amount of total available abatement funds to be dispersed under the Plan to non-federal governmental creditors:

	<b>Regional Apprt.</b>	<b>Non-Regional Apprt.</b>
<b>First \$1 billion</b>	70%	30%
<b>\$1-2.5 billion</b>	64%	36%
<b>\$2.5-\$3.5 billion</b>	60%	40%
<b>Above \$3.5 billion</b>	50%	50%

<sup>6</sup> This “mediation” between non-federal governmental entities took place and succeeded without the formal use of a mediator.

<sup>7</sup> The NOAT TDP was filed with the Debtors’ Sixth Plan Supplement [Docket No. 2977, Ex. G], available at: <https://restructuring.primeclerk.com/purduepharma/Home-DocketInfo>.

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- Any county, parish, or city that has a population of 400,000 (750,000 for CA) or more shall receive its “Proportionate Share of Regional Apportionment” as a block grant, pursuant to an allocation model;
- *Regional Apportionment* funds not disbursed as block grants shall be expended on the local governments that did not meet the population threshold to qualify for a block grant, subject to a “Government Participation Mechanism” to be developed by each state and its local governments; and
- States will have discretion to expend their *Non-Regional Apportionment* funds only on Approved Uses, which encapsulates many facets of opioid abatement and ancillary treatment services.

Again, if a state and its subdivisions (by consent over a threshold described in the NOAT TDP) agree to an alternative Statewide Abatement Agreement, that agreement will be honored and utilized to allocate abatement funds received from these bankruptcy cases among the state and its local governments. Each state and its local governments will have fourteen (14) days after the Plan’s Effective Date to file such an agreement with the bankruptcy court. The trust agreements governing the flow of funds to states and communities include various reporting requirements that are designed to ensure compliance with the NOAT TDP and abatement-only distribution schemes. The amount that each state will receive from NOAT to distribute to local governments through Regional and Non-Regional Apportionment is based on a weighted formula, which yields the following percentage allocation:

State	Final Percentage Division of Funds
Alabama	1.6579015983%
Alaska	0.2681241169%
American Samoa*	0.0175102976%
Arizona	2.3755949882%
Arkansas	0.9779907816%
California	9.9213830698%
Colorado	1.6616291219%
Connecticut	1.3490069542%
Delaware	0.5061239962%
District of Columbia	0.2129072934%
Florida	7.0259134409%
Georgia	2.7882080114%
Guam*	0.0518835714%
Hawaii	0.3476670198%
Idaho	0.5364838684%
Illinois	3.3263363702%
Indiana	2.2168933059%
Iowa	0.7639415424%
Kansas	0.8114241462%
Kentucky	1.5963344879%
Louisiana	1.5326855153%
Maine	0.5725492304%

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Maryland	2.1106090494%
Massachusetts	2.3035761083%
Michigan	3.4020234989%
Minnesota	1.2972597706%
Mississippi	0.8994318052%
Missouri	2.0056475170%
Montana	0.3517745904%
N. Mariana Islands*	0.0191942445%
Nebraska	0.4335719578%
Nevada	1.2651495115%
New Hampshire	0.6419355371%
New Jersey	2.7551354545%
New Mexico	0.8749406830%
New York	5.3903813405%
North Carolina	3.2502525994%
North Dakota	0.1910712849%
Ohio	4.3567051408%
Oklahoma	0.6073894708%
Oregon	1.4405383452%
Pennsylvania	4.5882419559%
Puerto Rico**	0.7324076274%
Rhode Island	0.5040770915%
South Carolina	1.5989037696%
South Dakota	0.2231552882%
Tennessee	2.6881474977%
Texas	6.2932157196%
Utah	1.2039654451%
Vermont	0.2945952769%
Virgin Islands*	0.0348486384%
Virginia	2.2801150757%
Washington	2.3189040182%
West Virginia	1.1614558107%
Wisconsin	1.7582560561%
Wyoming	0.2046300910%
* Allocations for American Samoa, Guam, N. Mariana Islands, and Virgin Islands are 100% based on population because of lack of available information for the other metrics.	
** Allocations for Puerto Rico are 25% based on MMEs and 75% based on population because of lack of available information for the other metrics.	

## 2. Allocation to the Tribes.

Of the amount available to all public creditors, approximately 3% will be allocated to Tribes. Thus, assuming the total amount for the public creditors will be \$5 billion, the Tribes collectively will receive approximately \$150 million.<sup>8</sup> This amount will be disbursed to the Tribes

<sup>8</sup> This amount will be reduced to contribute to an attorney fee fund that will pay fees and costs to counsel for public creditors. Additionally, the Tribe Trust will (i) collect an initial distribution of \$50 million from the company and further required payments pursuant to the Master Disbursement Trust and NewCo/TopCo;

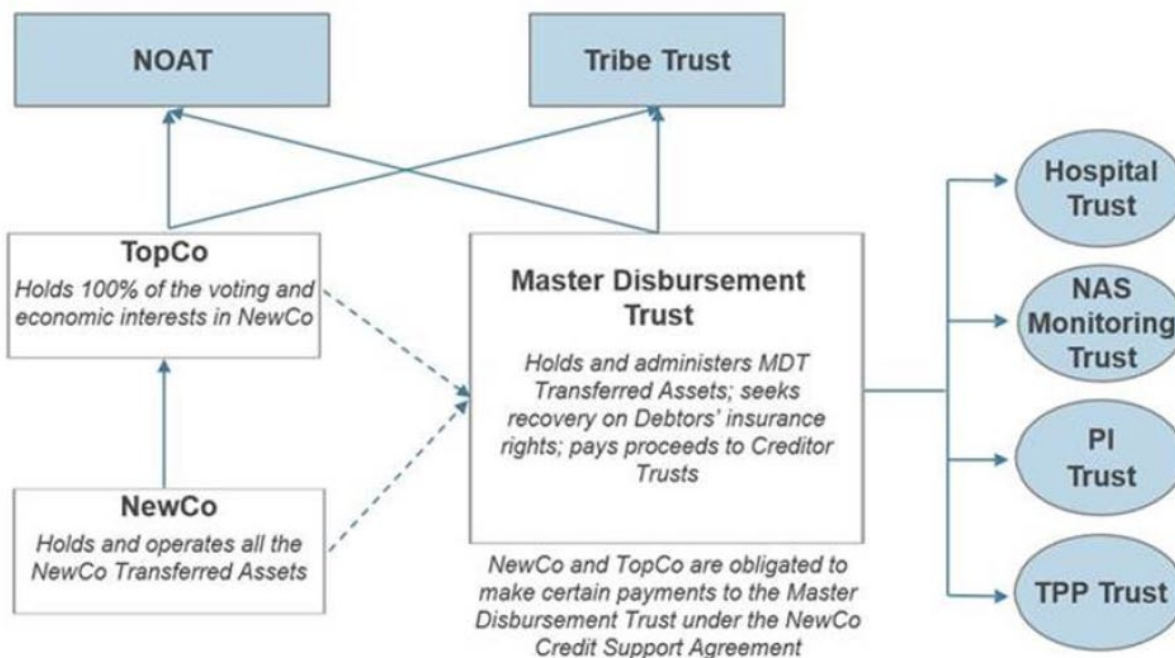
over a period of 8 to 9 years (*i.e.*, the same period over which the payments by the Sacklers will be made to the settlement fund).

The 3% amount allocated to Tribes from the pool of public funds was arrived at through a two-day mediation conducted by former Judge Layn Phillips and Kenneth Feinberg in the summer of 2020. The Tribes were represented in the mediation by the Tribal Leadership Committee (TLC), a group appointed by the MDL court to coordinate all Tribal opioid litigation. The state and local governments were the counter-parties. The amount paid to the Tribes in aggregate will be allocated among the Tribes pursuant to an allocation matrix that has been developed by the TLC.

## V. The Structure of the Plan.

### A. Overall Structure.

The Plan provides that the company's businesses be transferred to a new entity for the benefit of claimants, subject to the control and indirect ownership of the NOAT (the National Opioid Abatement Trust, which is the Trust that oversees abatement distributions for States and Local Governments) and the Tribe Trust. The chart below shows the structure that will be established if the proposed Plan is approved by the bankruptcy court:



(ii) assume all liability and administration for the Tribe Claims; and (iii) will make distributions consistent the Approved Tribal Opioid Abatement Uses.

NewCo will be the operating entity of Purdue Pharma that emerges from the bankruptcy, which will hold and operate the company's transferred assets consisting of \$200 million in cash and non-cash assets (such as insurance proceeds and certain causes of action). "TopCo", will be established, and will hold 100% of the voting and economic interest of NewCo.<sup>9</sup> The management selection process for NewCo and TopCo embodies an equally collaborative process that must be reasonably acceptable to the Ad Hoc Committee. It will continue to produce pharmaceuticals, including both opioid and opioid rescue medications, and will operate under a strict injunction that will govern its sales and marketing practices.

The Master Disbursement Trust (MDT) will be a trust entity that will oversee distributions of payments to various creditor groups. The MDT will receive payments from members of the Sackler family, as well as proceeds from insurance claims, from other claims held by Purdue and from payments of operating profits from NewCo and TopCo. From these sources of funding, the MDT will disburse payments to the various Private Creditor Trusts—the Hospital Trust, the NAS Monitoring Trust, the PI Trust and the TPP Trust. As discussed above, each of those trusts will have its own TDP (trust distribution procedure) to govern who receives payments from the trust and in what amounts.

Excess cash from the MDT and from NewCo/TopCo will be paid to the two governmental trusts: the National Opioid Abatement Trust (NOAT) and the Tribal Abatement Fund Trust (TAFT or Tribe Trust). The payments as between the two trusts will be determined by the formula discussed above, with the NOAT receiving approximately 97% of the total and Tribe Trust receiving approximately 3% of the total. Attached hereto as **Exhibit B** is a graphic illustration of the anticipated distributable value (on annual basis) under the Plan's proposed structure post-emergence.

## **B. The Enhanced Sackler Families Contribution.**

During mediation, the case parties successfully engaged the Sackler Families to resolve potential causes of action that resulted in material improvement to the Initial Settlement Framework. This improved settlement requires the Sackler Parties to pay \$4.275 billion over nine (9) years (or ten years if certain amounts are paid ahead of schedule in the first six years) (the "Sackler Settlement Payments") and bars certain of the Sackler Entities from ever engaging in the manufacturing or sale of opioids in the U.S., among other terms (as incorporated in the Plan, the "Shareholder Settlement Agreement"). The Sackler Settlement Payments are secured by all of the Sackler Parties' equity interests in certain foreign independent associated companies ("IACs"), which the Sackler Parties are further required to liquidate and must deposit the cash proceeds for the benefit of the Master Distribution Trust. The Sackler Settlement Payments are also collateralized by certain of the Sackler Parties' interest in cash deposit accounts and cash equivalents, equity interests in holding companies that directly or indirectly own investment and security assets, real estate and/or other assets. As consideration for such payments required under the Shareholder Settlement Agreement, the Sackler Parties and certain other persons and/or individuals to be agreed will receive the benefit of releases and injunctions provided under Article 1F of the Plan, which in effect conclusively and irrevocably release the Sackler Families of any

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<sup>9</sup> NewCo will be owned by TopCo, a holding company, whose board of directors will also be appointed by the governmental committees. TopCo will oversee the operations of NewCo.

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actual or potential claims or causes of actions relating to Purdue and its opioid-related activities. Any Sackler Settlements Payments to be made on June 30, 2024 or later may be placed in escrow, paused, or terminated depending on whether the Plan Confirmation Order has been appealed and has not been finally dismissed by that date.

## **VI. Plan Confirmation.**

Voting on the Plan by all creditors who filed a proof-of-claim will be open through July 14. Approximately 600,000 creditors filed claims, including about 6,000 local government claims. Claimants are divided into 18 different classes, in order to group similar claims together. Claimants vote by class. In order to accept the Plan, a majority in a class by number and two-thirds by dollar amount of claims in a class must vote to approve the Plan. For purposes of this proceeding, all governmental claims are each valued at \$1 for voting purposes, which may effectively establish a requirement that two-thirds of the members of each class must vote to approve the Plan in order for such class to be deemed an “accepting” class.

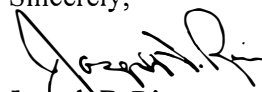
The court is scheduled to hold a hearing on confirmation of the Plan beginning August 9. The number of claimants who will object to the Plan, and the grounds for the objections, are not currently known. It is expected that the court will issue a decision on whether to confirm the Plan in September or early October. If the Plan is confirmed, there will be one to two months of work to set up the various trusts and other entities necessary to implement the Plan. If that schedule holds, the “effective date” of the Plan could be in November or December 2021.

## **VII. PEC Supports The Plan.**

The PEC believes that the Plan represents a fair and equitable resolution of opioid-related claims against Purdue as the vast majority of creditor recoveries distributed under the Plan were negotiated in good faith and are exclusively dedicated to programs designed to abate the opioid crisis (other than to fund administration of the programs themselves and to pay fees and costs). The alternative is to engage in risky, expensive and value-destroying civil litigation that will take years to fully litigate and which will result in delayed and inequitable recoveries among potential claimants. And perhaps most importantly, even if judgments are obtained, it could take years of additional litigation to collect on those judgments because many of the assets of the Sackler Families are in various family trusts located in foreign countries. Meanwhile, local government and other public creditors, including Class 4 (Non-Federal Domestic Government Claims) and Class 5 (Tribes Claims) claimholders, will have received no resources that can be put to immediate use to abate the ongoing problems.

**THE FOREGOING IS NOT INTENDED AS A SUBSTITUTE FOR THE DISCLOSURE STATEMENT. THE PEC URGES YOU TO READ THE PLAN AND DISCLOSURE STATEMENT CAREFULLY.**

As we are,  
Sincerely,



Joseph F. Rice  
Paul Farrell  
Paul Hanley  
Co-Leads, MDL 2804

## **EXHIBIT A**



Creditor Trust to the extent deemed necessary by such Creditor Trustee to satisfy and pay estimated future Creditor Trust Operating Expenses in accordance with the Creditor Trust Documents.

(l) **U.S. Federal Income Tax Matters Relating to the Creditor Trusts.**

Each Creditor Trust (other than any Tribe Trust entity that is formed as a legal entity other than a trust) is intended to be treated, and shall be reported, as a “qualified settlement fund” for U.S. federal income tax purposes and shall be treated consistently for state and local tax purposes to the extent applicable. All parties (including, without limitation, Holders of Claims against or Interests in the Debtors, the Related Parties of such Holders, the Debtors, the Creditor Trustees, TopCo and the Master Disbursement Trust) will be required to report consistently with the foregoing for all applicable tax reporting purposes. A Creditor Trustee from each relevant Creditor Trust shall be the “administrator” within the meaning of Treasury Regulations section 1.468B-2(k)(3) of the applicable Creditor Trust. The administrator of each such Creditor Trust shall be responsible for filing all tax returns of the applicable Creditor Trust and the payment, out of the assets of such Creditor Trust, of any taxes due by or imposed on such Creditor Trust. Each Creditor Trustee may request an expedited determination of taxes under section 505(b) of the Bankruptcy Code for all tax returns filed by or on behalf of the applicable Creditor Trust for all taxable periods through the dissolution of such Creditor Trust. Nothing in this Section 5.7(l) shall be deemed to determine, expand or contract the jurisdiction of the Bankruptcy Court under section 505 of the Bankruptcy Code. Subject to guidance from the IRS, it is intended that NOAT’s income shall be treated as exempt from U.S. federal income tax pursuant to IRC section 115, and shall be treated consistently for state and local tax purposes to the extent applicable.

(m) **Exculpation and Indemnification of the Creditor Trustees.**

To the maximum extent permitted by applicable law, each of the Creditor Trustees shall not have or incur any liability for actions taken or omitted in his or her capacity as a Creditor Trustee, or on behalf of the applicable Creditor Trust, except those acts found by Final Order to be arising out of his or her willful misconduct, bad faith, gross negligence or fraud, and shall be entitled to indemnification and reimbursement for reasonable fees and expenses in defending any and all of his or her actions or inactions in his or her capacity as a Creditor Trustee, or on behalf of the applicable Creditor Trusts, except for any actions or inactions found by Final Order to be arising out of his or her willful misconduct, bad faith, gross negligence or fraud. Any valid indemnification claim of any of the Creditor Trustees shall be satisfied from the respective Creditor Trusts.

(n) **Dissolution of the Creditor Trusts.**

Each Creditor Trust shall be dissolved and the applicable Creditor Trustee shall be discharged from its duties with respect to such Creditor Trust upon completion of its duties and the satisfaction of the purposes of the Creditor Trust as set forth in this Plan and the applicable Creditor Trust Documents; provided, however, that the PI Futures Trust shall be dissolved and the Creditor Trustee of the PI Futures Trust shall be discharged of his or her duties with respect to the PI Futures Trust reasonably promptly following the earlier of (i) the distribution of all monies from the PI Futures Trust and (ii) the resolution of all Future PI Channeled Claims asserted against the PI Futures Trust on or before the sixth (6th) anniversary of the Effective Date and the payment of all Creditor Trust Operating Expenses of the PI Futures Trust.

**5.8 Attorneys’ Fees and Costs.**

(a) **Local Government and Tribe Costs and Expenses.**

On the Effective Date, the Local Government and Tribe Costs and Expenses Fund shall be established for the payment of costs and expenses (including attorneys’ fees) of Holders of Non-Federal Domestic Governmental Channeled Claims (other than States) and Holders of Tribe Channeled Claims (including any ad hoc group consisting of any of the foregoing), other than amounts paid pursuant to the AHC Reimbursement Agreement Assumption Order and MSGE Group Reimbursement Order. The Local Government and Tribe

Costs and Expenses Fund shall be funded in an aggregate amount not to exceed \$275 million from periodic distributions of 5.5% of each Public Creditor Trust Distribution. Payments from the Local Government and Tribe Costs and Expenses Fund shall be the exclusive means of payment from the Creditor Trusts for costs and expenses (including attorneys' fees) of any Holder of a Non-Federal Domestic Governmental Channeled Claim (other than a State) or a Holder of a Tribe Channeled Claim (or any ad hoc group consisting of any of the foregoing) or any attorney therefor, other than amounts paid in accordance with the order of the MDL Court establishing the Common Benefit Fund. Except as otherwise agreed in writing by the MSGE Group and the MDL Plaintiffs' Executive Committee the MSGE Fee Allocation Agreement shall be and remain fully enforceable and shall apply to the Local Government and Tribe Costs and Expenses Fund; *provided* that the costs associated with the arbitration process contemplated under the MSGE Fee Allocation Agreement shall not be paid by the Debtors, their Estates or any Creditor Trust. All modifications of the Local Government and Tribe Costs and Expenses Fund that directly impacts reimbursement of costs and expenses of Holders of Tribe Channeled Claims shall be reasonably acceptable to the Native American Tribe Group.

(b) **State Costs and Expenses.** On the Effective Date, the State Costs and Expenses Fund shall be established for the payment of costs and expenses (including attorneys' fees) of the States (including any ad hoc group thereof), other than amounts paid pursuant to the AHC Reimbursement Agreement Assumption Order. The State Costs and Expenses Fund shall be funded in an aggregate amount not to exceed \$225 million from periodic distributions of 4.5% of each Public Creditor Trust Distribution. Payments from the State Costs and Expenses Fund shall be the exclusive means of payment from the Creditor Trusts for costs and expenses (including attorneys' fees) of any State (or any ad hoc group thereof) or any attorney therefor, other than amounts paid in accordance with the order of the MDL Court establishing the Common Benefit Fund.

(c) **Common Benefit Fund Assessments.** On the Effective Date, a Common Benefit Escrow shall be established and funded by assessments of 5% of each Distribution made by the Private Creditor Trusts and 5% of the Truth Initiative Contribution. Such assessments will be paid by each Private Creditor Trust in respect of Distributions made by such Private Creditor Trust and by the Debtors in respect of the Truth Initiative Contribution, in each case, to the Common Benefit Escrow and then, upon its establishment, directly to the Common Benefit Fund established by the MDL Court, on periodic schedules for each Private Creditor Trust acceptable to the Governmental Consent Parties, the Ad Hoc Group of Hospitals, the Third-Party Payor Group, the NAS Committee and the Ad Hoc Group of Individual Victims, as applicable. The amounts in the Common Benefit Escrow shall be held in escrow until an order is entered by the MDL Court establishing a Common Benefit Fund, at which time the amounts held by the Common Benefit Escrow and all subsequent assessments of 5% of each Distribution made by the Private Creditor Trusts shall be transferred to and distributed in accordance with the order of the MDL Court establishing the Common Benefit Fund. To the extent a Holder of a Hospital Channeled Claim, a Third-Party Payor Channeled Claim, an NAS Monitoring Channeled Claim, an NAS PI Channeled Claim or a Non-NAS PI Channeled Claim (or any ad hoc group consisting of Holders of any of the foregoing) has retained counsel through a contingency fee arrangement, any contingency fees owed to such contingency counsel payable from Distributions under the Plan shall be reduced by the full amount payable under this Section 5.8(c).<sup>5</sup> However, the applicable Holder and its counsel, in their sole discretion, may agree that an amount up to but not exceeding 40% of the amount payable under this Section 5.8(c) may be applied to the reimbursement of actual costs and expenses incurred by such Holder's counsel, in which case such agreed

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<sup>5</sup> For the avoidance of doubt, any amount payable to counsel to the Ad Hoc Group of Individual Victims on an hourly basis (including incremental amounts in consideration of deferring payment of hourly fees) shall not constitute a "contingency fee," and the agreement in respect thereof shall not constitute a "contingency fee arrangement," in each case for purposes of Section 5.8 of the Plan.

cost-reimbursement amount shall not reduce the contingency fee amounts payable to such counsel. For the avoidance of doubt, if the Debtors, the Ad Hoc Committee or the MSGE Group agrees to any reduced or less restrictive terms concerning the 5% Common Benefit Fund assessment (or its implementation) provided under any portion of this Section 5.8(c) (or any portion of Section 5.8) for any of the Ad Hoc Group of Hospitals, the Third-Party Payor Group, the NAS Committee or the Ad Hoc Group of Individual Victims, then such modification shall apply to each of such groups, *mutatis mutandis*.

(d) **Hospital Costs and Expenses.** On the Effective Date, the Hospital Attorney Fee Fund shall be established for the payment of attorneys' fees and costs of the Ad Hoc Group of Hospitals with respect to Hospital Channeled Claims. The Hospital Attorney Fee Fund shall be funded with (i) 20% of each Abatement Distribution made by the Hospital Trust to Holders of Hospital Channeled Claims that have not retained (or are not part of an ad hoc group that has retained), on or before the General Bar Date as reflected in a timely filed Proof of Claim or representation to the Hospital Trust in accordance with the Hospital TDP, separate counsel through an individual contingency fee arrangement *less* (ii) the amount of such Distributions payable to the Common Benefit Escrow and the Common Benefit Fund under Section 5.8(c). The Hospital Attorney Fee Fund shall be administered by the Hospital Trust on terms acceptable to the Ad Hoc Group of Hospitals.

(e) **NAS Monitoring Claimant Costs and Expenses.** On the Effective Date, the NAS Monitoring Attorney Fee Fund shall be established for the payment of attorneys' fees and costs of the NAS Committee with respect to NAS Monitoring Channeled Claims. The NAS Monitoring Attorney Fee Fund shall be funded with (i) 20% of each Abatement Distribution made by the NAS Monitoring Trust *less* (ii) the amount of such Distributions payable to the Common Benefit Escrow and the Common Benefit Fund under Section 5.8(c). Reasonable expert costs incurred by the NAS Committee in the formation of the abatement plan for the NAS Monitoring Trust shall also be paid by the NAS Monitoring Trust, and, for the avoidance of doubt, (x) there shall be no amounts payable to the Common Benefit Escrow or the Common Benefit Fund on account of such cost reimbursements and (y) the 20% limitation on attorneys' fees shall not apply to the foregoing reasonable expert costs. The NAS Monitoring Attorney Fee Fund shall be administered by the NAS Monitoring Trust on terms acceptable to the NAS Committee.

(f) **Ratepayer Costs and Expenses.** On the Effective Date, the attorneys' fees of the Ratepayer Mediation Participants shall be paid from (i) 20% of the Truth Initiative Contribution *less* (ii) the amount of the Truth Initiative Contribution payable to the Common Benefit Escrow under Section 5.8(c).

(g) **PI Claimant Costs and Expenses.** The Creditor Trustee of the PI Trust shall pay or reimburse, as applicable, the compensation, costs and fees of professionals that represented or advised the Ad Hoc Group of Individual Victims and the NAS Committee in connection with the Chapter 11 Cases, as and to the extent provided in the PI Trust Agreement. Such compensation, costs and fees paid or reimbursed, as applicable, by the PI Trust shall be deducted from Distributions from (i) the PI Trust NAS Fund to Holders of Allowed NAS PI Channeled Claims and (ii) the PI Trust Non-NAS Fund to Holders of Allowed Non-NAS PI Channeled Claims, in each case pursuant to the PI Trust Documents. Nothing in this Section 5.8 shall impair or otherwise affect any fee contract that is not a contingency fee contract between the Ad Hoc Group of Individual Victims and its professionals, or between the NAS Committee and its professionals.

(h) **No Impairment of Contingency Fee Contracts; No Further Assessment.** Except as expressly set forth in this Section 5.8, nothing in the Plan shall impair or otherwise affect any contingency fee contract between any Holder of a Claim (or any ad hoc group of Holders of Claims) and such Holder's (or ad hoc group's) counsel. In this regard, the payment of the assessments described in this Section 5.8 shall be the only payment that such Holders (or their counsel) shall ever have

to make to the Common Benefit Fund with respect to amounts distributed under this Plan, and shall not be subject to any further or other common benefit or similar assessments with respect to amounts distributed pursuant to the Plan or payments to attorneys in respect thereof.

#### **5.9 Transferability of Distribution Rights.**

Any right to receive a Distribution or other payment from the Plan Administration Trust (including any PAT Distribution Account or PAT Reserve), a Creditor Trust or the Master Disbursement Trust (including the MDT Claims Reserve) shall not be evidenced by any certificate, security, receipt or in any other form or manner whatsoever, except on the books and records of the Plan Administration Trust (as maintained by the Plan Administration Trustee), the applicable Creditor Trust (as maintained by the applicable Creditor Trustees) or the Master Disbursement Trust (as maintained by the MDT Trustees), as applicable. Further, any right to receive a Distribution or other payment from the Plan Administration Trust (including any PAT Distribution Account or PAT Reserve), a Creditor Trust or the Master Disbursement Trust (including the MDT Claims Reserve) shall be nontransferable and nonassignable except by will, intestate, succession or operation of law. Any rights to receive a Distribution or other payment from the Plan Administration Trust (including any PAT Distribution Account or PAT Reserve), a Creditor Trust or the Master Disbursement Trust (including the MDT Claims Reserve) shall not constitute "securities" and shall not be registered pursuant to the Securities Act. If it is determined that such rights constitute "securities," the exemption provisions of section 1145(a)(1) of the Bankruptcy Code would be satisfied and such securities would be exempt from registration.

#### **5.10 Insurance Neutrality.**

Nothing in the Plan, the Plan Documents or the Confirmation Order, including any provision that purports to be preemptory or supervening, shall in any way relate to, or have the effect of, impairing, altering, supplementing, changing, expanding, decreasing or modifying (a) the rights or obligations of any of the Insurance Companies or (b) any rights or obligations of the Debtors arising out of or under any Purdue Insurance Policy.

#### **5.11 Transfer of Books and Records; Cooperation; Privilege.**

(a) **Transfer of Books and Records to NewCo and the Plan Administration Trust.** Except with respect to Excluded Assets, all documents, books and records of the Debtors shall be transferred and assigned to NewCo on or prior to the Effective Date pursuant to the NewCo Transfer Agreement; *provided* that, from and after the date of such transfer, the Plan Administration Trustee shall have the right to retain copies of all transferred documents, books and records and NewCo shall permit the Plan Administration Trustee and its counsel and representatives to have full access to such transferred documents, books and records. All documents, books and records of the Debtors that are Excluded Assets shall be transferred and assigned to the Plan Administration Trust; *provided* that, except for the Excluded Privileged Materials, NewCo shall receive copies of all documents, books and records of the Debtors that are Excluded Assets. Any documents transferred under this Section 5.11(a) that are documents that were produced to the Debtors by Shareholder Released Parties in connection with Purdue Legal Matters shall continue to remain subject to the terms of the Protective Order and any order of the Bankruptcy Court or provision of this Plan affording confidentiality protections to such documents, unless such documents are included in the Public Document Repository in accordance with the Plan and the Shareholder Settlement Agreement.

(b) **Cooperation with the Master Disbursement Trust and the Creditor Trusts.** On the Effective Date or as soon as reasonably practicable thereafter, the Debtors shall transfer and assign, or cause to be transferred and assigned, (i) to the MDT Trustees, (A) copies of all MDT Insurance Policies, (B) information and copies of documents, including books and records of the Debtors that

## **EXHIBIT B**

# Sackler Contribution vs. Privates and DOJ Settlements

The following schedule compares the minimum negotiated Sackler Contribution payment schedule to the private settlements and the DOJ settlement.

Net Distributable Value to MDT (\$ in millions)	Emerg.	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Total
Sackler Contribution	300	350	350	350	350	300	1,000	475	425	375	-	4,275
MDT Distributable Value	\$ 300	\$ 350	\$ 350	\$ 350	\$ 350	\$ 300	\$ 1,000	\$ 475	\$ 425	\$ 375	\$ -	\$ 4,275
<u>Private Settlements</u>												
Hospitals	(25)	(35)	(45)	(45)	(50)	(50)	-	-	-	-	-	(250)
Third Party Payors	(1)	(121)	(121)	(122)	-	-	-	-	-	-	-	(365)
Ratepayers	(7)	-	-	-	-	-	-	-	-	-	-	(7)
NAS	(1)	(24)	(35)	-	-	-	-	-	-	-	-	(60)
Personal Injury Claimants (Minimum Payments) <sup>(1)</sup>	(300)	-	-	(200)	(100)	(100)	-	-	-	-	-	(700)
Total Private Settlements	\$ (334)	\$ (180)	\$ (201)	\$ (367)	\$ (150)	\$ (150)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,382)
DOJ Unsecured Claim	(25)	(10)	(10)	(5)	-	-	-	-	-	-	-	(50)
Total Private Settlements & DOJ Settlement	\$ (359)	\$ (190)	\$ (211)	\$ (372)	\$ (150)	\$ (150)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,432)
Remaining MDT Distributable Value, net Settlements	\$ (59)	\$ 160	\$ 139	\$ (22)	\$ 200	\$ 150	\$ 1,000	\$ 475	\$ 425	\$ 375	\$ -	\$ 2,843
NewCo MDT Shortfall Funding	59	-	-	-	-	-	-	-	-	-	-	59
Remaining MDT Distributable Value for the Publics	\$ -	\$ 160	\$ 139	\$ (22)	\$ 200	\$ 150	\$ 1,000	\$ 475	\$ 425	\$ 375	\$ -	\$ 2,902

1. Reflects the minimum amount due to the PIs excluding insurance proceeds.

Notwithstanding that funds from insurance proceeds and/or NewCo operations are projected to be available to fund the potential \$22 million shortfall in 2024, to address potential Plan feasibility issues, the Plan provides that the MDT Trustees will have the discretion to hold back and reserve MDT Distributable Value (up to no more than \$25 million, and only to the extent of their determined need) if they determine they may need it in 2024.

— The above chart excludes estimated MDT operating costs, which may increase the projected shortfall in 2024.

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #7**

# Leon County Board of County Commissioners

## Agenda Item #7

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Resolution to Abandon, Vacate, and Disclaim a Portion of Plat Book 11, Page 32-A, of the Official Records of Leon County, Florida, "Killearn Lakes, Unit No. 8"

<b>Review and Approval:</b>	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	Jill Weisman, Senior Environmental Review Biologist Emily Pepin, Assistant County Attorney

### **Statement of Issue:**

This item seeks Board approval of a Resolution to abandon, vacate, and disclaim a portion of a conservation easement as shown on Plat Book 11, Page 32-A, of the Official Records of Leon County, Florida, "Killearn Lakes, Unit No. 8." The applicant requesting this abandonment/vacation has provided a separate mitigating conservation easement in exchange for this request.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Adopt a Resolution to Abandon, Vacate and Disclaim a Portion of Plat Book 11, Page 32-A, of the Official Records of Leon County, Florida "Killearn Lakes, Unit No. 8" (Attachment #1).



## **Report and Discussion**

### **Background:**

This item seeks Board approval of a Resolution (Attachment #1) to abandon, vacate, and disclaim a portion of a conservation easement as shown on Plat Book 11, Page 32-A, of the Official Records of Leon County, Florida, "Killearn Lakes, Unit No. 8." The applicants, Jeffrey and Lorri Strickland (hereinafter "Applicants"), requesting this abandonment/vacation have provided a separate mitigating conservation easement in exchange for this request.

The Applicants are the owners of property located at 1574 Chadwick Way, Parcel ID No. 140350 BM0600. The Killearn Lakes Unit #8 subdivision plat created this property in its current configuration by subdividing the adjacent property and designating this property as an Open Space Conservation & Drainage Easement in 1995. .. However, this parcel was vested for a residential structure. As such, when the current property owner applied for a building permit to construct the home, a Resolution was adopted by the Board to abandon the portion of the Open Space Conservation & Drainage Easement as dedicated on the plat. Once a portion of the easement was abandoned, the property owners constructed their home. The property owners are now seeking to construct an accessory structure on their property just outside of the previously abandoned portion of the conservation easement. They have requested that the Board adopt a second Resolution abandoning a portion of the Open Space and Conservation & Drainage Easement in exchange for a separate dedication of a conservation easement to offset the loss of open space and conservation area. Staff are in support of the requested partial abandonment as requested.

### **Analysis:**

Section 177.101, Florida Statutes, provides that the Board of County Commissioners may vacate a portion of a recorded plat upon a finding that the person requesting such vacation is the fee simple title owner to the underlying property and that the vacation will not affect the ownership or right of convenient access of persons owning other parts of the subdivision. The Applicants are the owners of the property to be abandoned. Staff have confirmed that the abandonment will not affect the ownership or right of convenient access of persons owning other parts of the subdivision. Pursuant to Section 177.101, Florida Statutes, the vacation of a portion of a plat must be adopted by resolution.

This item seeks Board approval of a proposed Resolution (Attachment #1) vacating, abandoning and disclaiming a portion of the plat recorded in Plat Book 11, Page 32-A, "Killearn Lakes, Unit No. 8." The property owners have published the required legal notice of their intent to apply for the vacation of the plat, which was included as Exhibit B to the Resolution. A location map of the area sought to be vacated has been provided for reference as Attachment #2. In exchange for this Resolution, the Applicants will record a conservation easement dedicated to the County that restores a portion of the Open Space Conservation & Drainage Easement as originally platted that was abandoned in 2008.

Upon approval of the Resolution by the Board, the vacation will become effective once a copy of the Resolution has been filed in the offices of the Circuit Court Clerk and duly recorded in the public records of the County.

**Options:**

1. Adopt a Resolution to Abandon, Vacate and Disclaim a Portion of Plat Book 11, Page 32-A, of the Official Records of Leon County, Florida "Killearn Lakes, Unit No. 8" (Attachment #1).
2. Do not adopt a Resolution to Abandon, Vacate and Disclaim a Portion of Plat Book 11, Page 32-A, of the Official Records of Leon County, Florida "Killearn Lakes, Unit No. 8."
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Proposed Resolution to Abandon, Vacate and Disclaim a Portion of Plat Book 11, Page 32-A, of the Official Records of Leon County, Florida "Killearn Lakes, Unit No. 8"
2. Location map

**LEON COUNTY RESOLUTION NO.**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, ABANDONING, VACATING, AND DISCLAIMING A PORTION OF PLAT BOOK 11, PAGE 32-A, OF THE OFFICIAL RECORDS OF LEON COUNTY, FLORIDA, "KILLEARN LAKES, UNIT NO. 8" AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

WHEREAS, Leon County ("County") received an application from Jeffrey and Lorri Strickland ("Owners") for the partial abandonment of a conservation easement created by plat, Plat Book 11, Page 32-A, "Killearn Lakes Unit No. 8" for the construction of an accessory structure within the current conservation easement configuration; and

WHEREAS, the Owners are the fee simple title owners to property located at 1574 Chadwick Way, Parcel ID No. 140350 BM0600; and

WHEREAS, the area being sought to be abandoned is described in further detail and attached hereto as Exhibit "A;" and

WHEREAS, Owners agree to offset the proposed abandoned conservation easement with a reciprocating conservation easement that will be recorded concurrent with this Resolution; and

WHEREAS, pursuant to Section 177.101, Florida Statutes, before such abandonment may be approved by the County the Owner shall first publish a legal notice in the newspaper of general circulation in the County of the intent to apply for a vacation of the plat; and

WHEREAS, proof of the above required publication is attached hereto as Exhibit "B;" and

WHEREAS, the Board of County Commissioners hereby determines that the Owners hold the fee simple title to the portion of the plat to be abandoned and that the abandonment will not affect the ownership or right of convenient access of persons owning other parts of the subdivision.

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

**Section 1. Abandonment of a Portion of Plat Book 11, Page 32-A.**

Pursuant to Section 177.101, Florida Statutes, the Leon County Board of County Commissioners hereby abandons, vacates, and disclaims such portions of the conservation easement recorded in Plat Book 11, Page 32-A, of the Official Records of Leon County, Florida, as described and depicted on Exhibit "A" attached hereto. Except as abandoned herein, or otherwise formerly abandoned, all other portions of Plat Book 11, Page 32-A shall remain in full force and effect.

1 **Section 2. Effective Date.**

2  
3 This resolution shall have effect upon adoption.

4  
5 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
6 Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

7  
8 LEON COUNTY, FLORIDA

9  
10  
11 By: \_\_\_\_\_  
12 Rick Minor, Chair  
13 Board of County Commissioners  
14

15 ATTESTED BY:  
16 Gwendolyn Marshall, Clerk of Court  
17 & Comptroller, Leon County, Florida  
18

19  
20 By: \_\_\_\_\_  
21

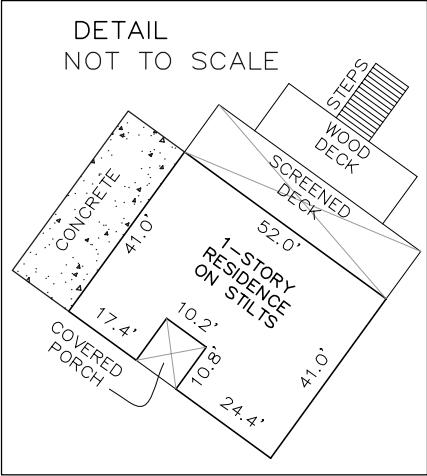
22  
23 APPROVED AS TO FORM:  
24 Chasity H. O'Steen, County Attorney  
25 Leon County Attorney's Office  
26

27  
28 By: \_\_\_\_\_



PROPOSED AREA TO BE VACATED Attachment #1  
Page 4 of 6

OPEN SPACE  
CONSERVATION &  
DRAINAGE  
EASEMENT



NOTES:

1. THIS IS NOT A BOUNDARY SURVEY.
2. THIS SURVEYOR HAS NOT BEEN PROVIDED A CURRENT TITLE OPINION OR ABSTRACT TO THE SUBJECT PROPERTY. IT IS POSSIBLE THERE ARE OTHER DEEDS, EASEMENTS, ETC., RECORDED OR UNRECORDED, THAT MAY AFFECT THE BOUNDARIES.
3. RECORD, DEED, AND COMPUTED MEASUREMENTS ARE SHOWN IN PARENTHESIS
4. THE TIE FROM THE P.O.C. TO THE P.O.B. IS NOT TO SCALE.

SYMBOLS & ABBREVIATIONS

Δ - CENTRAL ANGLE  
AC. - ACRES ± CH - CHORD  
O.R. - OFFICIAL RECORD BOOK  
D.B. - DEED BOOK PG. - PAGE  
FCM - FOUND CONCRETE MONUMENT  
FIR - FOUND IRON ROD  
(5/8" UNLESS NOTED.)  
F.I.R.M. - FLOOD INSURANCE RATE MAP  
FIP - FOUND IRON PIPE  
FPIP - FOUND PINCHED IRON PIPE  
FNC - FOUND NAIL AND CAP  
L - ARC LENGTH T - TOWNSHIP OR TANGENT  
LB. - LICENSED BUSINESS  
N.G.V.D. - NATIONAL GEODETIC VERTICAL DATUM

P.O.C. - POINT OF COMMENCEMENT  
P.O.B. - POINT OF BEGINNING  
R - RADIUS OR RANGE  
R/W - RIGHT OF WAY  
SCM - SET CONCRETE MONUMENT  
(4" x 4") UNLESS NOTED  
SEC. - SECTION  
SIR - SET 5/8" IRON ROD/CAP #6590  
SNC - SET NAIL AND CAP #6950  
UNREC. - UNRECORDED  
LB. - LICENSED BUSINESS

APPROXIMATE 1/4 SECTION LINE

P.O.C.:  
NW. corner of LOT 27  
BLOCK "BM"  
KILLEARN LAKES UNIT No. 8  
Plat Book 11, Page 32  
LEON COUNTY, FLORIDA

I HEREBY CERTIFY THAT THIS SKETCH WAS PERFORMED UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND THE PLAT AND DESCRIPTION THEREIN ARE ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THE SKETCH MEETS OR EXCEEDS THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING AS ESTABLISHED BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS (F.A.C.'6107-6).

ALAN D. PLATT, P.L.S.  
PROFESSIONAL LAND SURVEYOR  
FLORIDA LICENSED No. 4664

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL BASED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

SHEET 4 OF 5

DRAWING:  
JS-SK-2021

PROJECT:  
9703

SKETCH OF LEGAL DESCRIPTION OF:  
A 1.30 ACRE AREA± IN  
LOT 60, BLOCK "BM"  
KILLEARN LAKES UNIT NO. 8  
PLAT BOOK 11, PAGE 32  
LEON COUNTY, FLORIDA

**A.D. Platt**  
& ASSOCIATES, INC.  
489 JOHN KNOX ROAD, TALLAHASSEE, FL 32303  
PHONE: (850) 385-1036 FAX: (850) 385-1108  
LICENSED BUSINESS No. 6590

CERTIFIED TO:  
JEFFREY & LORI STRICKLAND  
FLORIDA COMMERCE CREDIT UNION  
STEWART TITLE OF TALLAHASSEE, INC.  
STEWART TITLE GUARANTY

PROPOSED CONFIGURATION LEGAL DESCRIPTION Attachment #1  
Page 5 of 6

LEGAL DESCRIPTION:  
Lot 60, Block "BM", Killearn Lakes Unit No. 8, as recorded in  
Plat Book 11, Page 32 of the Public Records of Leon County,  
Florida.

LESS AND EXCEPT:

Commence at the Northwest corner of Lot 27, Block "BM",  
Killearn Lakes Unit No. 8, Plat Book 11, Page 32, Leon County,  
Florida, and thence run North 89 degrees 30 minutes 38 seconds  
East a distance of 74.12 feet, thence run North 00 degrees 29  
minutes 22 seconds West a distance of 334.86 feet, thence run  
North 12 degrees 31 minutes 26 seconds West a distance of  
398.48 feet to the POINT OF BEGINNING. From said POINT OF  
BEGINNING, thence run North 53 degrees 58 minutes 04 seconds  
West a distance of 322.00 feet, thence run North 36 degrees 01  
minute 56 seconds East a distance of 157.26 feet, thence run  
South 60 degrees 43 minutes 16 seconds East a distance of  
324.25 feet, thence run South 36 degrees 01 minute 56 seconds  
West a distance of 195.39 feet to the POINT OF BEGINNING,  
containing 1.30 acres, more or less.

SHEET 5 OF 5

<div>DRAWING: JS-SK-2021</div> <div>PROJECT: 9703</div>	<div>SKETCH OF LEGAL DESCRIPTION OF:</div> <div>LOT 60, BLOCK "BM" KILLEARN LAKES UNIT NO .8 PLAT BOOK 11, PAGE 32 LEON COUNTY, FLORIDA</div>	<div><div>A.D. Platt</div><div>&amp; ASSOCIATES, INC.</div><div>3712 CARRINGTON PLACE, TALLAHASSEE, FL. 32303 PHONE: (850) 385-1036 FAX: (850) 385-1108 LICENSED BUSINESS No. 6590 adplatt@comcast.net</div></div>	<div>CERTIFIED TO:</div> <div>JEFFREY &amp; LORI STRICKLAND FLORIDA COMMERCE CREDIT UNION STEWART TITLE OF TALLAHASSEE, INC. STEWART TITLE GUARANTY</div>
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# TALLAHASSEE DEMOCRAT

## Tallahassee.com

A GANNETT COMPANY

Attachment #1  
Page 6 of 6

Attn:  
**JEFF STRICKLAND**  
**1574 CHADWICK WAY**  
**TALLAHASSEE, FL 32312**

STATE OF FLORIDA COUNTY OF LEON:

Before the undersigned authority personally appeared [Signature], who on oath says that he or she is a Legal Advertising Representative of the Tallahassee Democrat, a daily newspaper published at Tallahassee in Leon County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of

### NOTICE

In the Second Judicial Circuit Court was published in said newspaper in the issues of:

05/26/2021, 06/02/2021

Affiant further says that the said Tallahassee Democrat is a newspaper published at Tallahassee, in the said Leon County, Florida, and that the said newspaper has heretofore been continuously published in said Leon County, Florida each day and has been entered as periodicals matter at the post office in Tallahassee, in said Leon County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has never paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and Subscribed before me this 2th of June 2021, by [Signature] who is personally known to me.

Affiant [Signature]

[Signature]  
Notary Public, State of Wisconsin, County of Brown

1-7-25  
My commission expires

KATHLEEN ALLEN  
Notary Public  
State of Wisconsin

# of Affidavits 1

### NOTICE OF INTENT TO PETITION FOR VACATION OF SUBDIVISION

Notice is hereby given that the undersigned will petition the Board of County Commissioners of Leon County, Florida, pursuant to the Leon County Land Development Code, Chapter 177 Florida Statutes as amended, to partially vacate of the following Subdivision:

Killeam Lakes Subdivision  
1574 Chadwick Way  
Lot 60 Block BM 48.17 AC  
OR 1750/505, 1850/2222, 1856/361 Leon County Official Records  
Parcel ID: 140350 BM 0600

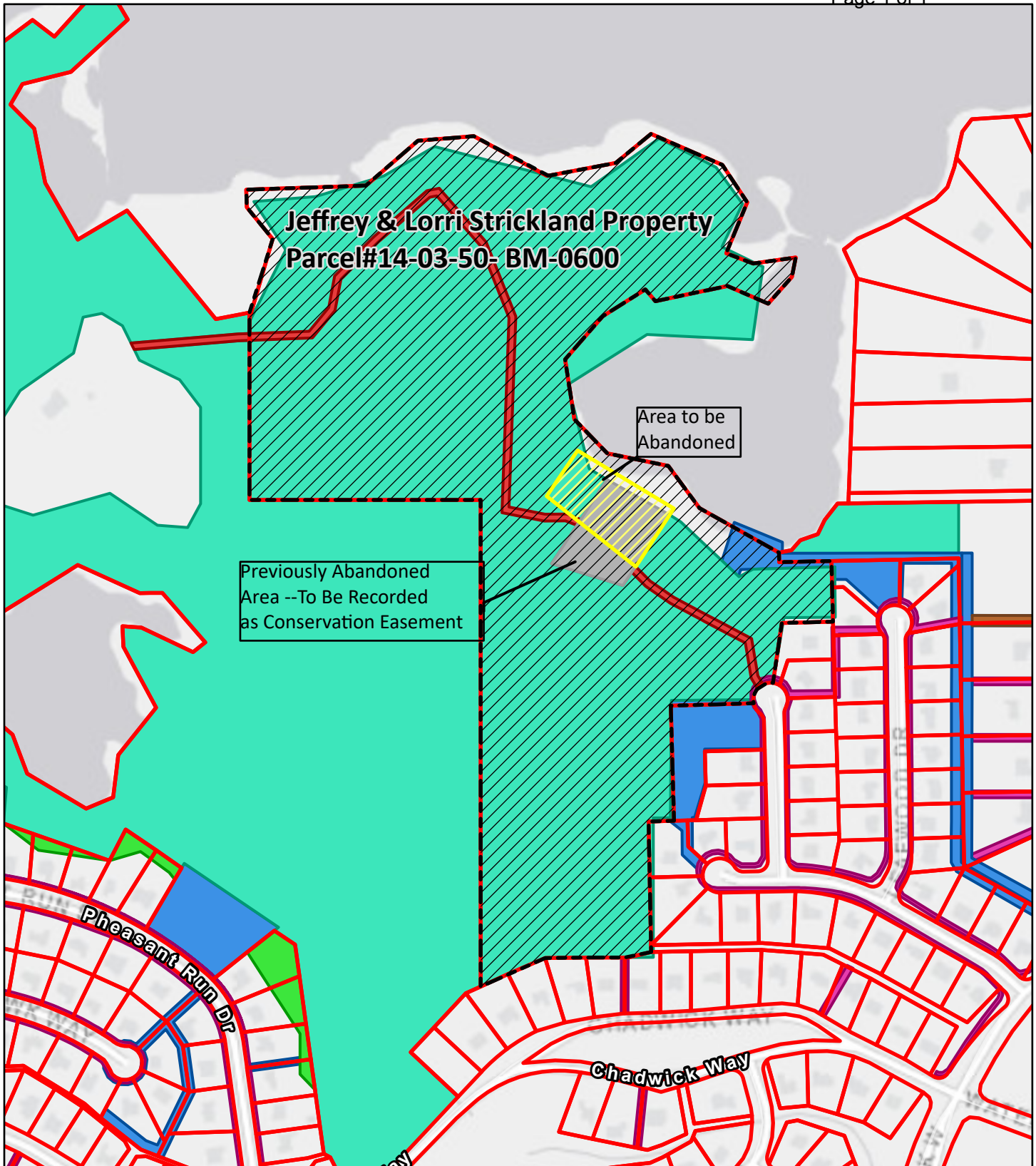
Comments regarding this application should be address to the Leon County Community Development Department, Tallahassee City Hall, 300 S. Adams Street, #4, Tallahassee, FL 32301

/s/ Jeff B Strickland  
Petitioner

PUBLICATION: 5/26, 6/2/2021

0004749129-01





0 100 200 400 600 800  
Feet

- |                              |                  |
|------------------------------|------------------|
| Proposed Abandoned Area      | Gas              |
| Strickland Property Boundary | Miscellaneous    |
| <b>Easements</b>             |                  |
| Abandoned                    | Right-of-Way     |
| Access                       | Sewer            |
| Conservation                 | Sidewalk         |
| Conservation/Drainage        | Utility          |
| Drainage                     | Warranty Deed    |
| Electric                     | Water            |
|                              | Property Parcels |
|                              | Parcels          |

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

# Leon County Board of County Commissioners

## Agenda Item #8

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Approval to Rename Gamble Street to Robert and Trudie Perkins Lane

---

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	Scott Brockmeier, Chief Development Resources Officer Lisa Scott, Addressing Program Manager Mark Pritzl, Addressing Customer Service Technician

### **Statement of Issue:**

This item seeks Board approval of a City Commission-initiated request to rename Gamble Street to “Robert and Trudie Perkins Lane.”

### **Fiscal Impact:**

This item has no fiscal impact. Should the Board approve the requested street renaming, the cost of street sign replacement and installation will be incurred by the City of Tallahassee.

### **Staff Recommendation:**

Option #1: Approve the City of Tallahassee Commission request for the renaming of Gamble Street to Robert and Trudie Perkins Lane and adopt the associated Resolution (Attachment #1).

## **Report and Discussion**

### **Background:**

This item seeks Board approval of the City of Tallahassee Commission request to rename Gamble Street to “Robert and Trudie Perkins Lane” and adoption of the associated Resolution (Attachment #1).

The referenced road is located within the City limits; however, in accordance with Article XI of the Leon County Land Development Code and Section 336.05, Florida Statutes, the Board has authority to name and rename streets within the unincorporated and incorporated areas, except for State roads designated by number. The Uniform Street Naming and Property Numbering System Ordinance provides the process for the City Commission to request a street name change. Requests for street renaming initiated by the City Commission must be routed through the County Administrator who directs the Addressing Steering Committee (ASC) to conduct a review for public safety and consistency with street naming criteria. The ASC provides a recommendation that is forwarded to the Board for approval by resolution.

The membership and responsibilities of the ASC are defined the *Leon County/City of Tallahassee Addressing Policies and Procedures Operating Guidelines*. Their overall responsibility is to review proposed street names for consistency with regulations and policy, in addition to public safety. 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); Leon County Department of Development Support and Environmental Management (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.

At the November 10, 2020 City of Tallahassee Commission meeting, the City Commission directed City staff to proceed with the proposed renaming of Gamble Street in honor of Robert and Trudie Perkins, local civil rights activists. This street renaming is to coincide with an event the City is planning to honor the Perkins’ 75<sup>th</sup> wedding anniversary on September 10, 2021. Consistent with the Ordinance, the City Manager’s Office routed a request to initiate street renaming to the County Administrator on June 17, 2021 (Attachment #2). The County Administrator directed DSEM staff and the ASC to proceed with review of the proposed street name change for public safety and consistency with the Ordinance. DSEM staff reviewed the request and scheduled a review by the ASC at its June 29, 2021 meeting. The ASC reviewed the request for public safety and consistency with the Ordinance and implementing policies and recommends approval.

### Robert and Trudie Perkins

As best described by FAMU President Dr. Larry Robinson, Robert and Trudie Perkins were longtime residents of Tallahassee and civil rights activists who played an instrumental role in the fight for social justice and economic equality for black residents in Tallahassee. Both graduates of FAMU, Robert and Trudie Perkins were business owners, operating the Perkins Service Station and Beauty Shop located on the corner of Osceola Street and Railroad Avenue (now Wahnish Way). At the time, the service station was the only black-owned service station in the community. The Perkins were generous to nearby residents of the Bond community, providing an array of services at minimal costs, including ample levels of gasoline to residents participating in the Tallahassee bus boycott in the mid-1950s. Mr. Perkins was a professor at both FAMU and FSU and spent countless hours tutoring FAMU teaching assistants and students in math, chemistry, and other subjects, often outside of the classroom. Mr. Perkins strongly advocated for recreational facilities for black youth which eventually transpired into the allocation of funds for the construction of recreational facilities such as the Jake Gaither Park and Recreational Center. In the early 1960s, Mr. Perkins headed the Recreation Advisory Council and petitioned the City and County Commissions to provide more funds, support and manpower for recreational facilities throughout the City and County.

Mrs. Trudie Perkins was one of the first black nurses to be employed at the Tallahassee Memorial Hospital (TMH). She was relentless in her efforts to abolish discriminatory employment practices, fighting against the mistreatment and harassment faced by black employees. Mrs. Perkins and her coworker, Mrs. Lizzie Smith, were terminated by TMH. At the time, Mr. Perkins was assisting 25 hospital employees filing complaints with the U.S. Department of Justice of discriminatory employment practices. In total, Mr. Perkins prepared case files for 25 employees of the City-owned hospital before traveling to Washington D.C., where he met with members of Congress, including Senators Ted Kennedy and Birch Bayh. Mr. Perkins presented evidence of racial discrimination in City employment practices which ultimately led to an April 1975, U.S. District Court decision in which a formal "consent decree" was entered. The terms of the decree required the City to fill half of all vacancies with minority applicants until the long-term goal of 23.7% black representation had been achieved across eight different job categories that included administrative, skilled and professional positions. Later in life, Mr. Perkins produced documentaries and shows for public television. He also served as a floor director for the historic Million Man March in Washington D.C. in 1995.

### Analysis:

Pursuant to the Ordinance, street renaming may be initiated by the City Commission or the Board. Except for State roads designated by number and limited street naming approval delegated to the ASC, the Board has sole authority to approve street renaming within the incorporated and unincorporated areas of the County. Consistent with Section 10-11.108(4) of the Ordinance, Board or City Commission-initiated requests for street name changes requires review by the ASC and a recommendation that is forwarded to the Board for approval by resolution. The ASC reviewed the request for renaming of Gamble Street to Robert and Trudie Perkins Lane at their June 29, 2021 meeting. The ASC recommends approval of the street name change, however, spelled as "Robert and Trudie Perkins Lane" without the use of an ampersand ("&"). Geographic Information Systems (GIS) support staff present at the meeting brought this to the attention of the ASC and

recommended ampersands be avoided. This is because databases often use them in programming which may complicate searches and data exchanges.

Gamble Street runs east-west from M.L. King, Jr. Boulevard to the newly realigned FAMU Way (Attachment #3). Approximately 48 addresses would be affected with the proposed renaming, many of which are located on the campus of FAMU. A letter to Mayor John Dailey and the City Commission from FAMU President Dr. Larry Robinson was provided on June 7, 2021 in support of the proposed renaming and was included with the street renaming application.

Once a street name change is adopted by the Board, public notice of the street name change is provided in the form of an advertisement that is run in the local newspaper at least 30 days prior to the effective date of change. Direct mail notice is sent to impacted property owners and addresses which includes U.S. Postal Service informational packets that outline change of address related issues and required actions. A direct mail notification was sent to abutting property owners on June 18, 2021, informing them of the proposed renaming and the ASC meeting on June 29, 2021. The list of property owners included in the mail notification is provided as Attachment #4. The Post Office will cross-reference the new addresses with the old addresses for a period up to one year from the effective date of change. Since the City initiated the request for renaming, the cost of street signs and installation shall be incurred by the City.

**Options:**

1. Approve the City of Tallahassee Commission request for the renaming of Gamble Street to Robert and Trudie Perkins Lane, and adopt the associated Resolution (Attachment #1).
2. Do not approve the City of Tallahassee Commission request for the renaming of Gamble Street to Robert and Trudie Perkins Lane, and do not adopt the associated Resolution.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Resolution approving the renaming
2. Street Renaming Application
3. Map depicting Gamble Street
4. Mail notification list

**LEON COUNTY RESOLUTION NO. 21-**

**A RESOLUTION OF THE BOARD OF COUNTY  
COMMISSIONERS OF LEON COUNTY, FLORIDA,  
RENAMING GAMBLE STREET TO ROBERT AND TRUDIE  
PERKINS LANE; AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

WHEREAS, pursuant to Article XI of Chapter 10 of the Code of Laws of Leon County, Florida and Section 336.05, Florida Statutes, the Board of County Commissioners of Leon County, Florida ("Board"), is authorized to name and rename streets within the unincorporated and incorporated portions of Leon County, except for State roads designated by number; and

WHEREAS, Development Support and Environmental Services, Addressing Division, received a request from the City of Tallahassee to rename "Gamble Street" to "Robert and Trudie Perkins Lane" to honor their instrumental role in the fight for social justice and economic equality for black residents in Tallahassee; and

WHEREAS, the Perkins operated Perkins Service Station and Beauty Shop located on the corner of Osceola Street and Railroad Avenue (now Wahnish Way), which at the time was the only black-owned service station in the community; and

WHEREAS, the Perkins were generous to nearby residents of the Bond community, providing an array of services at minimal costs, including gasoline to residents participating in the Tallahassee bus boycott in the mid-1950s; and

WHEREAS, Mr. Perkins strongly advocated for recreational facilities for black youth which eventually transpired into the allocation of funds for the construction of recreational facilities such as the Jake Gaither Park and Recreational Center; and

WHEREAS, Mrs. Perkins was one the first black nurses employed at the Tallahassee Memorial Hospital (TMH) and sought to abolish discriminatory employment practices, fighting against the mistreatment and harassment faced by black employees; and

WHEREAS, Mr. Perkins assisted 25 hospital employees with filing complaints with the U.S. Department of Justice and met with members of Congress to provide proof of discriminatory employment practices at TMH; and

WHEREAS, Mr. Perkin's efforts led to a consent decree which required the City, as the owner of TMH, to fill half of all vacancies with minority applicants until the long-term goal of 23.7% black representation had been achieved across eight different job categories; and

WHEREAS, both Robert and Trudie Perkins were graduates of the Florida A&M University (FAMU) and Mr. Perkins was a professor of both FAMU and Florida State University; and

WHEREAS, Gamble Street runs east-west from South M.L. King Jr. Boulevard to the newly realigned FAMU Way through the heart of FAMU; and

1 WHEREAS, the Board desires to rename "Gamble Street" to "Robert and Trudie Perkins  
2 Lane."

3  
4 BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON  
5 COUNTY, FLORIDA, that:

6  
7 **Section 1. Renaming Gamble Street to Robert and Trudie Perkins Lane.**

8  
9 The Board hereby renames "Gamble Street" to "Robert and Trudie Perkins Lane" from its  
10 intersection with South M. L. King, Jr. Boulevard to its intersection with FAMU Way, as identified in  
11 Exhibit "A" attached hereto and incorporated herein.

12  
13 **Section 2. Effective Date.**

14  
15 This resolution shall become effective on August 27, 2021.

16  
17 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
18 Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

19  
20 LEON COUNTY, FLORIDA

21  
22  
23 By: \_\_\_\_\_  
24 Rick Minor, Chair  
25 Board of County Commissioners  
26

27 ATTESTED BY:  
28 Gwendolyn Marshall, Clerk of Court  
29 & Comptroller, Leon County, Florida  
30

31  
32 By: \_\_\_\_\_  
33

34  
35 APPROVED AS TO FORM:  
36 Chasity H. O'Steen, County Attorney  
37 Leon County Attorney's Office  
38

39  
40 By: \_\_\_\_\_

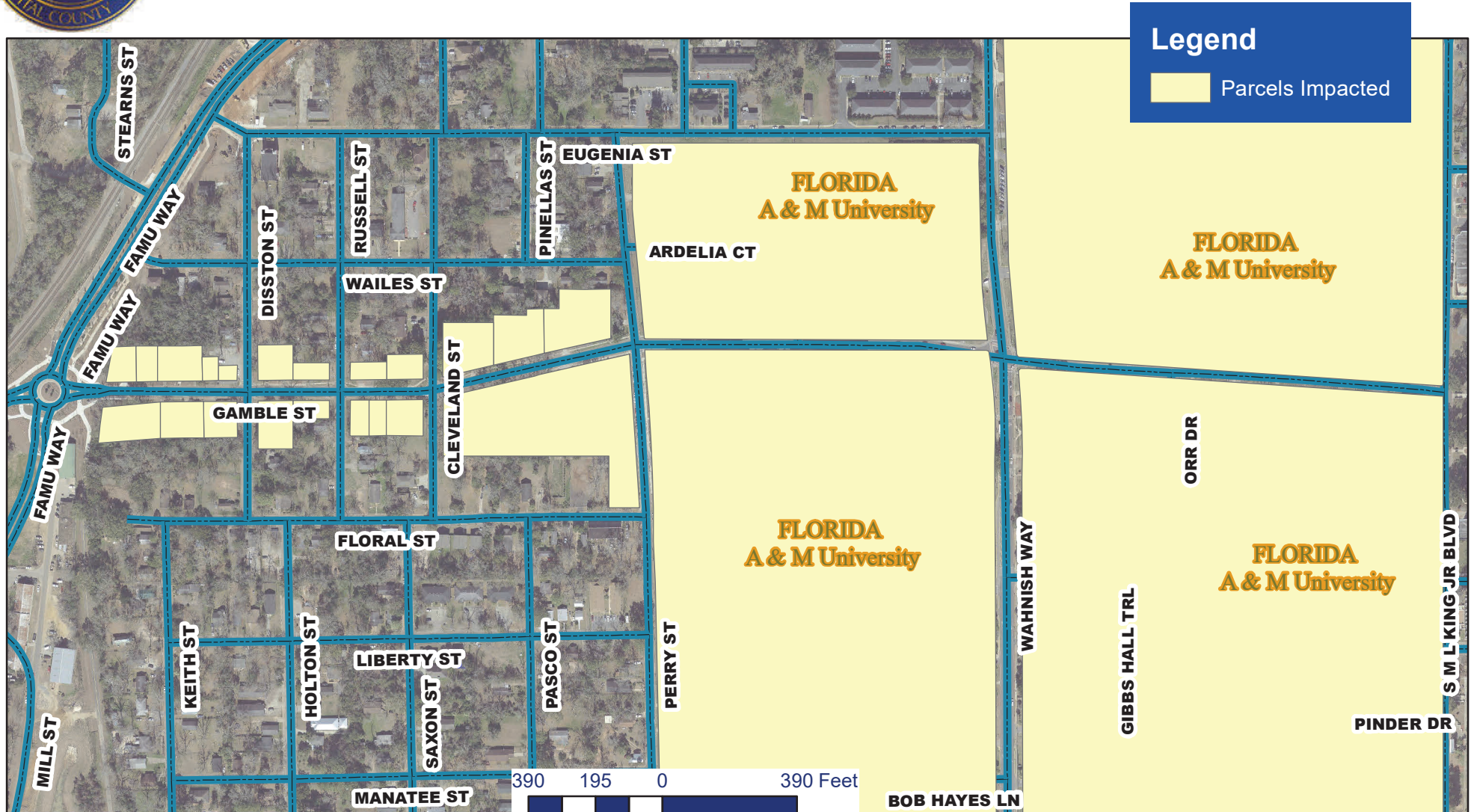




# City of Tallahassee Renaming Request of Gamble Street to Robert and Trudie Perkins Lane

Department of Development Support and Environmental Management  
Code Compliance Services Division

Attachment #1  
Page 3 of 3  
Exhibit A



Addresses impacted by the proposed Renaming of  
Gamble Street:

33 Non-residential/Non-commercial (Mainly FAMU),  
11 Residential & 5 Commercial

Page 168 of 1270

Drawn by Leon County Addressing Staff  
June, 2021  
Renaissance Center  
2nd Floor 435 N. Macomb St.  
Tallahassee, FL 32301  
Phone: (850) 606-1300  
Fax: (850) 606-1301  
Posted July 8, 2021

TE: 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 herein 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.

Print Form



**Leon County**  
**Development Support and Environmental Management**  
**Development Services Division**

D-17

Street Location:  
☒ City of Tallahassee  
☐ Leon County  
(Unincorporated area)

**Application for Street Name Change**

1. **Applicant Name:** City of Tallahassee  
**Mailing Address:** 300 South Adams Street  
Tallahassee, Florida 32301  
**Telephone Number:** (850) 891-8273
- Agent Name:** Allen Secreast  
**Mailing Address:** 2602 Jackson Bluff Road  
Tallahassee, Florida 32304  
**Telephone Number:** (850) 891-8273

A \$240 filing fee, plus \$660 direct notice and legal advertising fee is required with each individual request for street name change. Fees are waived for applications to eliminate duplicate street names. Checks are made payable to the City of Tallahassee or the Leon County Board of County Commissioners (determined by street location).

2. **Location of Requested Street Name Change:**  
**Required Map or Plat Drawing Attached?** ☒ Yes ☐ No  
a. **Township, Section and Range of the Street:** T 1 S, Section 1, R 1 W  
b. **Name of Subdivision/Development Where Street is Located:** Villa Mitchell Plat  
c. **Number of Existing Buildings on the Street:** 27

3. **Proposed Street Name(s):** *All proposed street names must be approved for use by the Leon County Department of Development Support and Environmental Management through the submission of an application. Potential street names can be verified before submitting the application by calling the Addressing Unit at (850) 606-1300. In order to be placed on the Street Name Reserve List, the request must be accompanied by a completed application. There can be no more than fourteen (14) characters per chosen street name.*

**PROPOSED STREET NAME**

**Pre-directional**

☐ ☐

**Name**

ROBERT & TRUDIE PERKINS

**Suffix**

B L V D ☐ ☐ ☐ ☐  
LANE

**EXISTING STREET NAME**

**Pre-directional**

☐ ☐

**Name**

G A M B L E ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

**Suffix**

S T R E E T ☐ ☐

**Street naming requested by:** ☐ Residents ☐ Agent ☐ Staff

4. **Request for Street Signage:** **Street(s) Ready for Street Sign Placement:** ☒ Yes ☐ No  
**Street(s) Eligible for Public Street Signage:** ☒ Yes ☐ No
- Street Type:** ☒ Public ☐ Private ☐ Paved ☐ Unpaved

A street sign fee of \$150 is required and payable to the Leon County Public Works Department for roads located in the unincorporated areas of Leon County.

This application must include the signatures from 100% of the legal, abutting property owners stating that they are in agreement with the proposed street name change(s).

**Applicant's Signature:** Allen R. Secreast **Date:** 4/1/2021

# APPLICANT SIGNATURE FORM

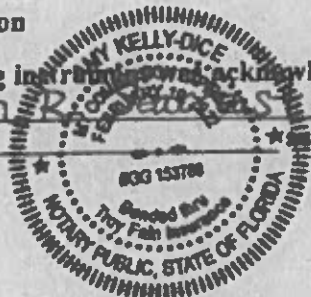
Attachment #2  
Page 2 of 14

I hereby attest that I am a legal owner of property abutting the street that is the subject of a street name change and that I am providing you with a petition signed by no less than 100% of the legal property owners abutting this roadway, including myself.

Signature: Allen R. Secrest  
Printed Name: Allen R. Secrest  
Address: 300 South Adams Street  
Tallahassee, Florida 32301  
Property Tax ID#: 4102209050000

State of Florida  
County of Leon

The foregoing instrument was acknowledged before me this 2nd day of April, 2021, by Allen R. Secrest, who is personally known to me or has produced identification and who did not take an oath.



Signature of Notary: Amy Kelly-Dice  
Print Name: Amy Kelly-Dice

## PETITION FORM FOR OTHER PROPERTY OWNERS

- Signature: Kerley Lomay Property Tax ID#: 4101750000010  
Mailing Address: 723 N. Citrus Avenue Los Angeles, CA 90038
- Signature: Kathy Williams Property Tax ID#: 4101750230080  
Mailing Address: 1390 Tusculum Trace Tallahassee, Fla 32325
- Signature: Larry Blount Property Tax ID#: 4101750100030  
Mailing Address: 13168 Ring Neck Rd Tallahassee (844 Gamble St)
- Signature: \_\_\_\_\_ Property Tax ID#: 4101750230061  
Mailing Address: \_\_\_\_\_
- Signature: Clarice J. Woodward Property Tax ID#: 4101750230060  
Mailing Address: 1928 Charles St Tallahassee, Fla 32317 837 Gamble St
- Signature: \_\_\_\_\_ Property Tax ID#: 4101750230061  
Mailing Address: \_\_\_\_\_
- Signature: Clarice J. Woodward Property Tax ID#: 4101750230061  
Mailing Address: 1928 Charles St Tallahassee, Fla
- Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
- Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
- Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_



### APPLICANT SIGNATURE FORM

I hereby attest that I am a legal owner of property abutting the street that is the subject of a street name change and that I am providing you with a petition signed by no less than 100% of the legal property owners abutting this roadway, including myself.

Signature: Allen R. Secrest  
Printed Name: Allen R. Secrest  
Address: 300 South Adams Street  
Tallahassee, Florida 32301  
Property Tax ID#: 4102209050000

State of Florida  
County of Leon

The foregoing instrument was acknowledged before me this 2nd day of April, 2021, by Allen R. Secrest, who is personally known to me or has produced identification and who did not take an oath.



Signature of Notary: Amy Kelly-Dice  
Print Name: Amy Kelly-Dice

### PETITION FORM FOR OTHER PROPERTY OWNERS

1. Signature: \_\_\_\_\_ Property Tax ID#: 4101750000010  
Mailing Address: 723 N. Citrus Avenue Los Angeles, CA 90038
2. Signature: [Signature] Innovative Health Care Property Tax ID#: 4101750000060  
Mailing Address: 2333 Hansen Lane Suite 4, Tallahassee, FL 32301
3. Signature: [Signature] Innovative Health Care Property Tax ID#: 4101750120021  
Mailing Address: 2333 Hansen Lane Suite 4, Tallahassee, FL 32301
4. Signature: [Signature] Property Tax ID#: 4101750120011  
Mailing Address: 2333 Hansen Lane Suite 4, Tallahassee, FL 32301
5. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
6. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
7. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
8. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
9. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
10. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

### APPLICANT SIGNATURE FORM

I hereby attest that I am a legal owner of property abutting the street that is the subject of a street name change and that I am providing you with a petition signed by no less than 100% of the legal property owners abutting this roadway, including myself.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

Property Tax ID#: \_\_\_\_\_

State of Florida

County of Leon

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_, who is personally known to me or has produced  
as identification and who did not take an oath.

Signature of Notary \_\_\_\_\_

Print Name \_\_\_\_\_

### PETITION FORM FOR OTHER PROPERTY OWNERS

1. Signature: Conchita D. Sanchez Property Tax ID#: 4101750110011  
Mailing Address: 1426 Russell St.
2. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
3. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
4. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
5. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
6. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
7. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
8. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
9. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
10. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

### APPLICANT SIGNATURE FORM

I hereby attest that I am a legal owner of property abutting the street that is the subject of a street name change and that I am providing you with a petition signed by no less than 100% of the legal property owners abutting this roadway, including myself.

Signature: [Signature]  
Printed Name: Zachary Clemens  
Address: 1422 Disston Street  
Tallahassee, Florida 32310  
Property Tax ID#: 4101750100010

State of Florida  
County of Leon

The foregoing instrument was acknowledged before me this 24 day of March, 2021,  
by \_\_\_\_\_, who is personally known to me or has produced  
\_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print Name

### PETITION FORM FOR OTHER PROPERTY OWNERS

1. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
2. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
3. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
4. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
5. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
6. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
7. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
8. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
9. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
10. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_



June 11, 2021

Vincent S. Long, County Administrator  
Leon County Administration  
301 S. Monroe Street  
Tallahassee, FL 32301

Re: Application for Street Name Change  
Renaming Gamble Street to Robert & Trudie Perkins Boulevard

Dear ~~Mr. Long~~,  
*Vince*

This is to request the County's review and approval of the attached application for the renaming of Gamble Street to Robert & Trudie Perkins Boulevard.

On November 10, 2020, the City Commission directed staff to begin the process to the City's portion of Gamble Street be renamed Robert & Trudie Perkins Boulevard. Subsequently, Florida Agricultural and Mechanical University (FAMU) has agreed to the same proposed renaming of their portion of Gamble Street. The intent is to honor the Perkins for their role in Tallahassee's Civil Rights movement.

Our goal is to have final approval of this request in time to hold a celebratory event on September 10<sup>th</sup>, on what would have been the Perkins' 75<sup>th</sup> wedding anniversary. My understanding is that this will require that the issue be brought to the County Commission Board meeting on July 13, 2021.

Thanks for your support and please let me know if you have any questions regarding the above.

Best regards,

Reese Goad  
City Manager

cc. Wayne Tedder, Assistant City Manager - City of Tallahassee  
Raynetta Curry Marshall, General Manager - Underground Utilities & Public Infrastructure  
Steve Shafer, Assistant General Manager - Underground Utilities & Public Infrastructure

Attachments: Application

**Item 13.02 – Voted 5-0** to begin the process to rename a portion of Gamble Street "Robert and Trudie Perkins Boulevard." (*Option 1 recommended by Underground Utilities & Public Infrastructure*)

**Mayor Dailey disclosed** his position as an unpaid, volunteer Board member of Apalachee Center and, in order to avoid the appearance of a conflict, stated that he would abstain from participating in Item 13.03. Mayor Dailey passed the gavel to Mayor Pro Tem Williams-Cox and departed the Commission Chambers at 2:22 p.m. Mayor Pro Tem Williams-Cox assumed the Chair.

**Item 13.03 – Voted 4-0** (Mayor Dailey abstaining) to authorize the City Manager, or his designee, to execute an agreement with the Apalachee Center to pilot a behavioral health-crisis intervention response unit for non-violent calls for service providing behavioral health interventions. (*Option 1 recommended by Housing & Community Resilience*)

The Tallahassee Emergency Assessment Mobile Unit (TEAM) will consist of a licensed mental health professional, a Tallahassee Fire Department (TFD) Paramedic or Emergency Medical Technician (EMT), and a Crisis Intervention Team (CIT) Tallahassee Police Department (TPD) officer. Funding for the pilot program, \$500,000, included in the FY21 budgeting process.

The following person(s) submitted written comment in support of a behavioral health-crisis intervention response unit:

Kristin Dross, 2500 Merchants Row Boulevard, and  
Katie Clark, 1303 Circle Drive.

--//--

Mayor Dailey returned to the Commission Chambers at 2:35 p.m.

**Item 13.04 – Voted 5-0** to approve the strategic goals outlined in the FY21-25 U.S. Department of Housing and Urban Development (HUD) Consolidated Plan and first-year Action Plan, and to set the public hearing on said plan for December 9, 2020 at 5:00 p.m. in the City of Tallahassee Commission Chambers in City Hall. (*Option 1 recommended by Housing & Community Resilience*)

Proposed activities, in a total amount of \$5,092,322, to be funded by General Fund revenues in anticipation of federal and state grant reimbursements that include Community Development Block Grant (CDBG) funds of \$2,776,135; HOME Program funds of \$1,822,050; Emergency Solutions Grants (ESG) funds of \$162,749; and State Housing Initiatives Partnership (SHIP) program revenues of \$199,388.

The following person(s) submitted written comment:

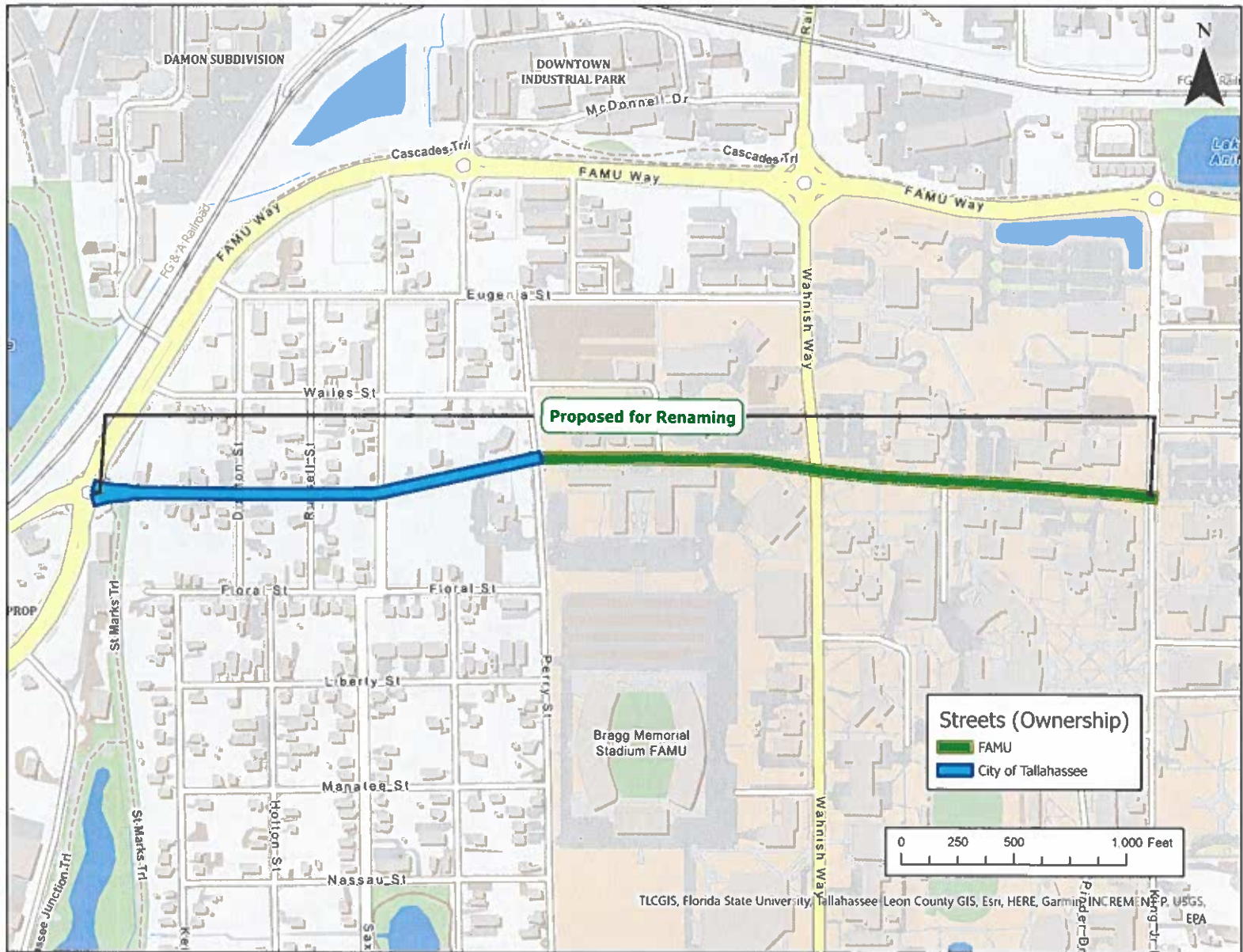
Mindy Sollisch, 2650 Municipal Way, Director of Health Services at the Kearney Center, requested that, as the Annual Action Plan is considered, StarMetro bus services be restored for medically needy clients of the Kearney Center.

--//--

**Item 13.05 – Voted 5-0** to approve the sale of 3.46 acres on Mahan Drive to VyStar Credit Union, at the proposed purchase price of \$3,500,000, authorizing the City Manager, or his designee, to execute documents related to the transaction, and to approve a deviation from the Real Estate

SUMMARY - NOVEMBER 10, 2020 - PAGE 5 of 13







# Florida Agricultural and Mechanical University

TALLAHASSEE, FLORIDA 32307-3100

LARRY ROBINSON, Ph.D., PRESIDENT

TELEPHONE: (850) 599-3225  
FAX: (850) 561-2152  
TDD: (850) 561-2784

OFFICE OF THE PRESIDENT

June 7, 2021

Mayor John Dailey and  
Members of the Tallahassee City Commission  
Tallahassee City Hall  
300 South Adams St  
Tallahassee, FL 32301

Dear Mayor Dailey and Members of the City Commission:

I am writing to support the efforts to rename Gamble Street, which runs through the Florida A&M University campus, to Robert and Trudie Perkins Street, as an honor to these longtime civil rights activists in the Tallahassee community.

The Perkins' were tireless in their advocacy and relentless in efforts to fight for social justice and economic equality. Their collective work facilitated the following advancements:

- Establishment of the Recreation Advisory Council (for Negroes);
- Construction of Recreational facilities for Negroes in Tallahassee/Leon County;
- Desegregation of Leon County Schools/Fair treatment of Black students;
- Establishment of the Community Health Organization (CHO) to render healthcare to the underprivileged;
- Fair treatment and pay equity for Black employees at Tallahassee Memorial Hospital (TMH) / City of Tallahassee;
- Navigation of the Federal Courts to seek redress for discriminatory employment practices (City of Tallahassee);
- Support for the appointment of Black Officials and Judges by Former Governor Reubin Askew;
- A Federal Consent Decree, entered and ordered by the Department of Justice in April 1975, which mandated that the City of Tallahassee hire blacks in all EEO job categories at a minimum level of 23.7%. This was proportionate to the City's black population at that time;
- Establishment of a "Pathway to Employment Opportunity and Prosperity" for blacks who secured positions within the upper echelon of City Government, which were formerly held **exclusively** by white employees; and
- Improved relationships among all races and ethnicities, which made life better for all citizens.

Presently, Gamble Street is named for confederate soldier and slave owner, Major Robert Gamble. At the height of sugar cane production, over 200 persons were enslaved on the plantation. However, due to a declining sugar market and debts, Gamble had to sell the property in 1856. The Gamble Mansion is the only surviving plantation house in peninsular Florida and The Judah P. Benjamin Confederate Memorial at Gamble Plantation Historic State Park, also known as the Gamble Mansion or Gamble Plantation, is a Florida State Park.

Renaming this street for a husband and wife who sought to make positive changes for all citizens of Tallahassee seems appropriate, especially at this time. I ask you, and the City Commission, to consider renaming the street for Robert and Trudie Perkins.

It is my belief that such an action would clear the way for more reconciliation and force us to reckon squarely with the not so pleasant past, while making a positive change for present and future Tallahassee residents.

Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Larry Robinson".

Larry Robinson, Ph.D.  
President

Cc: Mayor Pro-Tem Jeremy Matlow  
Commissioner Jacqueline "Jack" Porter  
Commissioner Curtis Richardson  
Commissioner Dianne Williams-Cox

**Florida A&M University  
50<sup>th</sup> Student Senate  
Senate Resolution  
SR21SP-002**

**Author:** President Xavier McClinton, Chief of Staff Jaelyn Guyton, Vice-Chairwoman Theresa Jean Louis

**Sponsor:** Vice-Chairwoman Theresa Jean Louis

**First Reading:** March 15, 2021

**Second Reading:** March 22, 2021

**Title:** Robert and Trudie Perkins Boulevard  
**Legislation:** Senate Resolution Bill

**Whereas,** The Florida Agricultural and Mechanical University Student Senate is the Legislative Branch of the Student Government Association and is empowered to pass legislation as it deems necessary to carry out the functions of the Student Government Association, and

**Whereas,** Robert and Trudie Perkins were both graduates of Florida A&M College for Negroes; they were business owners, educators, and courageous civil rights leaders who fought against injustice on the local, state, and national levels. The Perkins's were known for their academic prowess, business acumen, leadership, activism, and the courage to fight for and effectuate transformational change. During the 1950s–1980s, Mr. & Mrs. Perkins were at the forefront of many efforts to challenge the status quo. They fought injustice and discrimination on many fronts, having lost their jobs to bring about equality and justice for the citizens of Tallahassee and Leon County, and

**Whereas,** Gamble street was named after a sugarcane plantation owner, major Robert Gamble, who enslaved about 151 people that did backbreaking work to raise, cultivate, and harvest; build plantation mills and outbuildings houses, and

**Whereas,** Robert and Trudie Perkins' selfless service and courageous actions were indeed impactful and historic. Their significant efforts and accomplishments in the fight against discriminatory employment practices, led to the desegregation and diversification of the City of Tallahassee's workforce, which resulted in improved relationships among all races and ethnicities, and made life better for all; ultimately impacting city, county and state government, and

**Therefore,** **Be It Resolved,** that the Student Government Association and Student Body formally request the renaming of Gamble Street from Perry Street to Martin Luther King, Jr. Boulevard as Robert and Trudie Perkins Boulevard; in honor of two notable FAMU alumni and civil rights icons who unquestionably changed the course of our history.

***Proviso Language:*** *The legislation shall take effect immediately upon signage by the Student Body President.*

**For:    Opposed:    Abstain:**

**Pass:    Fail:**

---

Shanel Brown  
Senate President

---

Xavier McClinton  
Student Government President

### History of Robert and Trudie Perkins



Robert and Trudie Perkins owned and operated Perkins Service Station & Beauty Shop, which was located on the corner of Osceola Street & Railroad Avenue (now Wahnish Way). Notably, they provided an array of services (at minimal cost or by extending credit) to Bond residents, as well as faculty, staff, and students at FAMU. Perkins Service Station was the only black-owned service station with three (3) gas pumps. They were able to provide ample levels of gas to residents participating in the Tallahassee bus boycott. A professor at both FAMU and Florida State University, Mr. Perkins also spent countless hours tutoring FAMU teaching assistants and students in math, chemistry, and other subjects. In his quest to facilitate learning gains, he would often extend assistance to students/faculty outside of the classroom. He tutored many of them at the service station as he repaired automobiles (late night) or at his own home.

During the early 1950s, Robert Perkins was one of the only black residents who advocated for the construction of recreational facilities for black youth. He persisted in his efforts for a protracted period. When it became apparent that this was not a priority for City of Tallahassee officials, Mr. Perkins and Mr. Charlie Jenkins loaded their vehicles with black youth and took them to play at recreation centers and parks in white neighborhoods. This action prompted the City to identify and allocate funding for construction of a recreation

center for blacks. Soon thereafter, Jake Gaither Park and Recreation Center was constructed in 1954. During the early '60s, Mr. Perkins headed the Recreation Advisory Council and petitioned the City and Leon County Commissions to provide more funds, support, and manpower for expansion of the Negro recreation facilities in Tallahassee and throughout the County.

Mrs. Trudie Perkins was one of the first black nurses to be employed at Tallahassee Memorial Hospital; she was relentless in her efforts to abolish discriminatory employment practices and fought against the harassment and mistreatment faced by black workers. Subsequent to the termination of Mrs. Perkins and her co-worker, Mrs. Lizzie Smith, Mr. Robert Perkins prepared case files for and assisted 25 workers of the city-owned Tallahassee Memorial Hospital in filing complaints with the U.S. Department of Justice. He used his own time and personal financial resources to travel to Washington, DC, where he met with members of Congress, including Senators Ted Kennedy and Birch Bayh. He presented evidence of racial discrimination in city employment practices, and ultimately, U.S. Attorney General William Saxbe agreed with Perkins. The U.S. Department of Justice (DOJ) used Mr. Perkins' files to prepare its case and persisted in filing a complaint against the city of Tallahassee in December of 1974, alleging that the city had engaged in "a pattern and practice of discrimination" against blacks in job recruiting, hiring, assignments and promotions.

In April 1975, U.S. District Judge Winston Arnow handed down a decision in which he would monitor a formal "consent decree." Under terms of the consent decree, the city agreed to fill half of all vacancies with minority applicants until the long-term goal of 23.7% black representation had been achieved in eight separate job categories, especially in classifications that they had been excluded from (e.g., administrative; skilled craftsman; technician; professional; officials & administrators).



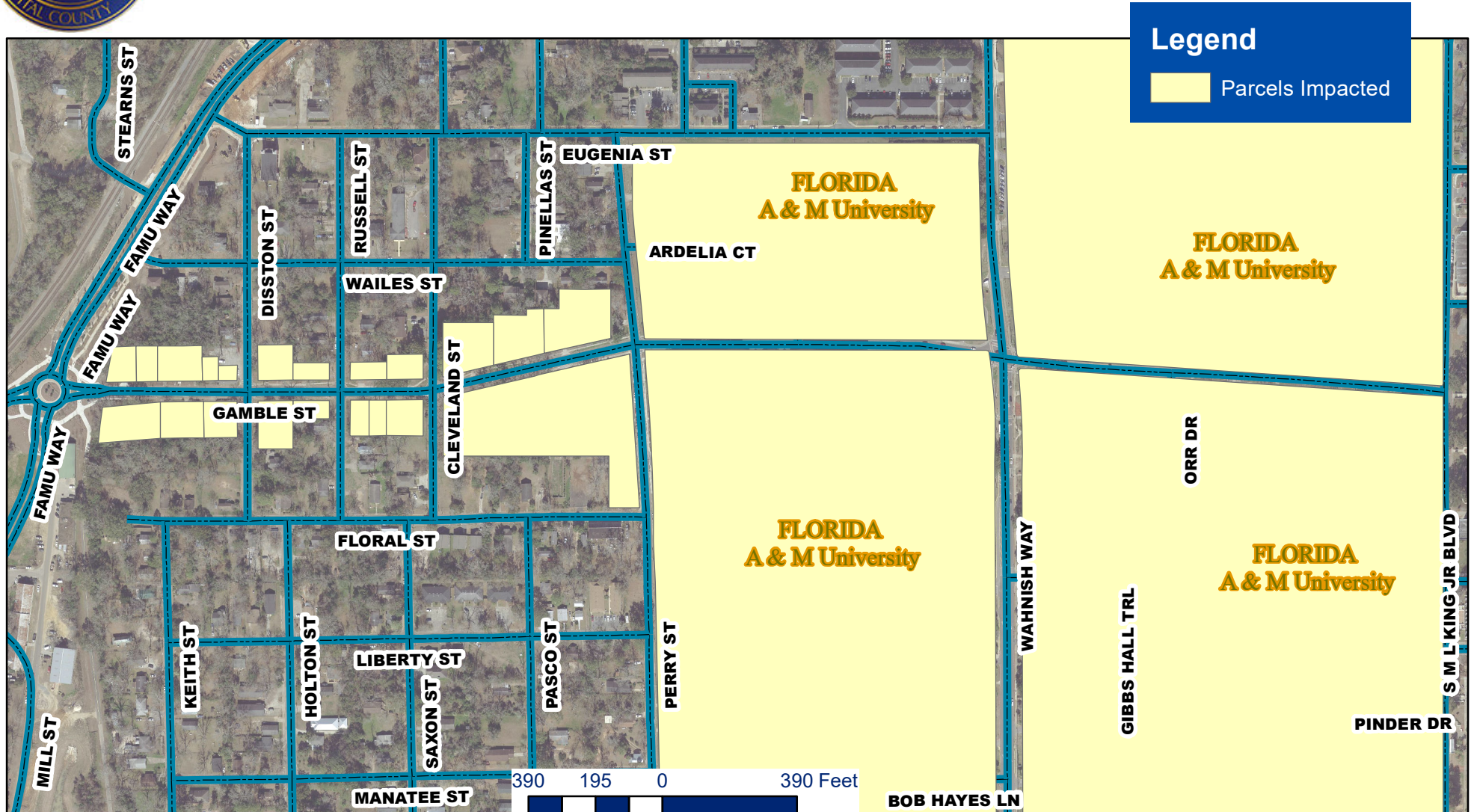


# City of Tallahassee Renaming Request of Gamble Street to Robert and Trudie Perkins Lane

Department of Development Support and Environmental Management  
Code Compliance Services Division

Attachment #3

Page 1 of 1



Addresses impacted by the proposed Renaming of  
Gamble Street:

33 Non-residential/Non-commercial (Mainly FAMU),  
11 Residential & 5 Commercial

Page 183 of 1270

Drawn by Leon County Addressing Staff  
June, 2021  
Renaissance Center  
2nd Floor 435 N. Macomb St.  
Tallahassee, FL 32301  
Phone: (850) 606-1300  
Fax: (850) 606-1301  
Posted July 6, 2021

TE: 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 herein 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.



GOMEZ KIMBERLY LIFE ESTATE  
723 N CITRUS AVE  
LOS ANGELES CA 90038

DANIELS CHRISTOPHER  
PO BOX 20454  
TALLAHASSEE FL 32316

WILLIAMS KATHY MYSELL  
843 GAMBLE ST  
TALLAHASSEE FL 32310

DANIELS CHRISTOPHER  
PO BOX # 20454  
TALLAHASSEE FL 32316

INNOVATIVE HEALTH CARE PROPERTIES II LLC  
2333 HANSEN LN STE 4  
TALLAHASSEE FL 32301

TIITF FLORIDA A&M UNIVERSITY  
3900 COMMONWEALTH BLVD  
TALLAHASSEE FL 32399

INNOVATIVE HEALTH CARE PROPERTIES II LLC  
2333 HANSEN LN STE 4  
TALLAHASSEE FL 32301

INNOVATIVE HEALTH CARE PROPERTIES II LLC  
2333 HANSEN LN STE 4  
TALLAHASSEE FL 32301

TIITF  
3900 COMMONWEALTH BLVD  
TALLAHASSEE FL 32399

WACK WILLIAM A BISHOP  
11 N B ST  
PENSACOLA FL 32502

ROLLE RODERICK LIONEL  
655 SE 58TH AVE  
OCALA FL 34480

TIITF  
3900 COMMONWEALTH BLVD  
TALLAHASSEE FL 32399

IN AND OUT BARBER SHOP INC  
812 WINDWARD LN  
TALLAHASSEE FL 32305-7329

OGLESBY MANDY  
3111 RT 38 SUITE 11 #202  
MOUNT LAUREL NJ 08054

TIITF FLORIDA A&M UNIVERSITY  
3900 COMMONWEALTH BLVD  
TALLAHASSEE FL 32399

CLOUD KARRY L SR CLOUD GEORGIA  
806 RIDGE RD  
TALLAHASSEE FL 32305

DAVIS EMMA EST  
3111 RT 38 SUITE 11 #202  
MOUNT LAUREL NJ 08054

TIITF FLORIDA A&M UNIVERSITY  
3900 COMMONWEALTH BLVD  
TALLAHASSEE FL 32399

OMATI SOLUTIONS LLC  
1650 FOREST LAKES CIR APT C  
WEST PALM BEACH FL 33406

MUSE NEKISHA MUSE MABEL  
2617 HOLTON ST  
TALLAHASSEE FL 32310

CITY OF TALLAHASSEE  
300 S ADAMS ST BOX A-15  
TALLAHASSEE FL 32301

BLOUNT LARRY EDWARD  
13168 RING NECK RD  
TALLAHASSEE FL 32312

MANAUSA DANIEL E MANAUSA ALLISON K  
2003 DOGWOOD HILL  
TALLAHASSEE FL 32308

HARGROVE LORETHA W ESTATE WHITE VIOLET  
836 GAMBLE ST  
TALLAHASSEE FL 32310

WOODARD WILLIE J SR WOODARD CLARICE J  
1928 CHARLAIS ST  
TALLAHASSEE FL 32317

JONES CORNELIUS D JR  
PO BOX 7014  
TALLAHASSEE FL 32314

WOODARD WILLIE J SR WOODARD CLARICE J  
1928 CHARLAIS ST  
TALLAHASSEE FL 32317

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #9**

# Leon County Board of County Commissioners

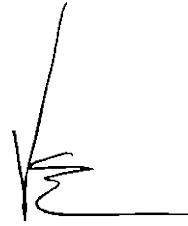
## Agenda Item #9

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Approval to Rename McDonnell Drive to Railroad Square



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	Scott Brockmeier, Chief Development Resources Officer Lisa Scott, Addressing Program Manager Mark Pritzl, Addressing Customer Service Technician

### **Statement of Issue:**

This item seeks Board approval of a citizen-initiated request to rename McDonnell Drive to “Railroad Square”, located in the “Railroad Square Art District.”

### **Fiscal Impact:**

This item has no fiscal impact. Should the Board wish to approve the citizen-initiated street renaming, the applicant is responsible for the cost of street sign replacement and installation.

### **Staff Recommendation:**

Option #1: Approve the citizen-initiated request to rename McDonnell Drive to Railroad Square, and adopt the associated Resolution (Attachment #1).

## **Report and Discussion**

### **Background:**

This item seeks Board approval of a citizen-initiated request to rename McDonnell Drive to “Railroad Square”, located in the “Railroad Square Art District”, and adopt the associated Resolution (Attachment #1).

In accordance with Article XI of the Leon County Land Development Code, Board approval is required for all citizen-initiated street renaming requests which do not receive 100% approval from abutting property owners. The applicant was able to obtain 91% approval from abutting property owners, therefore the renaming requires approval by the Board.

Citizen-initiated requests for street renaming are usually intended to promote wayfinding, identify landmarks, or for reasons unique to a neighborhood or an applicant. All citizen-initiated requests for street renaming require review and approval by the ASC for public safety and consistency. For a citizen-initiated street renaming application to be accepted, a minimum of 75% approval from abutting property owners is required in the form of petitions. Street renaming applications, which include approval petitions from 100% of abutting property owners, can be approved by the ASC; applications with less than 100% approval by abutting property owners require approval by the Board.

The membership and responsibilities of the ASC are defined the *Leon County/City of Tallahassee Addressing Policies and Procedures Operating Guidelines*. Their overall responsibility is to review proposed street names for consistency with regulations and policy, in addition to public safety. The ASC consists of representatives from the Tallahassee Fire Department; Emergency Management Agency (EMA); Tallahassee-Leon County Geographic Information System (GIS); Tallahassee Growth Management Department (TGM); Department of Planning, Land Management & Community Enhancement (PLACE); Leon County Department of Development Support and Environmental Management (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.

On June 7, 2021, DSEM received a citizen-initiated street renaming application requesting McDonnell Drive, located in the Railroad Square Art Park, be renamed to Railroad Square Circle (Attachment #2). Due to the potential confusion by adding the suffix “Circle” and based on the location being commonly known as “Railroad Square,” the applicant requested the proposed street name of “Railroad Square”.

### **Analysis:**

As previously mentioned, for a citizen-initiated renaming application to be considered, a minimum 75% approval from abutting property owners is required, and citizen-initiated renaming applications which receive 100% approval from abutting property owners can be approved by the ASC. Applications which do not receive 100% approval from abutting property owners requires

Board approval by resolution. All but one of the abutting property owners along McDonnell Drive consented to change the street name, therefore, ASC review and Board approval is required to rename the street.

A total of 26 addresses on McDonnell Drive would be impacted if the request for street renaming is approved. A map depicting the location of McDonnell Drive is included as Attachment #3. A direct mail notification was sent to abutting property owners on June 18, 2021 informing them of the proposed renaming and the ASC meeting on June 29, 2021. The list of property owners included in the mail notification is included as Attachment #4.

At its June 29, 2021 meeting, the ASC reviewed the proposed street name change from McDonnell Drive to Railroad Square and recommended approval to the Board. Also at its June 29th meeting, the ASC approved two other citizen-requests for street renaming in the Railroad Square Art District which received 100% approval from abutting property owners - Industrial Drive and Commercial Drive.

Once a street name change is adopted by the Board, public notice of the street name change is provided in the form of an advertisement that is run in the local newspaper at least 30 days prior to the effective date of change. Direct mail notice is sent to impacted property owners and addresses which includes U.S. Postal Service informational packets that outline change of address related issues and required actions. The U.S. Post Office will cross-reference the new addresses with the old addresses for a period up to one year from the effective date of change. Since this is a citizen-initiated request for renaming, the applicant is responsible for the cost of street signs and installation.

### **Options:**

1. Approve the citizen-initiated request to rename McDonnell Drive to Railroad Square and adopt the associated Resolution (Attachment #1).
2. Do not approve the citizen-initiated request to rename McDonnell Drive to Railroad Square, and do not adopt the associated Resolution.
3. Board direction.

### **Recommendation:**

Option #1

### **Attachments:**

1. Resolution approving the renaming
2. Street Renaming Application
3. Map depicting streets proposed for renaming
4. Mail notification list

**LEON COUNTY RESOLUTION NO. 21-**

**A RESOLUTION OF THE BOARD OF COUNTY  
COMMISSIONERS OF LEON COUNTY, FLORIDA,  
RENAMING MCDONNELL DRIVE TO RAILROAD SQUARE,  
AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

WHEREAS, pursuant to Article XI of Chapter 10 of the Code of Laws of Leon County, Florida and Section 336.05, Florida Statutes, the Board of County Commissioners of Leon County, Florida ("Board"), is authorized to name and rename streets within the unincorporated and incorporated, except for State roads designated by number; and

WHEREAS, Development Support and Environmental Services, Addressing Division, received an application from Railroad Square, LLC, on May 19, 2021 to rename McDonnell Drive to Railroad Square to promote wayfinding within the Railroad Square Art District; and

WHEREAS, McDonnell Drive is one of four streets located within the Railroad Square Art District within the City of Tallahassee limits which houses over 75 local businesses that would benefit from the street name change; and

WHEREAS, the Board desires to rename McDonnell Drive to Railroad Square.

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

**Section 1. Renaming McDonnell Drive to Railroad Square**

The Board hereby renames "McDonnell Drive" to "Railroad Square" from its intersection with Commercial Drive to its intersection with Railroad Avenue, as identified in Exhibit "A" attached hereto and incorporated herein.

**Section 2. Effective Date.**

This resolution shall become effective on August 27, 2021.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

LEON COUNTY, FLORIDA

By: \_\_\_\_\_

Rick Minor, Chair  
Board of County Commissioners

1 ATTESTED BY:

2 Gwendolyn Marshall, Clerk of Court  
3 & Comptroller, Leon County, Florida  
4  
5

6 By:\_\_\_\_\_

7  
8  
9 APPROVED AS TO FORM:

10 Chasity H. O'Steen, County Attorney  
11 Leon County Attorney's Office  
12  
13

14 By:\_\_\_\_\_



# Railroad Square Art District Street Renaming Request to Railroad Square

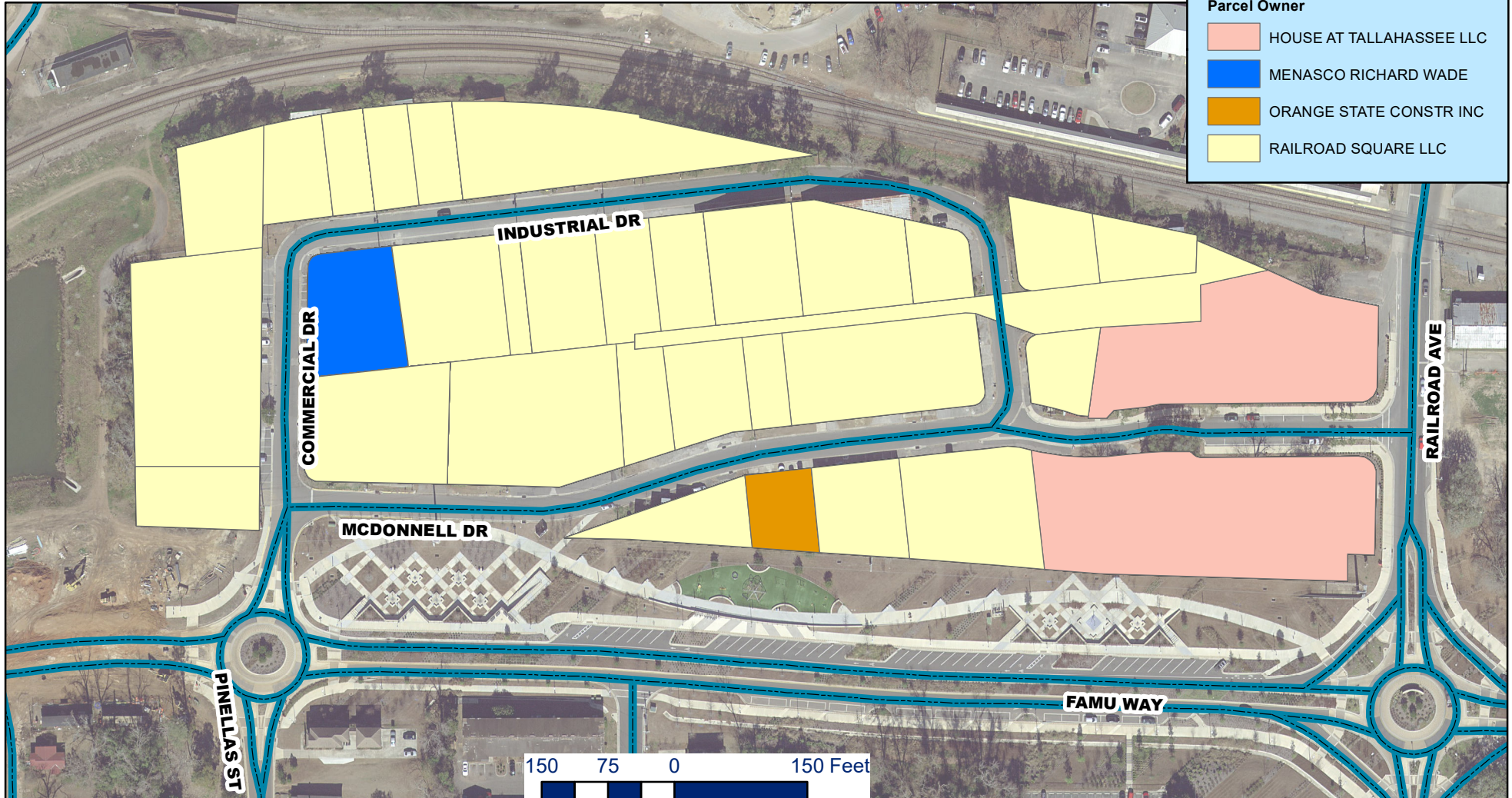
Attachment #1  
Exhibit A  
Page 3 of 3

Department of Development Support and Environmental Management  
Code Compliance Services Division

## Legend

### Parcel Owner

- HOUSE AT TALLAHASSEE LLC
- MENASCO RICHARD WADE
- ORANGE STATE CONSTR INC
- RAILROAD SQUARE LLC



TE: 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 herein 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.

Roads and Addresses impacted by the proposed Renaming:

**MCDONNELL DRIVE with 26 addresses**  
**COMMERCIAL DRIVE with 26 addresses**  
**INDUSTRIAL DRIVE with 42 addresses**

Drawn by Leon County Addressing Staff  
June, 2021  
Renaissance Center  
2nd Floor 435 N. Macomb St.  
Tallahassee, FL 32301  
Phone: (850) 606-1300  
Fax: (850) 606-1301  
Posted July 8, 2021





Leon County  
Development Support and Environmental Management  
Development Services Division

D-17

Street Location:  
☐ City of Tallahassee  
☐ Leon County  
(Unincorporated area)

### Application for Street Name Change

1. Applicant Name: Railroad Square LLC  
Mailing Address: 1400 Village Square Blvd #3-85405  
Tallahassee, FL 32312  
Telephone Number: 8502285035  
Agent Name: Adam Kaye  
Mailing Address: 1400 Village Square Blvd #3-85405  
Tallahassee, FL 32312  
Telephone Number: 8502285035

A \$240 filing fee, plus \$660 direct notice and legal advertising fee is required with each individual request for street name change. Fees are waived for applications to eliminate duplicate street names. Checks are made payable to the City of Tallahassee or the Leon County Board of County Commissioners (determined by street location).

2. Location of Requested Street Name Change:  
Required Map or Plat Drawing Attached? ☐ Yes ☒ No  
a. Township, Section and Range of the Street: \_\_\_\_\_  
b. Name of Subdivision/Development Where Street is Located: Downtown Industrial Park  
c. Number of Existing Buildings on the Street: \_\_\_\_\_

3. Proposed Street Name(s): *All proposed street names must be approved for use by the Leon County Department of Development Support and Environmental Management through the submission of an application. Potential street names can be verified before submitting the application by calling the Addressing Unit at (850) 606-1300. In order to be placed on the Street Name Reserve List, the request must be accompanied by a completed application. There can be no more than fourteen (14) characters per chosen street name.*

#### PROPOSED STREET NAME

Pre-directional ☐ ☐ Name R A I L R O A D S Q U A R E Suffix C I R C L E

#### EXISTING STREET NAME

Pre-directional ☐ ☐ Name M I L L I N E Suffix D R

Street naming requested by: ☒ Residents ☒ Agent ☐ Staff

4. Request for Street Signage: Street(s) Ready for Street Sign Placement: ☒ Yes ☐ No  
Street(s) Eligible for Public Street Signage: ☒ Yes ☐ No  
Street Type: ☒ Public ☐ Private ☐ Paved ☐ Unpaved

A street sign fee of \$150 is required and payable to the Leon County Public Works Department for roads located in the unincorporated areas of Leon County.

This application must include the signatures from 100% of the legal, abutting property owners stating that they are in agreement with the proposed street name change(s).

Applicant's Signature: *Adam Kaye* Date: 5/19/21

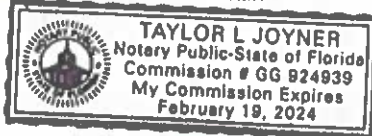
### APPLICANT SIGNATURE FORM

I hereby attest that I am a legal owner of property abutting the street that is the subject of a street name change and that I am providing you with a petition signed by no less than 100% of the legal property owners abutting this roadway, including myself.

Signature: [Signature]  
Printed Name: Adam Kaye, Manager + Owner, Railroad Square LLC  
Address: 1400 Village Square Blvd  
Tallahassee, FL 32312  
Property Tax ID#: 4101202390000 and all other parcels owned by Railroad Square LLC

State of Florida  
County of Leon

The foregoing instrument was acknowledged before me this 19<sup>th</sup> day of May, 2021,  
by Adam B Kaye, who is personally known to me or has produced  
FL DL as identification and who did not take an oath.



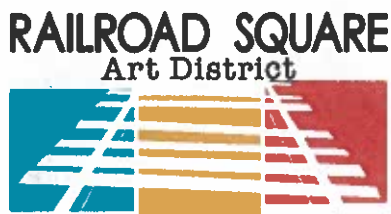
[Signature]  
Signature of Notary  
Taylor Joyner  
Print Name

### PETITION FORM FOR OTHER PROPERTY OWNERS

1. Signature: C H Uhl Manager Property Tax ID#: 4101202100000 +  
Mailing Address: 123 N Court St, Fayetteville, WV 25840 4101202160000
2. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
3. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
4. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
5. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
6. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
7. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
8. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
9. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_
10. Signature: \_\_\_\_\_ Property Tax ID#: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_

Report (1)

parcel id	Street Number	Owner
410140 C0110:	630 MCDONNELL DR	RAILROAD SQUARE LLC
410140 E0080:	565 MCDONNELL DR	RAILROAD SQUARE LLC
4101202390000:	510 MCDONNELL DR	RAILROAD SQUARE LLC
410140 E0050:	607 MCDONNELL DR	RAILROAD SQUARE LLC
410140 C0120:	636 MCDONNELL DR	RAILROAD SQUARE LLC
410140 C0130:	MCDONNELL DR	RAILROAD SQUARE LLC
410140 C0100:	618 MCDONNELL DR	RAILROAD SQUARE LLC
410140 C0140:	644 MCDONNELL DR	RAILROAD SQUARE LLC
410140 E0010:	643 MCDONNELL DR	RAILROAD SQUARE LLC
410140 E0030:	621 MCDONNELL DR	RAILROAD SQUARE LLC
4101202100000	1000 RAILROAD AVE UNIT 101	HOUSE AT TALLAHASSEE LLC
4101202160000	1100 RAILROAD AVE	HOUSE AT TALLAHASSEE LLC



Railroad Square LLC  
618 McDonnell Dr  
Tallahassee, FL, 32310  
(850) 228-5035  
adam@railroadsquare.com

6/7/2021

**RE: Railroad Square Road Renaming Applications**

To Whom It May Concern,

We seek to rename three roads in the City of Tallahassee. Specifically, we are submitting the applications to rename: McDonnell Dr, Commercial Dr, & Industrial Dr to a new road name of "Railroad Square Circle".

We have over the 75% requisite amount of property owners in agreement for these road name changes. We see this change being very beneficial to the community as the current road names and numbering are confusing for visitors of the Art District, both locals and out-of-towners alike.

We foresee this bringing increased patronage and other positive outcomes for the 75+ local businesses currently affected by the poor road name and numbering in place. We have already gotten approval for a new numbering and road naming system by John Reddick and Kate Daniel of the City of Tallahassee's Growth Management Department.

Please process these applications with expediency and call with any needs or questions regarding this application. My phone number is (850) 228 - 5035.

A handwritten signature in black ink, reading "Adam Boynton Kaye".

Adam Boynton Kaye  
Co-Owner & CFO  
Railroad Square Art District





# Railroad Square Art District Street Renaming Request to Railroad Square

Attachment #3

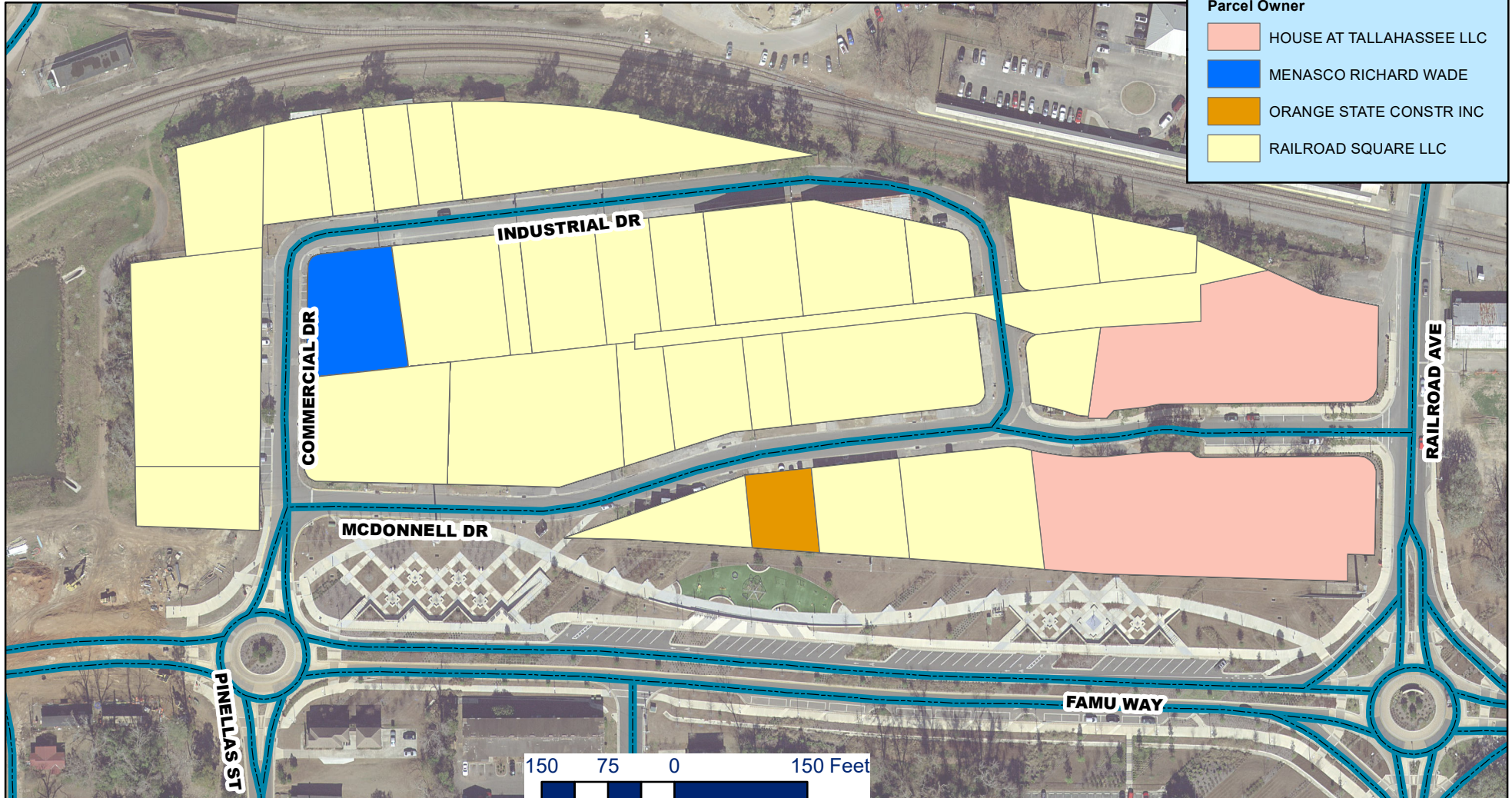
Page 1 of 1

Department of Development Support and Environmental Management  
Code Compliance Services Division

## Legend

### Parcel Owner

- HOUSE AT TALLAHASSEE LLC
- MENASCO RICHARD WADE
- ORANGE STATE CONSTR INC
- RAILROAD SQUARE LLC



TE: 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 herein 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.

Roads and Addresses impacted by the proposed Renaming:

**MCDONNELL DRIVE with 26 addresses**  
**COMMERCIAL DRIVE with 26 addresses**  
**INDUSTRIAL DRIVE with 42 addresses**

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Drawn by Leon County Addressing Staff  
June, 2021  
Renaissance Center  
2nd Floor 435 N. Macomb St.  
Tallahassee, FL 32301  
Phone: (850) 606-1300  
Fax: (850) 606-1301  
Posted July 8, 2021

RAILROAD SQUARE LLC  
1400 VILLAGE SQUARE BLVD # 3-85405  
TALLAHASSEE FL 32312

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5874 HALLECK CT  
TALLAHASSEE FL 32312

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HOUSE AT TALLAHASSEE LLC  
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**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #10**



# Leon County Board of County Commissioners

## Agenda Item #10

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Final Recommendations Regarding the FY 2022 Preliminary Budget and Establishment of the Maximum Millage Rate

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Scott Ross, Director, Office of Financial Stewardship Tim Barden, Budget Manager

### **Statement of Issue:**

This item provides final recommendations for the FY 2022 Preliminary Budget, and recommends no increase in the millage rates by setting the maximum countywide rate at 8.3144 mills and the Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) rate at 0.5 mills.

### **Fiscal Impact:**

This item has a fiscal impact. It establishes Board direction for the preparation of the Fiscal Year 2022 Tentative Budget.

### **Staff Recommendation:**

- Option #1: Approve the recommended changes to the FY 2022 Preliminary Budget.
- Option #2: Establish the maximum countywide millage rate for FY 2022 at 8.3144 mills.
- Option #3: Establish the maximum Emergency Medical Services (EMS) Municipal Service Unit (MSTU) for FY 2022 at 0.5 mills.
- Option #4: Adopt the Resolution and Budget Amendment for the additional Emergency Rental Assistance Program 2 funding.
- Option #5: Approve the 5<sup>th</sup> Amendment to the City/County Fire Rescue Services Interlocal Agreement.
- Option #6: Accept the FY 2017-FY 2021 Strategic Plan Midyear Update.

## **Report and Discussion**

### **Background:**

This item provides final recommendations in developing the FY 2022 Preliminary Budget, including the setting of the maximum countywide and Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) millage rates. Following consideration of this item and any other direction provided by the Board, the County Administrator will prepare and present to the Board the detailed budget document prior to the two statutory budget public hearings to be held in September.

To ensure the budget is developed in a strategic and transparent manner, the Board adopted the annual Budget Calendar at the January 26, 2021 meeting. After the adoption of the Budget Calendar, the Board provided initial policy direction by establishing maximum discretionary funding levels at the March 9, 2021 meeting, including:

- Maintaining funding for the second year of the two-year Community Human Service Partnership cycle at \$1.445 million
- Maintaining \$100,000 for year three of a five-year commitment to pay for the capital construction costs of the Kearney Center which is included in the preliminary budget.
- Providing \$37,000 in Special Event Funding that is included in the preliminary budget.

Subsequently, the Board held a Budget Workshop on May 25, 2021. Budget and policy decisions made during the workshop were ratified at the June 8, 2021 meeting (Attachment #1). The major components of the FY 2022 Preliminary Budget and balancing strategies approved included:

- No increase in the countywide or EMS property tax rate, stormwater, solid waste, and fire services non-ad valorem assessments.
- No net increase in general revenue positions being added to Leon County Government. (Five new general revenue positions are offset through the elimination of existing vacancies.)
- No layoffs or furloughs of existing employees.
- New costs savings and avoidances of \$13.375 million.
- Reduced use of General Fund balance by \$1.0 million from \$1.8 million in FY 2021 to \$800,000 in FY 2022, thereby reducing the use of one-time revenues for recurring expenses.
- Support for all Constitutional Officer budget requests.
- The use of \$6.4 million in American Recovery Program Act (ARPA) revenue loss replacement funding to augment the FY 2022 budget by:
  - Providing \$2.8 million to fund the operating budget thereby reducing the reliance on fund balance and rebuilding reserves.

Title: Final Recommendations Regarding the FY 2022 Preliminary Budget and Establishment of the Maximum Millage Rate

July 13, 2021

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- Using \$3.6 million to ensure adequate funding of the existing maintenance capital program, including initial funding for the capital components of the Essential Library Initiative
- Offsetting additional costs related to restoring the hiring freeze, support for EMS and Solid Waste, increased payments for Fire Services, and mitigating lower amounts of capital reserves available to support the capital program.

Since the May Budget Workshop, the FY 2022 Preliminary Budget has been adjusted for final revenue forecasts and expenditures related to additional information received. The proposed changes to FY 2022 Preliminary budget are presented in the following analysis section. In addition, in developing final year end fund balance forecasts, the current year Midyear Financial Report showing revenue forecasts and other financial information is shown as Attachment #2.

**Analysis:**

The total FY 2022 Preliminary Budget is \$294,199,442 which is a 4.86% increase from the FY 2021 budget. The Preliminary FY 2022 Budget Summary and Capital Budget Programs are shown as Attachment #3 and #4, respectively.

The May 25, 2021 workshop was conducted early in the budget process prior to receiving final property valuations from the property appraiser, before the Governor signed the State of Florida Budget, and before final amounts for state mandatory payments were received. Also, actions taken by the Board at the workshop and subsequent ratification regarding the living wage, period poverty, and the maintenance of Proctor Road have been added to the FY 2022 Preliminary Budget. Table # 1 reflects the changes to the budget that occurred after the workshop and a brief discussion of the changes follows.

**Table #1: Post May 25, 2021 Budget Workshop General Revenue Changes**

<b>Budget Category</b>	<b>Amount (+/-)</b>
<b>Revenue Changes</b>	
Property Taxes	-\$1,407,783
½ Cent Sales Tax	\$235,367
<b>Change in Revenues</b>	<b>-\$1,172,416</b>
<b>Expenditure Changes</b>	
Community Redevelopment Agency (CRA) Payment	-\$605,736
State Medicaid Payment	-\$433,647
Sheriff Mental Health State Funding	-\$350,000
\$14 Living Wage	\$139,281
Final Position Reclass Adjustments	\$25,096
Period Poverty	\$25,000
State Lobbying Contract	\$15,000
Proctor Road Maintenance	\$12,590
<b>Changes in Expenditures</b>	<b>\$1,172,416</b>
<b>Difference between Revenue and Expenditure Changes</b>	<b>\$0</b>

#### Changes in Revenue

*Property Taxes (-\$1,407,783):* As presented during the workshop, property values were anticipated to increase a minimum 5% based on information provided by the Property Appraiser's Office. Final values provided by the Property Appraiser's Office reflect a lower valuation increase of 4.05%, which reduced projected revenue by \$1,407,783 million. The primary driver of this reduction is the lower valuations for vacant commercial property. The COVID pandemic has had at least a short-term effect on the leasing of commercial property.

*State ½ Cent and State Revenue Sharing Revenue (\$235,367):* Sales tax related activity continues to increase with recent monthly collections outpacing previous forecasts. Current projections indicate Leon County will receive an additional \$235,367 above the forecast presented during the May budget workshop.

#### Changes in Expenses

*Community Redevelopment Agency Payment (CRA) (-\$605,736):* Payments to the CRA are directly related to the values of the Frenchtown and Downtown CRA districts. Property values provided by the Property Appraiser's Office for these two districts are lower than originally projected. Final values in the Frenchtown District increased by 3.9% and decreased by 5.7% in the Downtown district. Compared to the payment projected at the May budget workshop, these changes result in a reduction in the payment to the CRA by \$605,367.

*State Mandated Medicaid Payment (-\$433,647):* Final budget information provided by the Agency for Health Care Administration showed that the County's Medicaid payment will be \$433,647 less than anticipated and a reduction from the previous fiscal year. This is the first time in ten years that the County has had a decrease in Medicaid payments to the State.

*Sheriff State Mental Health Care Appropriation (-\$350,000):* The Sheriff's Office applied for \$350,000 in state funding during the 2021 legislative sessions to support contracting with mental health professionals to provide adequate resources for three new mental health teams. This funding was appropriated by the legislator and signed by the Governor. The Sheriff's Office original budget request did not anticipate receiving this funding. Based on this state appropriation, the Sheriff reduced his FY 2022 budget request by \$350,000.

*\$14/hour Living Wage (\$139,281):* As directed by the Board at the May 25 Budget Workshop, funding for a \$14/hour living wage has been added to the budget at an additional cost of \$139,281.

*Final Position Reclassification Adjustments (\$25,096):* Two additional positions are recommended for reclassification. One of the reclassifications of an existing vacant position is recommended to be effective upon approval of this time to address workload demands and provide enhanced management control in Community and Media Relation.

*Period Poverty (\$25,000):* As directed by the Board during the May 25, 2021 Budget Workshop, \$25,000 was added to the FY 2022 preliminary budget to provide funding for feminine hygiene products in County restrooms.

*State Lobbying Contract (\$15,000):* As directed at the June 13, 2021 Board meeting \$15,000 was added to the state lobbying contract.

*Proctor Road Maintenance (\$12,590):* As approved at the June 13, 2021 meeting, an additional \$12,590 was allocated in the budget for enhanced road maintenance for Proctor Road after storm events.

#### Other Budget Items

*Health Insurance Rates:* Leon County does not expect to have final health care rates from CHP until late July or early August. The FY 2022 preliminary budget includes \$23.5 million for health insurance, which contemplates an increased rate of six percent or \$1.4 million. Based on final health care rates, the FY 2022 budget may be adjusted if necessary, prior to the distribution of the FY 2022 Tentative Budget, and the required September 14, 2021 Public Hearing.

#### *Emergency Medical Services Nights and Weekend Shift Differential Pay*

To recruit, retain and properly staff weekend and night shifts with EMTs and paramedics, an additional \$276,952 has been added to the EMS personnel budget to provide additional shift differential pay during weekend and night shifts. EMTs and paramedics who work nights and weekends would receive a \$2/hour and/or \$2.50/hour shift differential pay, respectively. This funding is available through existing resources in the EMS special revenue fund. The funding is available due to an increase in Medicaid payments related to ambulance transport services and does not affect general revenue. Budgeting this differential pay allows the County to be competitive with area hospitals who offer similar differential pay and are actively recruiting EMS personnel. As resources are currently available in the EMS fund and work load demands continue to increase, the shift differential pay increase would become effective for the balance of the current fiscal year.

#### *Livable Infrastructure for Everyone (LIFE) Program*

In January of FY 2020, Leon County began collecting its share of the Blueprint 2020 sales tax extension. A new component of the sales tax is the two percent dedicated to Livable Infrastructure for Everyone (L.I.F.E.). Annually, the Board considers a five-year L.I.F.E Program schedule during the budget process. Due to a decline in sales tax collections caused by a reduction in consumer spending, last year's (FY 2021) L.I.F.E program funding was reduced by \$208,950 from the original five-year plan. However, with a rebound in consumer spending, an additional \$257,312 is available for the five-year L.I.F.E program. This additional funding was used to restore the original FY 2020 plan and adjust for current cost projections. The recommended FY 2022 – FY 2026 L.I.F.E funding plan is shown as Attachment #5.

#### *Establishment of the Maximum Millage Rate*

Pursuant to Florida Statutes, within 35 days of the Property Appraiser providing certified property values to the Board, the Board is required to notify the Property Appraiser of the proposed millage rate for presentation in the Truth in Millage (TRIM) process. The Property Appraiser provides the certified values to the County on July 1 of each year. Based on the Board's meeting calendar, the last opportunity to establish the proposed FY 2021 millage rate prior to the 35-day deadline is the July 13, 2021 meeting. The proposed millage rate is often referred to as the maximum millage

rate, as once the rate is established, it cannot be increased, but only decreased at the two required Public Hearings held in September.

As articulated during the recession, staff presented, and the Board implemented a strategy that contemplated keeping the millage rate the same even as values were declining thereby passing on over \$13.4 million in property tax savings to the community. The strategy similarly contemplated that when the economic recovery occurred, and property values began increasing, the millage would also be held constant to build back reserves, lessen the use of fund balance, increase capital project funding, and fund the inflationary cost of government services. This strategy has worked and given the negative effects of COVID-19 on County revenues, this item recommends maintaining the current countywide millage rate of 8.3144 and the EMS MSTU at 0.5 mills.

The Property Appraiser provided certified final countywide property values totaling \$19.55 billion on July 1, 2021, a 4.05% from last year. The preliminary budget is tentatively balanced based on levying the current millage rate of 8.3144 mills. Even though the County is not increasing the millage rate, under Florida Statutes levying the current millage is considered a tax increase, due to the collection of additional revenue.

Levying the current 8.3144 millage rate will increase ad valorem collections by \$6.01 million. Pursuant to Florida Statutes, as the County's current millage rate is below the maximum millage rate and can be levied with a simple majority (4-3) vote.

Additionally, pursuant to Florida Statutes, the Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) is capped at 0.5 mills and may also be levied with a simple majority (4-3) vote. EMS is funded by a combination of fees, property tax collections and general revenue; the levying of the 0.5 mills ensures the continued funding necessary to provide the quality level of service currently being provided by Leon County EMS

#### *Emergency Rental Assistance Program 2 Update*

As presented to the Board during the May 25, 2021 Budget Workshop, Leon County's initial allocation of Emergency Rental Assistance Program ("ERA 2") funding under the American Rescue Plan Act (ARPA) was estimated to be \$7 million. Subsequently, Leon County has been awarded an additional \$3.8 million. The additional funding will be allocated to eligible applicants consistent with Treasury guidelines. The ARPA reserved \$2.5 billion of ERA 2 funding for communities with a high need for assistance, based on the number of very low-income renter households paying more than 50 percent of their income on rent or living in substandard or overcrowded conditions, rental market costs, and changes in employment since February 2020. Leon County's final ERA 2 allocation is a total of \$10,819,739. A Resolution and Budget Amendment adjusting the current year budget is reflected as Attachment #6. The majority of the funds will be expended in the next several months. Pending final Treasury guidance on eligible uses of ERA 2 funding, staff will prepare a future agenda item for Board consideration if any funding remains unspent.

### *Fire Rescue Services*

As ratified at the June 8, 2021 meeting, the Board authorized the County Administrator to negotiate modifications to the current County/City Fire Services Interlocal Agreement (Attachment #7). The modifications relate to providing additional funding to the City for fire services in FY 2022 and FY 2023. The increased payments are funded from general revenue debt service savings: \$1.4 million in FY 2022 and \$1.6 million in FY 2023. This approach allows fire service rescue fees charged to unincorporated residents to remain unchanged. In addition, the Amended Interlocal Agreement states that a new joint fire rescue services fee study will be conducted in FY 2023 in order to provide updated information for out-year budget processes.

### *Strategic Plan Update*

The Board receives biannual status reports on the County's five-year Strategic Plan as part of both the annual budgeting process and at the Annual Board Retreat. The midyear status report on the FY 2017- FY 2021 Plan is included as Attachment #8 and presents the County's progress to date as of March 31, 2021. As reflected in the attachment, the progress on several initiatives has been delayed due to the impacts of COVID-19. Included in the status report is a detailed update on the County's 104 Strategic Initiatives, program or area specific projects that align with the County's Strategic Priorities to serve and strengthen the community. As shown in Table #2, as of the writing of this midyear status report, a total of 92 (88%) of the Strategic Initiatives have been completed, with the remaining 12 (12%) in progress.

**Table #2: Status of the Strategic Initiatives**

<b>Timeline</b>	<b>Complete</b>	<b>In Progress</b>	<b>Total</b>
Summary Report	92 (88%)	12 (12%)	104
<b>Status by Strategic Priority:</b>			
Economy	21	1	22
Environment	21	2	23
Quality of Life	25	5	30
Governance	25	4	29

The midyear status report also provides an update on the County's bold goals and five-year targets. These goals and targets align with each priority area and communicate to the public and staff throughout the County the specific results that are expected for achievement through the collective execution of our Strategic Initiatives. As reflected in the attachment, the progress on several goals and targets have been impacted due to the impacts of COVID-19.

The Board will receive a comprehensive update on the County's progress on the five-year plan as part of the next Annual Board Retreat scheduled for January 2022.

### Conclusion

As presented, the FY 2022 Preliminary Budget is fiscally sound and balanced with no change in the millage rates. Final health care rates are not yet available; however, based on previous health

insurance rate increases, adequate funding is anticipated in the Preliminary Budget to cover these expenses. Any final adjustments to the FY 2022 budget will be presented at the scheduled September 14, 2021, FY 2022 Tentative Budget Public Hearing. The second required Public Hearing to adopt the FY 2022 budget is scheduled for September 28, 2021.

**Options:**

1. Approve the recommended changes to the FY 2022 Preliminary Budget.
2. Establish the maximum countywide millage rate for FY 2022 at 8.3144 mills.
3. Establish the maximum Emergency Medical Services (EMS) Municipal Service Unit (MSTU) for FY 2022 at 0.5 mills.
4. Adopt the Resolution and Budget Amendment for the additional Emergency Rental Assistance Program 2 funding.
5. Approve the 5<sup>th</sup> Amendment to the City/County Fire Rescue Services Interlocal Agreement.
6. Accept the FY 2027-FY 2021 Strategic Plan Midyear Update.
7. Board direction.

**Recommendation:**

Options #1 through #6

**Attachments:**

1. June 8, 2021 FY 2022 Budget Workshop Ratification
2. FY 2021 Midyear Financial Report
3. FY 2022 Preliminary Budget Summary
4. FY 2022 – FY 2026 Preliminary Capital Program Summary
5. FY 2022 – FY 2026 Preliminary Livable Infrastructure for Everyone (L.I.F.E.) Program
6. Emergency Rental Assistance Program 2 Resolution and Budget Amendment
7. Proposed 5<sup>th</sup> Amendment to the City/County Fires Rescue Services Interlocal Agreement
8. FY 2017- FY 2021 Midyear Strategic Plan Update



# Leon County Board of County Commissioners

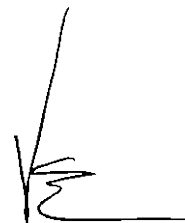
## Agenda Item #23

June 8, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Ratification of Board Actions Taken at the May 25, 2021 Fiscal Year 2022 Budget Workshop



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Wanda Hunter, Assistant County Administrator Scott Ross, Director of Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Timothy Barden, Budget Manager Jelani Marks, Senior Management and Budget Analyst

### **Statement of Issue:**

This item seeks ratification of the Board's actions at the May 25, 2021 Fiscal Year 2022 Budget Workshop concerning the development of the FY 2022 Tentative Budget.

### **Fiscal Impact:**

This item has a fiscal impact. It establishes Board direction for preparation of the Fiscal Year 2022 Tentative Budget.

### **Staff Recommendations:**

- Option #1: Ratify the actions taken by the Board during the May 25, 2021 FY 2022 Budget Workshop.
- Option #2: Authorize the County Administrator to negotiate modifications to the current County/City Fire Services Interlocal Agreement under the terms outlined in this budget discussion item to be provided to the Board as a future agenda item.
- Option #3: Establish a minimum living wage of \$14/hour effective October 1, 2021 for all Leon County employees.
- Option #4: Approve revisions to the Leon County Personnel Policy Section 5.03.1 "Promotion" (Attachment #1).
- Option #5: Authorize the County Administrator to negotiate a contract for the replacement of the 800 MHz radios and prepare a future agenda item for Board consideration.

Title: Ratification of Board Actions Taken at the May 25, 2021 Fiscal Year 2022 Budget Workshop  
June 8, 2021  
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- Option #6: Approve Revisions to the Leon County Fiscal Policy 93-44 to align the annual line-item funding and outside agency contract approval process (Attachment #2).
- Option #7: Approve the Budget Amendment which creates a permanent Household Hazardous Waste drop off program at Public Works during the current fiscal year (Attachment #3).
- Option #8: Approve the proposed expenditure plan for the County's allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act (Attachment #4).
- Option #9: Authorize the County Administrator to expend Coronavirus State and Local Fiscal Recovery Funds as provided in the proposed expenditure plan and enter into subgrant agreements with fund recipients, subject to legal review by the County Attorney.
- Option #10: Approve the Resolution and Budget Amendment Request associated with the Proposed Expenditure Plan for the County's Allocation of Coronavirus State and Local Fiscal Recovery Funds (Attachment #5).
- Option #11: Ratify the request to the U.S. Treasury to receive the County's allocation of \$7.01 million in Emergency Rental Assistance Program 2 funds (Attachment #6).
- Option #12: Approve the utilization of the Emergency Rental Assistance Program 2 funds for the continuation of the Leon County Emergency Rental Assistance Program in accordance with the American Rescue Plan Act of 2021.
- Option #13: Authorize the County Administrator to make modifications to program criteria for Emergency Rental Assistance Program 2 funds as may be needed to ensure the efficient and timely use of the County's allocation, and enter into subgrant agreements with fund recipients, subject to legal review by the County Attorney.
- Option #14: Authorize the County Administrator to expend up to 15% of the County's funding allocation to continue to administer the Leon County Emergency Rental Assistance Program and the other purposes authorized by the American Rescue Plan Act of 2021.
- Option #15: Authorize the County Administrator to execute any contract amendments with Tetra Tech necessary for the implementation of ERA 1 and ERA 2.
- Option #16: Authorize the County Administrator to enter into an agreement with the Florida Department of Children and Families for the purpose of sharing ERA program data, subject to legal review by the County Attorney.

Title: Ratification of Board Actions Taken at the May 25, 2021 Fiscal Year 2022 Budget Workshop  
June 8, 2021  
Page 3

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- Option #17: Approve the Resolution and Budget Amendment associated with the Emergency Rental Assistance Program (ERA 2) Funding under the American Rescue Plan Act (ARPA) (Attachment #7).
- Option #18: Adopt the proposed plan to implement the *Essential Libraries* Initiative.
- Option #19: Approve the creation of a Community Resources Specialist position within the Department of Library Services through the realignment of an existing position thereby having no fiscal impact.
- Option #20: Accept the \$15,000 donation from the Friends of the Library to establish a Library of Things, and approve the Resolution and associated Budget Amendment Request (Attachment #8).
- Option #21: Adopt the proposed revised Policy “Library Code of Conduct” (Attachment #9), thereby repealing the current Policy No. 98-15 “Library Patron Rights & Responsibilities.”
- Option #22: Adopt the proposed Enabling Resolution to reauthorize the Library Advisory Board (Attachment #10) and approve the revised membership.
- Option #23: Approve the addition of funding for the Period Poverty program in the Preliminary FY 2022 Budget.

Title: Ratification of Board Actions Taken at the May 25, 2021 Fiscal Year 2022 Budget Workshop  
June 8, 2021  
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## **Report and Discussion**

### **Background:**

This item seeks ratification of the Board's actions at the May 25, 2021 Fiscal Year 2022 Budget Workshop. As specified on the Board adopted Budget Calendar, a FY 2022 Preliminary Policy Workshop was conducted on May 25, 2021. The purpose of the workshop was to provide staff direction regarding the development of the FY 2022 Tentative Budget.

### **Analysis:**

In accordance with the actions taken during the May 25, 2021 Budget Workshop, the Board authorized the following:

#### **1. Workshop Item #1: Fiscal Year 2022 Preliminary Budget Overview**

The Board approved the following options, as amended:

1. Direct staff to proceed with developing the Preliminary FY 2022 Budget.
2. Authorize the County Administrator to negotiate modifications to the current County/City Fire Services Interlocal Agreement under the terms outlined in this budget discussion item to be provided to the Board as a future agenda item.
3. Establish a minimum living wage of \$14/hour effective October 1, 2021 for all Leon County employees.
4. Approve revisions to the Leon County Personnel Policy Section 5.03.1 "Promotion" (Attachment #1).
5. Authorize the County Administrator to negotiate a contract for the replacement of the 800 MHz radios and prepare a future agenda item for Board consideration.
6. Approve Revisions to the Leon County Fiscal Policy 93-44 to align the annual line-item funding and outside agency contract approval process (Attachment #2).
7. Approve the Budget Amendment which creates a permanent Household Hazardous Waste drop off program at Public Works during the current fiscal year (Attachment #3).

#### **2. Proposed Expenditure Plan for the County's Allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act**

The Board approved the following options:

8. Approve the proposed expenditure plan for the County's allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act (Attachment #4).

Title: Ratification of Board Actions Taken at the May 25, 2021 Fiscal Year 2022 Budget Workshop  
June 8, 2021  
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9. Authorize the County Administrator to expend Coronavirus State and Local Fiscal Recovery Funds as provided in the proposed expenditure plan and enter into subgrant agreements with fund recipients, subject to legal review by the County Attorney.
10. Approve the associated Resolution and Budget Amendment Request (Attachment #5).

### **3. Emergency Rental Assistance Program (ERA 2) Funding under the American Rescue Plan Act (ARPA)**

The Board approved the following options:

11. Ratify the request to the U.S. Treasury to receive the County's allocation of \$7.01 million in Emergency Rental Assistance Program 2 funds (Attachment #6).
12. Approve the utilization of the Emergency Rental Assistance Program 2 funds for the continuation of the Leon County Emergency Rental Assistance Program in accordance with the American Rescue Plan Act of 2021.
13. Authorize the County Administrator to make modifications to program criteria for Emergency Rental Assistance Program 2 funds as may be needed to ensure the efficient and timely use of the County's allocation, and enter into subgrant agreements with fund recipients, subject to legal review by the County Attorney.
14. Authorize the County Administrator to expend up to 15% of the County's funding allocation to continue to administer the Leon County Emergency Rental Assistance Program and the other purposes authorized by the American Rescue Plan Act of 2021.
15. Authorize the County Administrator to execute any contract amendments with Tetra Tech necessary for the implementation of ERA 1 and ERA 2.
16. Authorize the County Administrator to enter into an agreement with the Florida Department of Children and Families for the purpose of sharing ERA program data, subject to legal review by the County Attorney.
17. Approve the associated Resolution and Budget Amendment (Attachment #7).

### **4. Plan to Implement the Essential Libraries Initiative**

The Board approved the following options:

18. Adopt the proposed plan to implement the *Essential Libraries* Initiative.

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19. Approve the creation of a Community Resources Specialist position within the Department of Library Services through the realignment of an existing position thereby having no fiscal impact.
20. Accept the \$15,000 donation from the Friends of the Library to establish a Library of Things, and approve the Resolution and associated Budget Amendment Request (Attachment #8).
21. Adopt the proposed revised Policy “Library Code of Conduct”, thereby repealing the current Policy No. 98-15 “Library Patron Rights & Responsibilities” (Attachment #9).
22. Adopt the proposed Enabling Resolution to reauthorize the Library Advisory Board and approve the revised membership (Attachment #10).

In addition to the above option, the Board acted regarding the following items.

#### Human Resources Policy and Procedure Improvement Updates

The Board requested an agenda item for the June 8, 2021 agenda, that provides an update on the implementation of County Personnel Policies, including an analysis of comparative counties, as well as employee promotion and retention trends.

#### Period Poverty

In addition, the Board moved to include funding in the FY 2022 budget for a Leon County Period Poverty Program, which would provide menstrual products in public facing restrooms such as health clinics, parks, libraries, and the courthouse. Period poverty refers to the inadequate access to menstrual hygiene tools and education. In the United States, one in four women struggle to achieve adequate menstrual hygiene due to a lack of access and income. One in five low-income women reported missing work, school, or similar events due to inadequate access to period supplies. The annual cost to implement this program is \$25,000.

#### American Rescue Plan Act – Homelessness and Housing Support Funding

As part of the discussion on funding for homelessness and housing support funding, the Board requested a timeline for funding disbursement within this category relative to the upcoming joint County-City workshop on homelessness scheduled for July 13, 2021.

Regarding the direct \$1.78 million in funding for the emergency homeless shelter providers (Kearney Center, Hope Community, Capital City Youth Services, and Refuge House), the County and City would enter into contracts with the agencies after the Board’s ratification of the May 25, 2022 Budget Workshop. This funding would then be distributed to address immediate financial need for COVID-19 related expenses incurred that are not eligible for FEMA reimbursement.

To address any recommendations made at the joint workshop, the remaining categories of funding for street outreach, permanent supportive housing, diversion and homeless prevention, and neighborhood-based partner capacity building have all been coordinated with the Big Bend

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Continuum of Care (CoC) and will be incorporated into the July workshop. However, all of the programs are currently programmed to be implemented subsequent to the July workshop. Contracts would continue to be developed, however, final execution is not scheduled to occur until after the workshop.

Subsequent to the workshop, the County and City would jointly contract with the Big Bend Continuum of Care (CoC) to administer, distribute, and monitor funding allocated for the specific homeless services programs. The CoC provided the following preliminary process and timeline for funding distribution:

- To employ additional staff to provide training and technical to neighborhood-based partners for technical support it is recommended to distribute funds beginning in August 2021.
- For Diversion and Homeless Prevention programs the distribution of funds is recommended to begin in October 2021. In the interim, the CoC has secured approximately \$460,000 in homeless prevention funds from the Department of Children and Families that will be available beginning July 1, 2021 to provide resources such as rent assistance, mortgage assistance, and emergency hotel vouchers.
- Requests for proposals (RFPs) will be issued in mid-late August for Street Outreach and Permanent Housing. Contracts would be executed, and funding is recommended to be distributed in October 2021.

#### Additional Budget Item

##### *Proctor Road Condition Improvements*

Following the workshop and included in a separate agenda item on the June 8, 2021 agenda, are recommendations concerning the maintenance and improvement options for Proctor Road. The additional recommended maintenance presented in the item will cost \$12,590 annually. This funding has been incorporated into the Preliminary FY 2022 budget, subject to Board approval.

#### Options:

1. Ratify the actions taken by the Board during the May 25, 2021 FY 2022 Budget Workshop.
2. Authorize the County Administrator to negotiate modifications to the current County/City Fire Services Interlocal Agreement under the terms outlined in this budget discussion item to be provided to the Board as a future agenda item.
3. Establish a minimum living wage of \$14/hour effective October 1, 2021 for all Leon County employees.
4. Approve revisions to the Leon County Personnel Policy Section 5.03.1 "Promotion" (Attachment #1).
5. Authorize the County Administrator to negotiate a contract for the replacement of the 800 MHz radios and prepare a future agenda item for Board consideration.

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6. Approve Revisions to the Leon County Fiscal Policy 93-44 to align the annual line-item funding and outside agency contract approval process (Attachment #2).
7. Approve the Budget Amendment which creates a permanent Household Hazardous Waste drop off program at Public Works during the current fiscal year (Attachment #3).
8. Approve the proposed expenditure plan for the County's allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act (Attachment #4).
9. Authorize the County Administrator to expend Coronavirus State and Local Fiscal Recovery Funds as provided in the proposed expenditure plan and enter into subgrant agreements with fund recipients, subject to legal review by the County Attorney.
10. Approve the Resolution and Budget Amendment Request associated with the Proposed Expenditure Plan for the County's Allocation of Coronavirus State and Local Fiscal Recovery Funds (Attachment #5).
11. Ratify the request to the U.S. Treasury to receive the County's allocation of \$7.01 million in Emergency Rental Assistance Program 2 funds (Attachment #6).
12. Approve the utilization of the Emergency Rental Assistance Program 2 funds for the continuation of the Leon County Emergency Rental Assistance Program in accordance with the American Rescue Plan Act of 2021.
13. Authorize the County Administrator to make modifications to program criteria for Emergency Rental Assistance Program 2 funds as may be needed to ensure the efficient and timely use of the County's allocation, and enter into subgrant agreements with fund recipients, subject to legal review by the County Attorney.
14. Authorize the County Administrator to expend up to 15% of the County's funding allocation to continue to administer the Leon County Emergency Rental Assistance Program and the other purposes authorized by the American Rescue Plan Act of 2021.
15. Authorize the County Administrator to execute any contract amendments with Tetra Tech necessary for the implementation of ERA 1 and ERA 2.
16. Authorize the County Administrator to enter into an agreement with the Florida Department of Children and Families for the purpose of sharing ERA program data, subject to legal review by the County Attorney.
17. Approve the Resolution and Budget Amendment associated with the Emergency Rental Assistance Program (ERA 2) Funding under the American Rescue Plan Act (ARPA) (Attachment #7).
18. Adopt the proposed plan to implement the *Essential Libraries* Initiative.



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19. Approve the creation of a Community Resources Specialist position within the Department of Library Services through the realignment of an existing position thereby having no fiscal impact.
20. Accept the \$15,000 donation from the Friends of the Library to establish a Library of Things, and approve the Resolution and associated Budget Amendment Request (Attachment #8).
21. Adopt the proposed revised Policy “Library Code of Conduct” (Attachment #9), thereby repealing the current Policy No. 98-15 “Library Patron Rights & Responsibilities.”
22. Adopt the proposed Enabling Resolution to reauthorize the Library Advisory Board (Attachment #10) and approve the revised membership.
23. Approve the addition of funding for the Period Poverty program in the Preliminary FY 2022 Budget.
24. Board direction.

**Recommendations:**

Options #1 through #23

**Attachments:**

1. Leon County Personnel Policy Section 5.03.1 “Promotion”
2. Revised Leon County Fiscal Policy 93-44
3. Household Hazardous Waste Budget Amendment
4. Expenditure plan for the County’s allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act
5. Resolution and associated Budget Amendment for Proposed Expenditure Plan for the County’s Allocation of Coronavirus State and Local Fiscal Recovery Funds
6. Request to the U.S. Treasury to receive the County’s allocation of \$7.01 million in Emergency Rental Assistance Program 2 funds
7. Resolution and associated Budget Amendment Emergency Rental Assistance Program (ERA 2) Funding under the American Rescue Plan Act (ARPA)
8. Resolution and associated Budget Amendment Request to accept donation from the Friends of the Library
9. Revised Policy “Library Code of Conduct”
10. Proposed Enabling Resolution to reauthorize the Library Advisory Board



Leon County, Fla.



# MID-YEAR FINANCIAL REPORT

FISCAL YEAR  
2020/2021

PEOPLE FOCUSED.  
PERFORMANCE DRIVEN.



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## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

## MAJOR REVENUE SUMMARY

Total FY 2021 budgeted revenues shown below represents approximately 86% of all FY 2021 budgeted County revenues. (1)

Revenue Source	FY21 Budget	FY20 YTD Actuals As of April 2020	FY21 YTD Budget As of April 2021	FY21 YTD Actuals As of April 2021	FY20 Actuals vs. FY21 Actuals	FY21 Budget vs. FY21 Actuals
Ad Valorem Taxes (2)	148,422,773	136,626,808	144,045,225	145,630,983	6.6%	1.1%
Stormwater Fees (3)	3,505,690	3,283,853	3,330,814	3,261,677	-0.7%	-2.1%
State Revenue Sharing (4)	3,023,528	3,130,262	1,660,768	3,185,032	1.7%	91.8%
Local 1/2 Cent Sales Tax (4)	10,698,273	7,546,403	6,337,378	7,829,088	3.7%	23.5%
Local Option Sales Tax (4)	4,218,268	2,900,281	2,490,812	3,381,854	16.6%	35.8%
Communication Ser. Tax (5)	2,719,611	1,671,294	1,604,388	1,527,525	-8.6%	-4.8%
Public Service Tax (6)	8,844,536	4,924,751	4,810,532	5,300,263	7.6%	10.2%
State Shared Gas Tax (7)	4,228,590	2,516,192	2,487,859	2,326,307	-7.5%	-6.5%
Local Option Gas Tax (7)	8,087,491	4,564,514	4,755,862	4,287,647	-6.1%	-9.8%
Local Option Tourist Tax (8)	4,386,734	3,478,520	2,749,381	2,325,098	-33.2%	-15.4%
Solid Waste Fees (9)	12,289,225	6,241,514	6,741,115	6,675,587	7.0%	-1.0%
Building Permits Fees (10)	1,830,840	1,034,534	799,376	1,489,727	44.0%	86.4%
Environmental Permit Fees (11)	1,415,595	803,948	689,993	1,071,432	33.3%	55.3%
Ambulance Fees (12)	10,727,892	6,732,697	6,326,521	7,099,197	5.4%	12.2%
Probation and Pre-Trial Fees (13)	577,885	323,324	318,063	268,685	-16.9%	-15.5%
Court Facilities Fees (14)	640,300	370,217	336,132	332,803	-10.1%	-1.0%
Fire Services Fee (15)	8,492,680	6,024,959	5,863,418	5,984,949	-0.7%	2.1%
Interest Income - GF/FF (16)	707,085	521,747	412,466	341,273	-34.6%	-17.3%
Interest Income - Other (16)	941,733	734,324	549,344	428,536	-41.6%	-22.0%
<b>TOTAL:</b>	<b>\$ 235,758,729</b>	<b>\$ 193,430,142</b>	<b>\$ 196,309,448</b>	<b>\$ 202,747,663</b>	<b>4.8%</b>	<b>3.3%</b>

## Notes:

(1) The percentage is based on all County revenues net of transfers and appropriated fund balance.

(2) Ad Valorem revenue is generated from property taxes. The revenue change reflects the increase in property values while leaving the millage rate flat at 8.3144.

(3) Stormwater fees are used to support stormwater facility maintenance and operation as well as the following: plan, design and construct stormwater treatment and flood prevention projects; investigate drainage problems; ensure Leon County's compliance with state, federal and local stormwater permits; and monitor water quality in County lakes and streams. Decline in revenue is related to more stormwater facility exemptions as allowed by the stormwater ordinance.

(4) The 1/2 Cent Sales Tax and State Revenue Sharing are both State shared revenues supported by state and local sales tax collections. Additionally, Leon County receives 10% of the Local Option Sales Tax, and as of January 1, 2020 this amount increased to 12% and provides 2% in sales tax revenue to Livable Infrastructure for Everyone (L.I.F.E.) to address small scale infrastructure needs. This accounts for the 35.8% increase in actuals over the budget in FY 2020. Economic conditions improved more quickly than the conservative budget forecasting during the COVID-19 pandemic; however, collections have not reached pre-pandemic levels.

(5) The Communication Service Tax has been in decline, statewide for the past five years due to a gradual decline in cable and landline subscribers, with more emphasis on streaming entertainment and social media platforms. The current fiscal year shows the declining effect on Leon County revenues. For the past three years, Leon County was paying back a monthly adjustment of \$9,159 due to an overpayment of local taxes by the state, reducing annual payments by \$109,913. The "payback" expired March 2021.

(6) Increased consumption in electric, natural gas, and water utilities reflect residents spending more time at home whether for leisure, sustained teleworking and/or virtual schooling.

(7) Throughout the COVID-19 pandemic, residents have been advised to stay home and practice social distancing due to COVID-19. The reduction is a result of less cars on the road and reduced fuel consumption as people work from home and attend classes virtually.

(8) The national, state, and local recommendations for social distancing, cancellation of collegiate athletics, and the cancellation of the community's seasonal events have resulted in a sharp decline in TDT revenues.

(9) Solid waste fees include the non-ad valorem assessments paid on the property tax bill, the transfer station tipping fees, and other solid waste fees such as hazardous materials. The increase over FY 2020 is due to the transfer station tipping fee changing from \$42.15 to \$44.82 as outlined in the waste disposal and hauling contract.

(10) Building Permit Fees are derived from developers of residential and commercial property with the intention of offsetting the cost of inspections which ensure building code requirements are met. The local building economy is mimicking the national trend of heightened development activity.

(11) Environmental Permit Fees are derived from development projects for compliance with stormwater, landscape, tree protection, site development and zoning, and subdivision regulations. The increase shows the local building economy is following to the national trend of expanded development activity.

(12) Ambulance fees are estimated to finish 12.2% higher than budgeted due to an increase in patient transports and increase in the collection of outstanding billings due to the lowering rates by 24%.

(13) Court and office closures related to COVID 19 caused a decline in fees due to decreased office visits, and the lack community service opportunities, has resulted in a 15.5% decrease over the budgeted amount.

(14) Court Facilities fees are generated through traffic ticket violations. These citations drastically declined due to less driving associated with COVID stay at home orders, a workforce shift to telecommuting, and the prevalence of virtual schooling options.

(15) The fire services fee was implemented in FY 2010. Revenues shown reflect collections by the City of Tallahassee and non-ad valorem assessments placed on the County tax bill.

(16) In response to the COVID-19 pandemic, the Federal Reserve has reduced interest rates to near zero, directly influencing interest earnings on County funds. It is anticipated that the final interest and earning will be significantly lower than budgeted.

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

**PRELIMINARY FY 2022 REVENUE ESTIMATES**

All revenues below are shown as they are budgeted, which is 95% of the actual amount anticipated. (\*)

Revenue Source	FY20 Budget	FY21 Budget	FY22 Prelim. Budget	FY22 to FY21 % Change
<b>General Revenues or Restricted Revenues: Supplemented by General Revenues</b>				
Ad Valorem Taxes (1)	139,218,926	148,422,773	154,435,710	4.05%
State Revenue Sharing Tax (2)	5,938,450	3,023,528	5,776,445	91.0%
Communication Services Tax (2)	2,719,611	2,719,611	2,565,000	-5.7%
Public Services Tax (3)	9,157,439	8,844,536	9,270,382	4.8%
Local Government 1/2 Cent Sales Tax (2)	13,235,400	10,698,273	12,928,414	20.8%
Development Svs. & Environmental Permit Fees (4)	1,708,955	1,415,595	1,823,430	28.8%
Pre-Trial & Probation Fees (5)	648,470	577,885	540,645	-6.4%
Court Facilities Fees (6)	595,650	640,300	515,850	-19.4%
Interest Income - General Fund/Fine & Forfeiture (7)	1,275,280	707,085	662,625	-6.3%
Interest Income - Other (7)	1,402,699	941,733	432,407	-54.1%
<b>Subtotal:</b>	<b>\$ 175,900,880</b>	<b>\$ 177,991,319</b>	<b>\$ 188,950,908</b>	
<i>Comparison to Previous Year Budget</i>	<i>N/A</i>	<i>2,090,439</i>	<i>10,959,589</i>	
<b>Gas Taxes (8)</b>				
State Shared Gas Tax	4,381,975	4,228,590	3,857,190	-8.8%
Local Option Gas Taxes	8,392,680	8,087,491	7,113,315	-12.0%
<b>Subtotal:</b>	<b>\$ 12,774,655</b>	<b>\$ 12,316,081</b>	<b>\$ 10,970,505</b>	<b>-12.3%</b>
<i>Comparison to Previous Year Budget</i>	<i>N/A</i>	<i>(458,574)</i>	<i>(1,345,576)</i>	
<b>Restricted Revenues: No General Revenue Support</b>				
Stormwater Fees	3,449,104	3,505,690	3,492,580	-0.4%
Ambulance Fees (9)	10,493,130	10,727,892	11,213,037	4.5%
Building Permit Fees (4)	1,930,400	1,830,840	2,323,320	26.9%
Local Option Sales Tax Extension incl. L.I.F.E. (2)	5,217,780	4,218,268	5,225,760	23.9%
Local Option Tourist Tax (10)	5,842,310	4,386,734	5,074,701	15.7%
Fire Services Fee (11)	7,976,173	8,492,680	8,592,243	1.2%
Solid Waste Fees (12)	8,128,515	12,289,225	10,282,500	-16.3%
<b>Subtotal*:</b>	<b>\$ 43,037,412</b>	<b>\$ 45,451,329</b>	<b>\$ 46,204,141</b>	<b>1.6%</b>
<i>Comparison to Previous Year Budget</i>	<i>N/A</i>	<i>2,413,917</i>	<i>752,812</i>	
<b>TOTAL:</b>	<b>\$ 231,712,947</b>	<b>\$ 235,758,729</b>	<b>\$ 246,125,554</b>	<b>4.2%</b>

**Notes:**

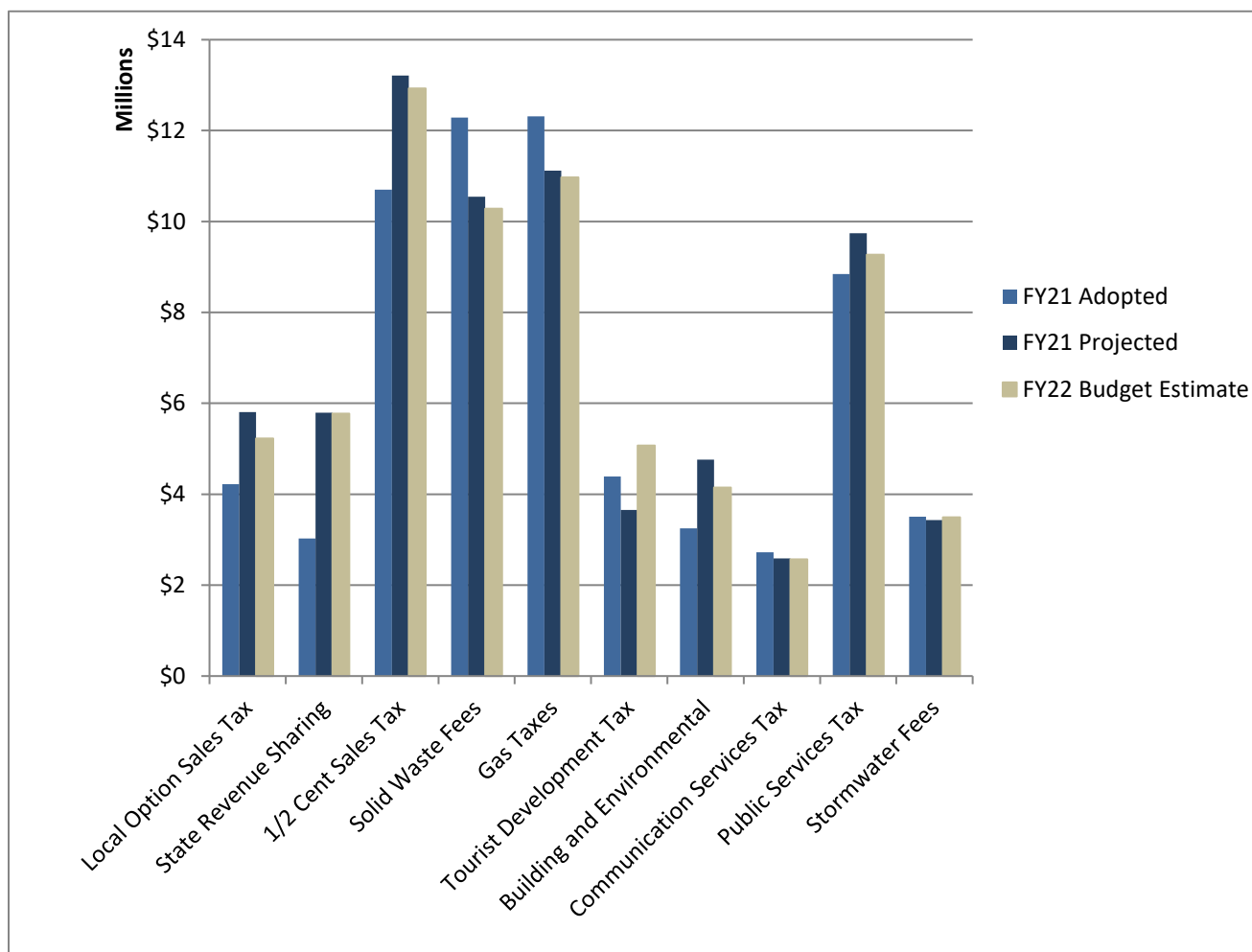
(\*) According to Florida Statutes, all revenues must be budgeted at 95%. Budget estimates are preliminary and may be adjusted if necessary, as additional information becomes available.

- (1) The FY 2022 estimate is based on valuations provided by the Property Appraiser on July 1st and show a 4.05% increase in property values; this is less than the 6.8% growth in FY 2021.
- (2) The COVID-19 pandemic and economic uncertainty in consumer spending habits greatly influenced the FY 2021 budget, with many revenue streams being allocated conservatively. The sales tax collections are projected to return close to pre-pandemic levels for the state shared sales tax, the 1/2 cent sales tax, and the local option sales tax, demonstrating the effects of stay-at-home orders being lifted and the prevalence of vaccines. Additionally, this includes the Local Option Sales Tax and as of January 1, 2020, allocates an additional 2% in sales tax revenue to Livable Infrastructure for Everyone (L.I.F.E.) to address small scale infrastructure needs.
- (3) The FY 2022 estimate indicates an increase in the usage of electric, water and natural gas consumption due to sustained teleworking and virtual schooling.
- (4) The economic uncertainty surrounding the COVID-19 pandemic resulted in conservative budgeting for FY 2021 revenues generated from site plan and permitting fees. Due to low interest rates and a strong consumer market in housing, development site plans and environmental permitting, along with building permit fees, are forecasted to increase next fiscal year by 28.8% and 26.9% respectively.
- (5) Probation Fees are forecasted to continue the downward trend in FY 2022 coinciding with the decline in the number of clients due to COVID-19 related office closures and reduced visitation capacity, a consistent balance of unpaid fees, and the continued issuance of fee waivers by the court and withheld adjudications.
- (6) Court Facilities Fees are forecasted to decrease in FY 2022, due to continued teleworking and virtual school options, resulting in less traffic citations issued.
- (7) Actions by the Federal Reserve lowering interest rates to near zero in order to re-invigorate economic activity and growth impacts the County's conservative investment portfolio and the interest earned on funds.
- (8) The impacts of COVID-19 have caused a decline in the consumption of gasoline and diesel fuel which will reduce revenue for this transportation related tax.
- (9) Ambulance fees are expected to increase in FY 2022 due to an increase in patient transports and related billings.
- (10) COVID-19 has dramatically changed the collection of the Tourist Development Tax due to fewer individuals traveling and staying at lodging facilities. The FY 2022 budget indicates collections returning to near pre-pandemic levels as in-person gatherings of collegiate athletics, graduation ceremonies and select seasonal events such as art festivals are resuming in a limited capacity, as well as the widespread availability of vaccines.
- (11) The increase is related to the growth in new building units.
- (12) The Solid Waste Fee includes the non ad valorem assessment paid on the property tax bill, the transfer station tipping fees, and other solid waste fees, such as hazardous materials, yard waste and tires. FY 2022 estimates indicate the revenue will decrease over the FY 2021 budgeted amount due to an overestimate of the total tonnage collected at the transfer station in FY 2021. FY 2022 reflects the revenue anticipated from the recalculated tonnage estimate.

**Leon County Government**

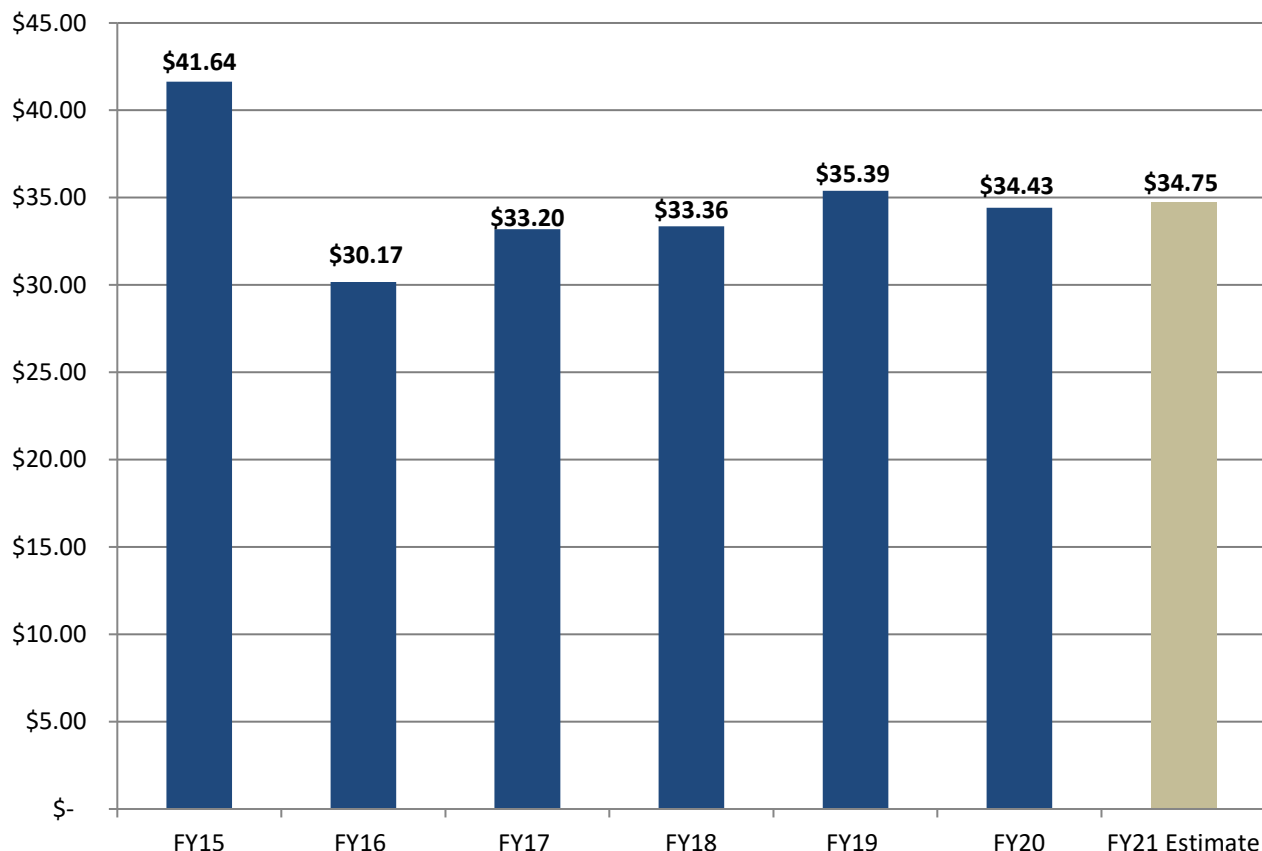
**Fiscal Year 2021 Mid-Year Financial Report**

**FY 2021 AND FY 2022 REVENUE PROJECTIONS**



**Adopted Budget FY 2021, Projected Actual Collections FY 2021, and Estimated Budget FY 2022:**

This chart illustrates a comparison between the current budget, the projected actual collections for FY 2021, and the FY 2022 budget estimates. The chart depicts FY 2022 revenues forecasted at 95% as required by Florida Statute. Detailed charts of these revenues are shown on the subsequent pages, including ad valorem taxes.

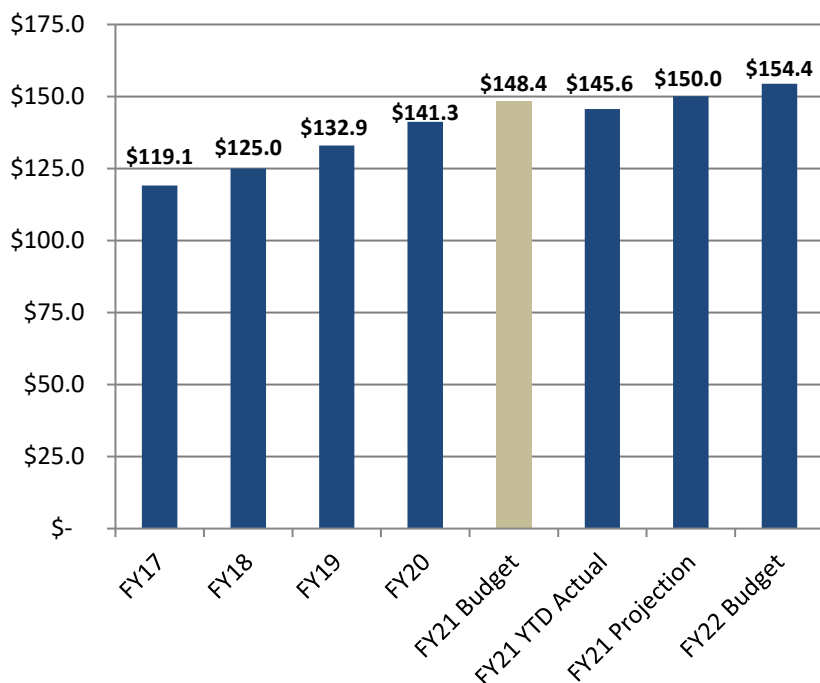
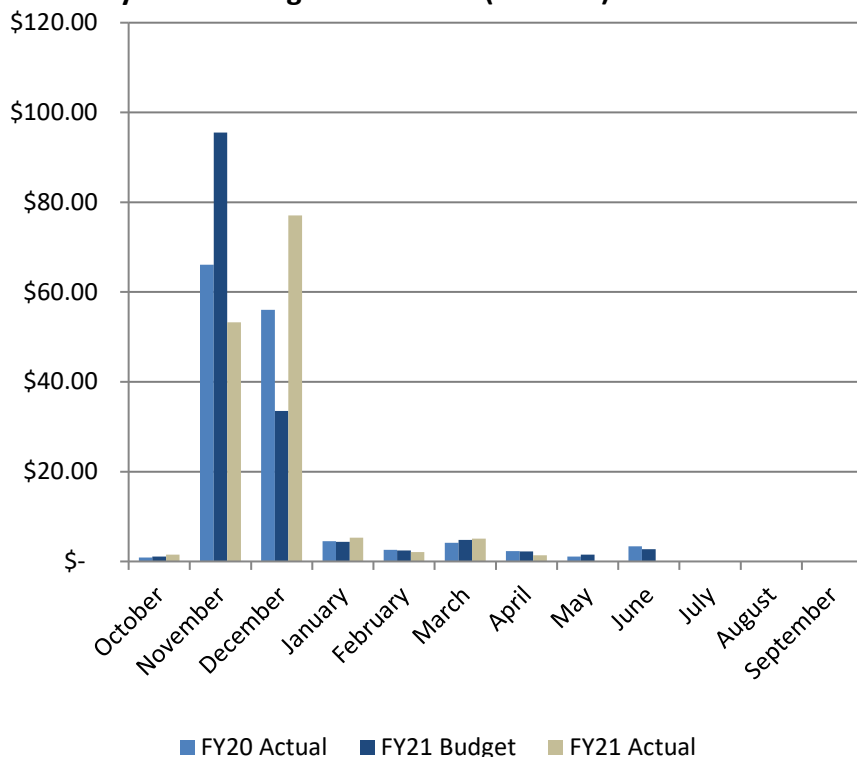
**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****GENERAL FUND/FINE AND FORFEITURE – FUND BALANCE****General/Fine and Forfeiture Fund Balance (Millions)****General/Fine and Forfeiture Fund Balance:**

Fund Balance is maintained for cash flow purposes, as an emergency reserve and a reserve for one-time capital improvement needs. In addition, the amount of fund balance is used by rating agencies in determining the bond rating for local governments. The Leon County Reserves Policy requires fund balances to be between a minimum of 15% and a maximum of 30% of operating expenditures. The decrease from FY 2015 – FY 2016 is due to the mid-year appropriation of \$9.6 million to fund one-time capital projects. The audited year ending fund balance for FY 2019 is \$35.39 million and the unaudited year ending fund balance for FY 2020 is \$34.43 million. The decline in fund balance is due to the use of the Catastrophe Fund for COVID related expenses where reimbursement will be requested from FEMA. The FY 2021 estimated fund balance of \$34.75 million reflects 21% of FY 2021 operating expenditures.

To follow the Leon County Reserves Policy minimum and maximum levels, the FY 2021 General/Fine and Forfeiture Fund Balance would have to remain between \$22.5 million and \$45.0 million. As depicted, the fund balance is within this range.

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

**AD VALOREM TAXES****Fiscal Year Actuals & Projects (Millions)****Monthly Totals: Budget vs. Actuals (Millions)****Background:**

Ad Valorem Taxes are derived from all non-exempt real and personal properties located within Leon County. The non-voted countywide millage rate is constitutionally capped at 10 mills (Article VII, Section 9(a) and (b)).

The amounts shown are the combined General Fund and Fine and Forfeiture Fund levies.

**Trend:**

In January 2008, a constitutional amendment was passed that established restrictions on property valuations, such as an additional \$25,000 homestead exemption and Save Our Homes tax portability. These exemptions limit the future growth in ad valorem taxes, 1.4% for FY 2022 compared to 2.3% last year.

While the economy continues to rebound, County revenues are either still below pre-pandemic levels or are growing at rates slower than normal. Fiscal Year 2022 Ad Valorem taxes projection reflects a 4.05% increase in Ad Valorem revenue collections over the FY 2021 budgeted amount, which is below the 6.8% growth experienced last year. Final property valuations were provided by the Property Appraiser's Office on July 1, 2021.

The taxable value increase for next year is significantly less than last year's growth rate. The decline is mainly attributable to two factors: a reduction in the Save-Our-Homes cap and a decline in vacant commercial property values related to the impacts of COVID, which has had a significant impact on commercial leases, restaurants and hotels, which also has contributed to the slowing of taxable values.

FY 2020 Budget: \$139,218,926

FY 2020 Actual: \$141,250,157

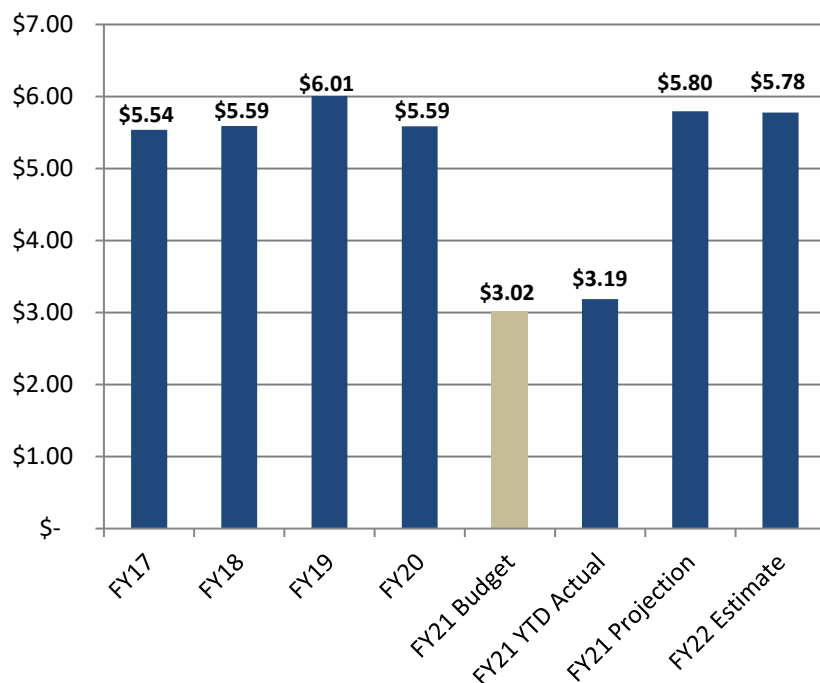
FY 2021 Budget: \$148,422,773

FY 2021 YTD Actual: \$145,630,983

FY 2021 Projection: \$150,043,192

FY 2022 Preliminary Budget: \$154,435,710



**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****STATE REVENUE SHARINGS TAX****Fiscal Year Actuals & Projections (Millions)****Background:**

The Florida Revenue Sharing Act of 1972 was an attempt by the Legislature to ensure a minimum level of parity across units of local government when distributing statewide revenue. Currently, the Revenue Sharing Trust Fund for Counties receives 2.9% of the net cigarette tax collections and 2.25% of sales and use tax collections. On July 1, 2004, the distribution formula reduced the County's share to 2.044% or a net reduction of approximately 10%. The sales and use tax collections provide approximately 96% of the total revenue shared with counties, with the cigarette tax collections making up the small remaining portion. These funds are collected and distributed monthly by the Florida Department of Revenue.

**Trend:**

The COVID-19 pandemic and the sustained global economic disruption surrounding the public health emergency has impacted governments, businesses, and individuals across the world. However, due to consumer spending rebounding after the stay-at-home orders were lifted and vaccines became available, the revenues have recovered. For state revenue sharing, Leon County is projected to receive 91.7% more than budgeted for FY 2021. The FY 2020 increase in July (as shown in light blue) is due to the annual true-up, which included the monthly increase of collection prior to the pandemic and the revenue withheld by the state in May and June to keep the trust fund solvent. The estimated budget for FY 2022 is in line with FY 2021 projections.

FY 2020 Budget: \$5,938,450

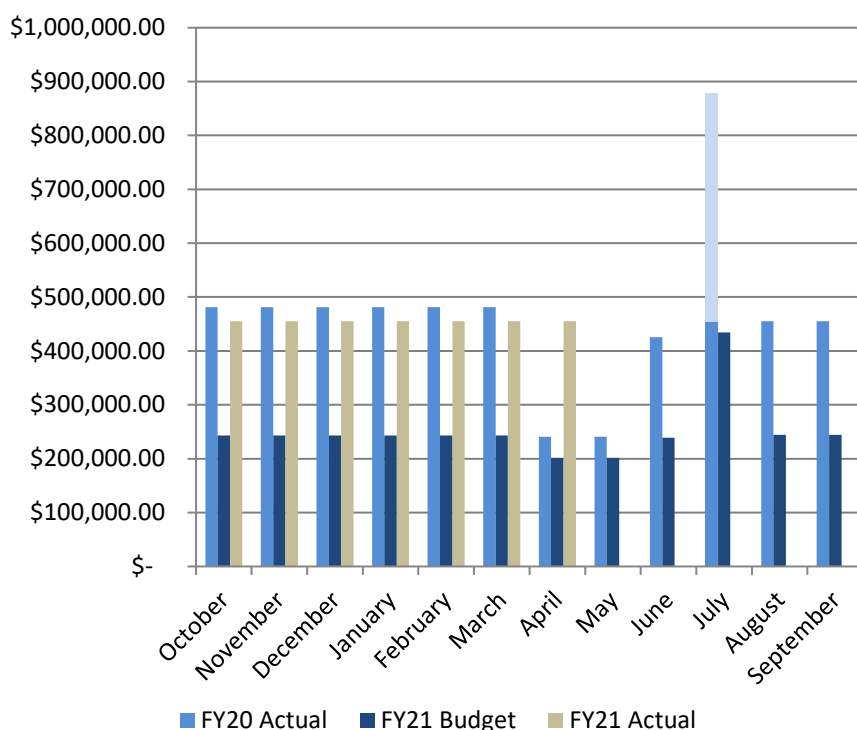
FY 2020 Actual: \$5,585,564

FY 2021 Budget: \$3,023,528

FY 2021 YTD Actual: \$3,185,032

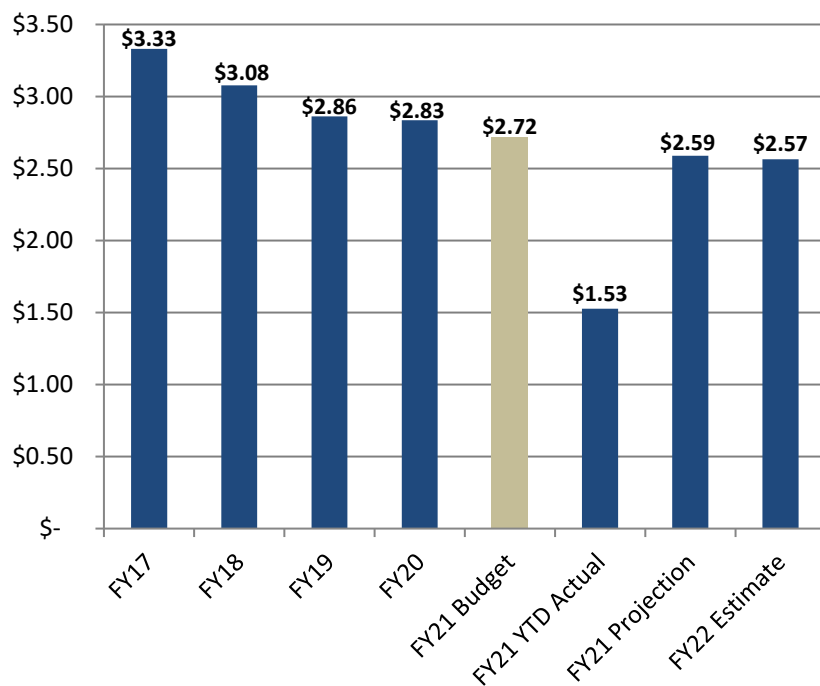
FY 2021 Projection: \$5,796,448

FY 2022 Estimated Budget: \$5,776,445

**Monthly Totals: Budget vs. Actuals (Thousands)**

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

**COMMUNICATION SERVICES TAX****Fiscal Year Actuals & Projections (Millions)****Background:**

The Communication Services Tax (CST) combined seven different State and local taxes or fees by replacing them with a two-tiered tax, each with its own rate. These two taxes are (1) The State Communication Services Tax and (2) The Local Option Communication Services Tax. The County correspondingly eliminated its 5% Cable Franchise Fee and certain right of way permit fees. Becoming a Charter county allowed the County to levy at a rate of 5.22%. This rate became effective in February of 2004.

**Trend:**

Statewide, the CST has been in decline the past five years. Part of this decline was due to the Florida Department of Revenue notifying the County's Office of Financial Stewardship of an adjustment in the amount of \$329,729 due to the erroneous overpayment of local taxes. This adjustment was deducted from monthly distributions, in the amount of \$9,159, effective March 2018 through March 2021.

FY 2021 revenues are anticipated to come in at 5.7% under budget, and the estimated FY 2022 budget is in line with the projected collections for both Leon County as well as the State of Florida.

FY 2020 Budget: \$2,806,300

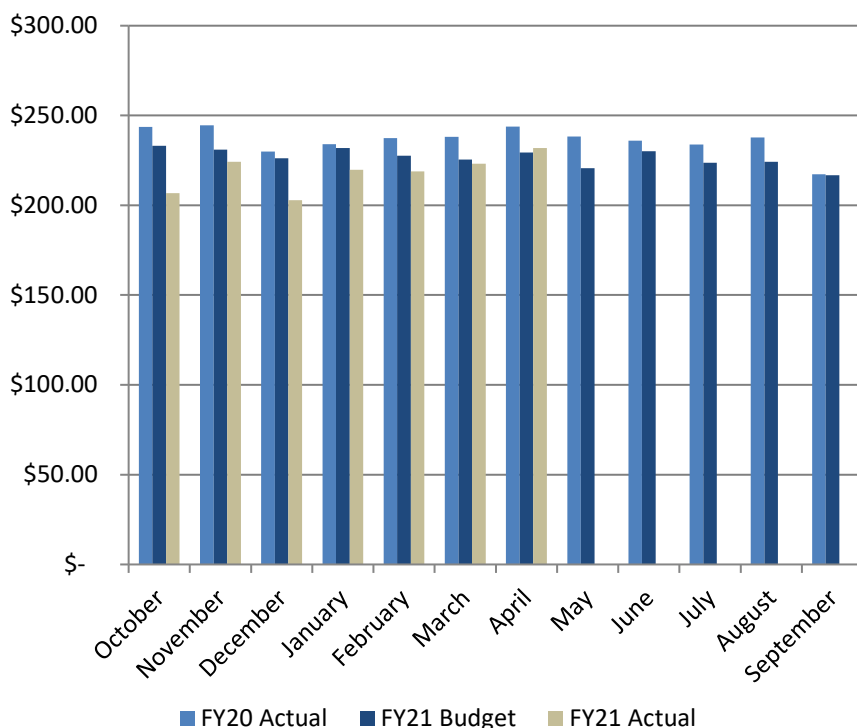
FY 2020 Actual: \$2,834,383

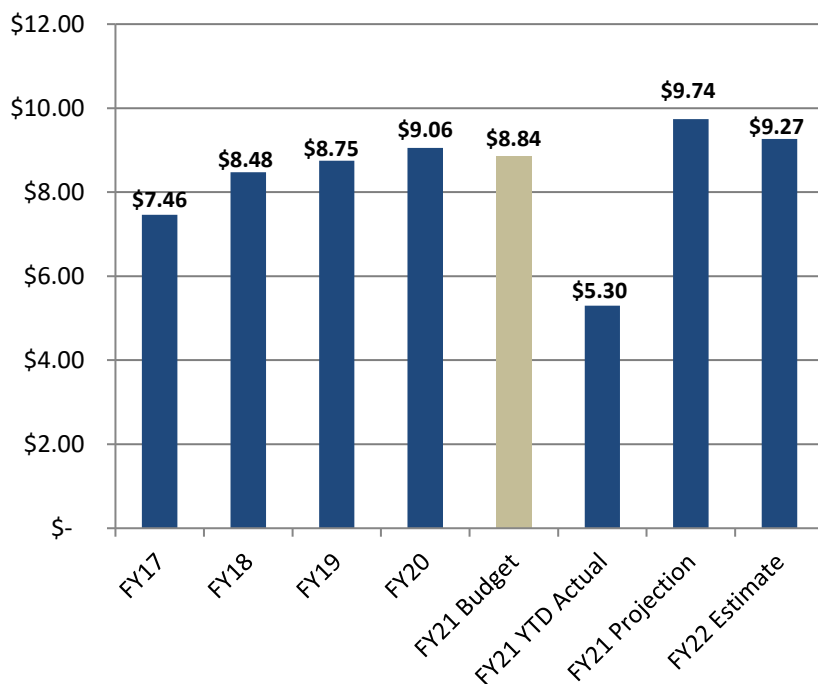
FY 2021 Budget: \$2,719,611

FY 2021 YTD Actual: \$1,527,525

FY 2021 Projection: \$2,589,355

FY 2022 Estimated Budget: \$2,565,000

**Monthly Totals: Budget vs. Actuals (Thousands)**

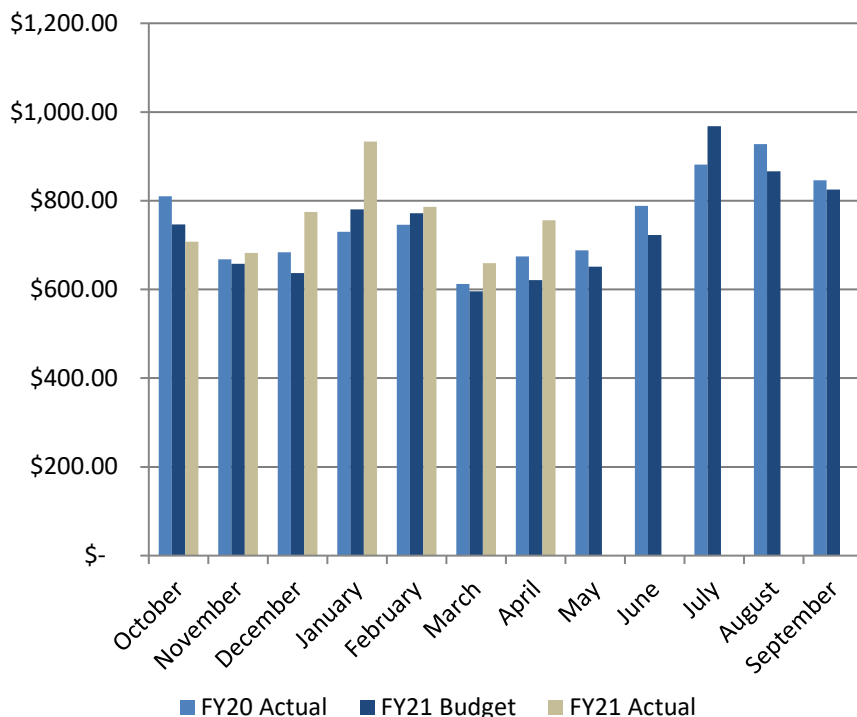
**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****PUBLIC SERVICES TAX****Fiscal Year Actuals & Projections (Millions)****Background:**

The Public Services Tax is a 10% tax levied upon each purchase of electricity, water, and metered or bottled gas within the unincorporated areas of the County. It is also levied at \$0.04 per gallon on the purchase of fuel oil within the unincorporated areas of the County. This tax became effective on October 1, 2003.

**Trend:**

Due to its consumption basis, this tax is subject to many variables including rates and usage.

The COVID-19 pandemic increased home consumption for the Public Services Tax collections as indicated by the FY 2021 revenue projection showing a 7.6% increase over collections in FY 2020 and an 10.1% increase over the FY 2021 budget. The FY 2022 estimated budget is 4.8% higher than the FY 2021 budget.

**Monthly Totals: Budget vs. Actuals (Thousands)**

FY 2020 Budget: \$9,157,439

FY 2020 Actual: \$9,057,019

FY 2021 Budget: \$8,844,536

FY 2021 YTD Actual: \$5,300,263

FY 2021 Projection: \$9,741,845

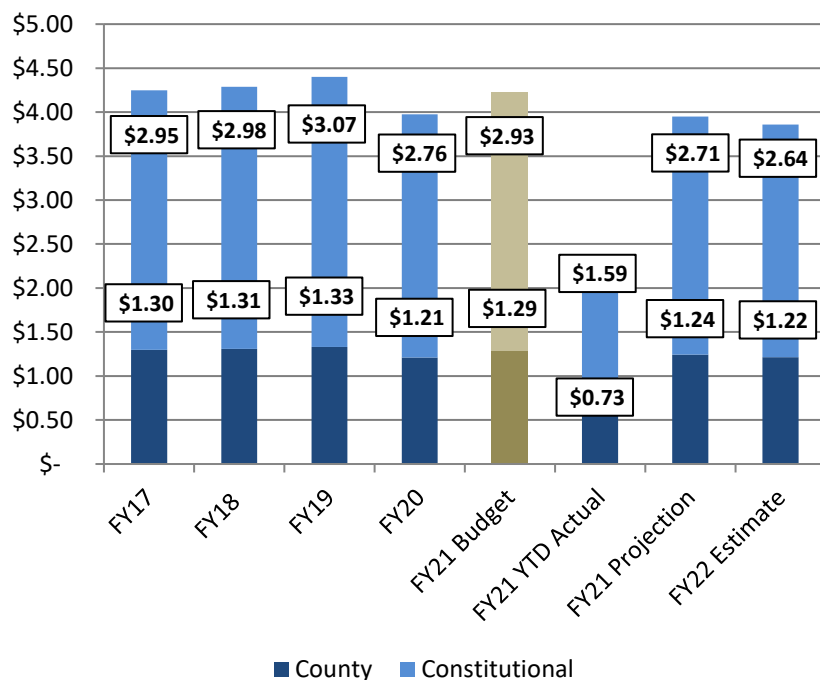
FY 2022 Estimated Budget: \$9,270,382

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### STATE SHARED GAS TAX

##### Fiscal Year Actuals & Projections (Millions)



##### Background:

The State Shared Gas Tax consists of two discrete revenue streams: County Fuel Tax and the Constitutional Gas Tax. These revenues are all restricted to transportation related expenditures (Florida Statutes 206 and others). These revenue streams are disbursed from the State based on a distribution formula consisting of county area, population, and collection.

##### Trend:

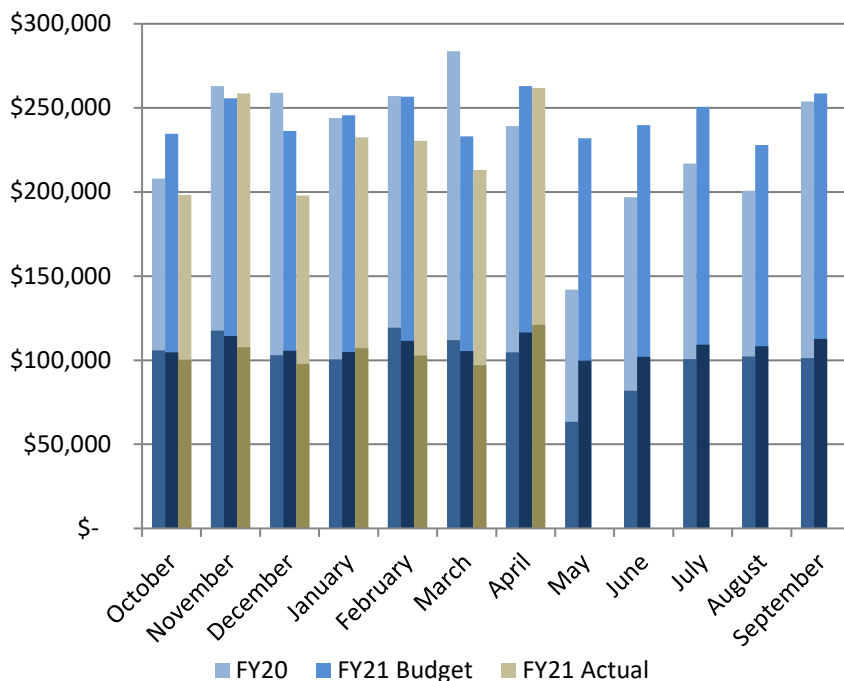
The COVID-19 pandemic and the sustained global economic disruption surrounding the public health emergency has impacted governments, businesses, and individuals across the world. COVID-19 changed statewide fuel consumption since people are forgoing non-essential travel and more individuals are working from home instead of commuting to the office. This trend is anticipated to continue. The FY 2021 projections for this consumption-based tax are 6.6% lower than budgeted. The FY 2022 estimated budget projects an 8.8% decrease over the FY 2021 budget.

FY 2020 Budget: \$4,381,975  
FY 2020 Actual: \$3,975,742

FY 2021 Budget: \$4,228,590  
FY 2021 YTD Actual: \$2,326,307  
FY 2021 Projection: \$3,949,011

FY 2022 Estimated Budget: \$3,857,190

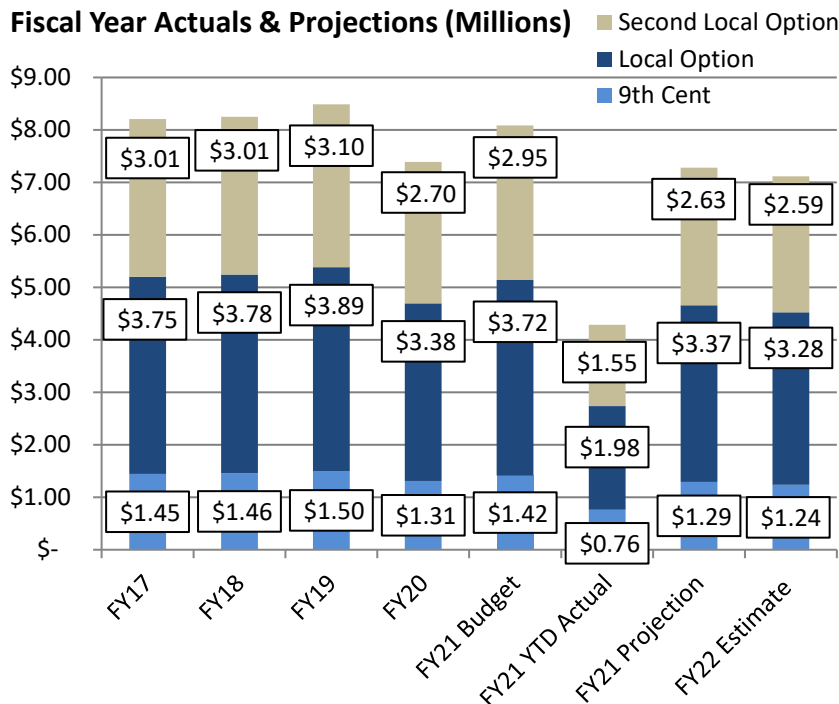
##### Monthly Totals: Budget vs. Actuals (Thousands)



\*As indicated in the chart above, County Fuel Tax is noted in the darker color, while the Constitutional Gas Tax is shown in the lighter color.

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

**LOCAL OPTION GAS TAX****Fiscal Year Actuals & Projections (Millions)****Background:**

**9<sup>th</sup> Cent Gas Tax:** This tax was a State imposed 1 cent tax on special and diesel fuel. Beginning in FY 2002, the County began to levy the amount locally on all fuel consumption.

**Local Option Gas Tax:** This tax is a locally imposed 6 cents per gallon tax on every net gallon of motor and diesel fuel. Funds are restricted to transportation related expenditures. In September 2013, the County and City amended the Inter-local Agreement, which authorizes the extension of 6 cents gas tax, with an allocation of 50/50 between the County and the City, being effect from October 1, 2015. This tax will not sunset until FY 2045.

**2<sup>nd</sup> Local Option:** On September 10, 2013, the Board approved levying an additional five-cent gas tax, to be split with the City 50/50. Beginning in January 2014, the County began to levy this tax on all motor fuel consumption in Leon County.

**NOTE:** The amounts shown are the County's share only.

**Trend:**

Through the COVID-19 pandemic, there was a dramatic shift in driving habits as more people were working from home, schools transitioned to offer virtual classes and leisure travel was greatly reduced. All of these factors have resulted in less vehicle activity and fuel consumption. These trends towards a sustained virtual environment contribute to the reduction in anticipated revenue in the Local Option Gas Tax. The FY 2021 projections for this consumption-based tax is 9.9% lower than budgeted. The FY 2022 estimated budget projects a 12.0% decrease over the FY 2021 budget.

FY 2020 Budget: \$8,392,680

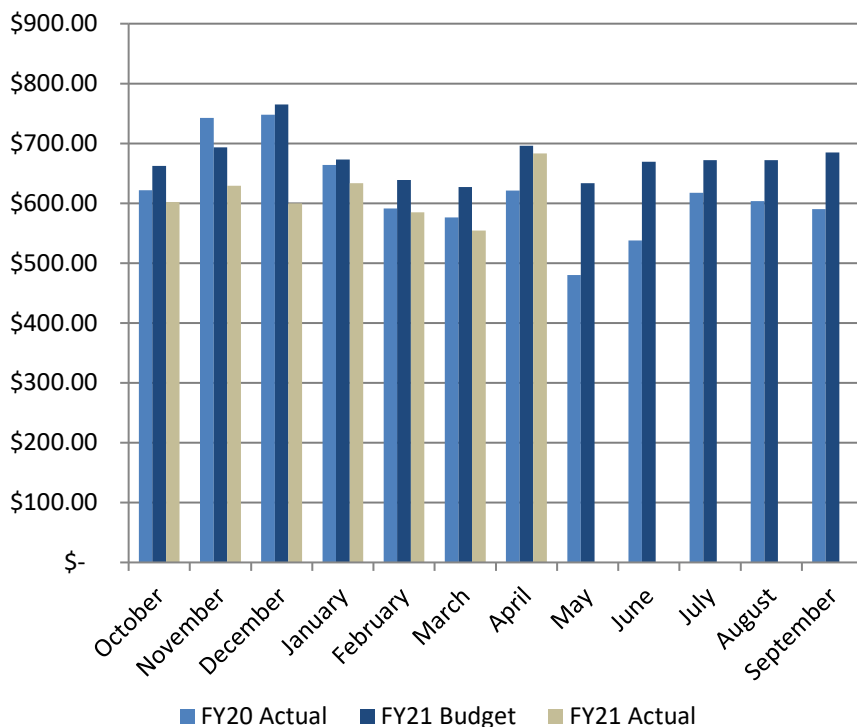
FY 2020 Actual: \$7,393,548

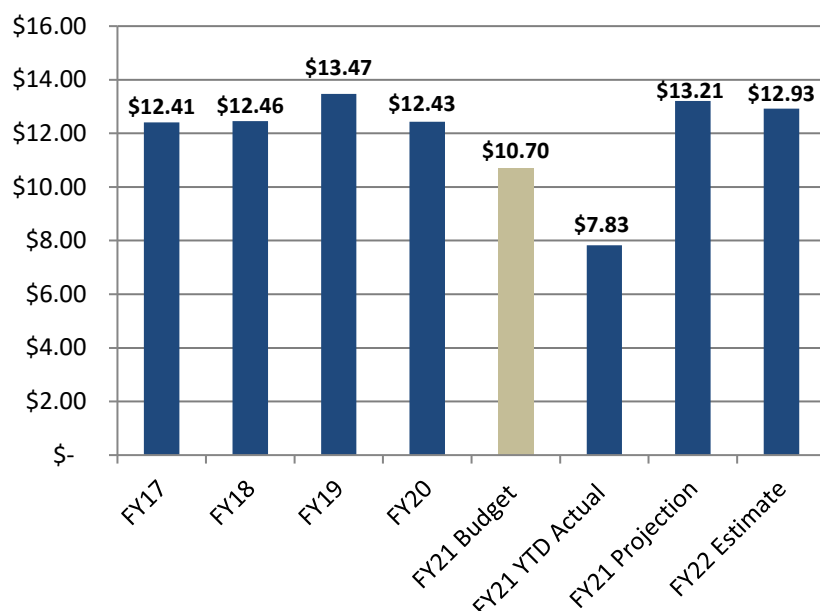
FY 2021 Budget: \$8,087,491

FY 2021 YTD Actual: \$4,287,647

FY 2021 Projection: \$7,170,924

FY 2022 Estimated Budget: \$7,113,315

**Monthly Totals: Budget vs. Actuals (Thousands)**

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****LOCAL GOVERNMENT HALF CENT SALES TAX****Fiscal Year Actuals & Projections (Millions)****Background:**

The Local Government 1/2 Cent Sales Tax is based on 8.9744% of net sales tax proceeds remitted by all sales tax dealers located within the State. On July 1, 2004, the distribution formula reduced the County's share to 8.814% or a net reduction of approximately 9.5%. The revenue is split 56.6% County and 43.4% City based on a statutory defined distribution formula (Florida Statutes Part VI, Chapter 218). On April 9, 2015, the House approved the House Tax Cut Package, HB 7141, which changed the formula, but there is no impact to the portion of Local Government 1/2 Cent Sales Tax.

The amounts shown are the County's share only.

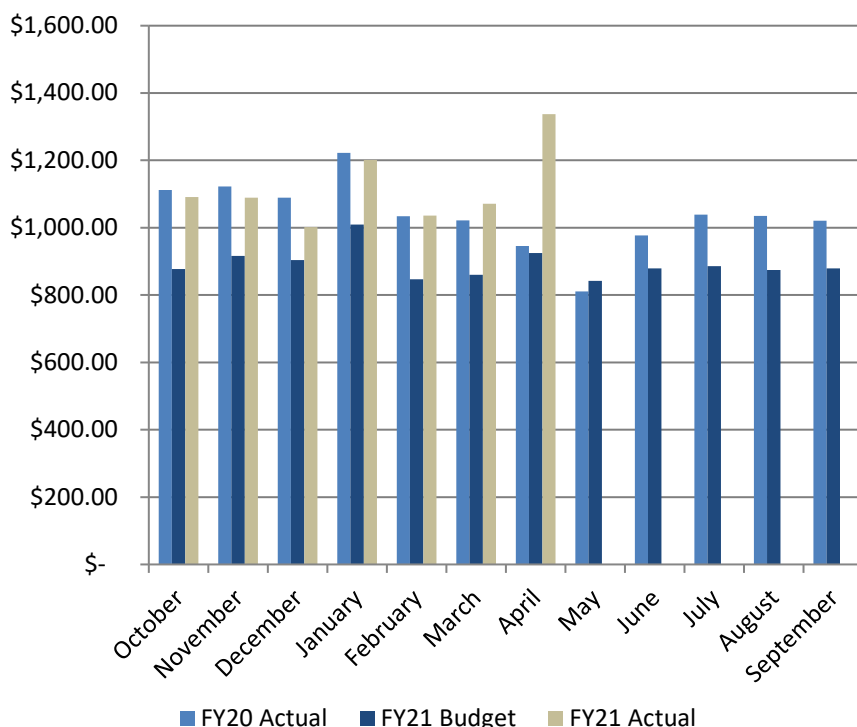
**Trend:**

The Local Government Half-Cent Sales Tax is reflective of local consumer spending in Leon County. The FY 2021 budget was reduced by 14% from FY 2020 collections due to an anticipated COVID-19 related decline in consumer spending. However, due to consumer spending rebounding after the stay-at-home orders were lifted and vaccines became available, the revenues have recovered. Leon County is projected to receive 23.5% more than budgeted for FY 2021 due to conservative budgeting and a strong recovering economy. The FY 2022 preliminary budget shows a 20.8% increase over the FY 2021 budget.

FY 2020 Budget: \$13,235,400  
FY 2020 Actual: \$12,429,990

FY 2021 Budget: \$10,698,273  
FY 2021 YTD Actual: \$7,829,088  
FY 2021 Projection: \$13,212,482

FY 2022 Estimated Budget: \$12,928,414

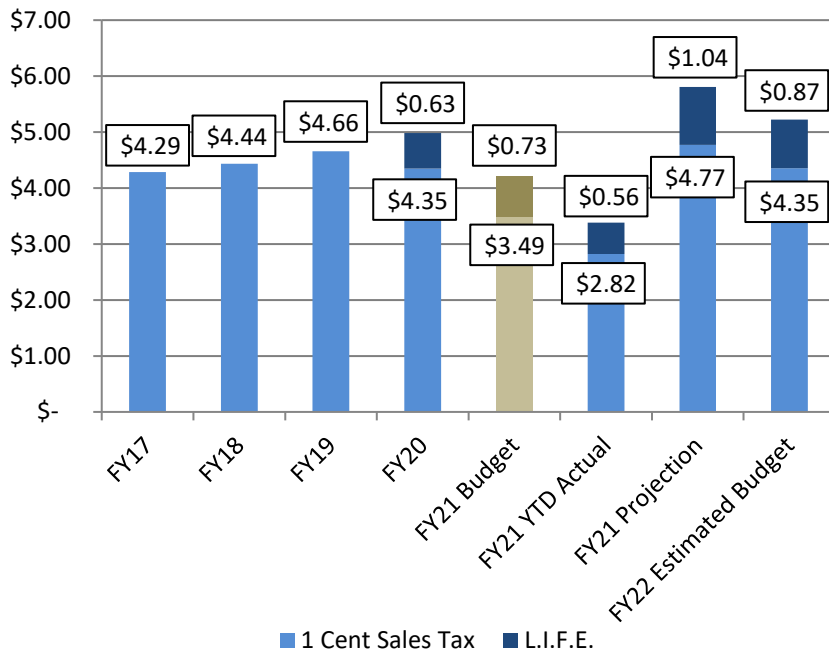
**Monthly Totals: Budget vs. Actuals (Thousands)**

**Leon County Government**

**Fiscal Year 2021 Mid-Year Financial Report**

**LOCAL OPTION SALES TAX**

**Fiscal Year Budget & Actuals (Millions)**



**Background:**

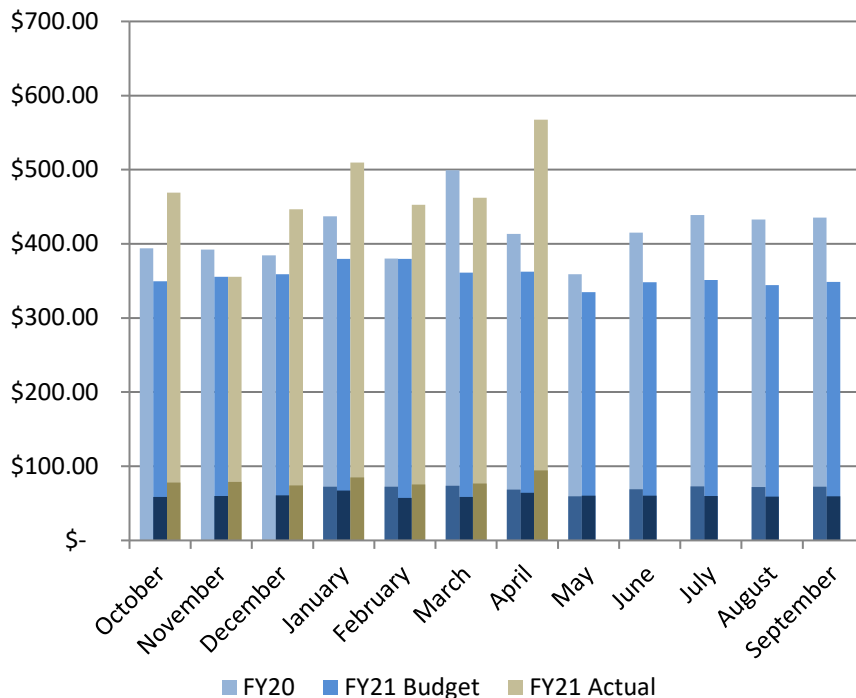
**1 Cent Sales Tax:** The Local Option Sales Tax is a 1 cent sales tax on all transactions up to \$5,000. In the November 2014 referendum, the sales tax was extended for another 20 years beginning in 2020. The revenues are distributed at a rate of 10% to the County, 10% to the City, and 80% to Blueprint 2000.

**L.I.F.E.:**

On January 1, 2020, 2% of the penny sales tax proceeds began being collected for Livable Infrastructure for Everyone (L.I.F.E.) projects that address small-scale infrastructure needs. L.I.F.E. projects will also address unforeseen infrastructure needs that population growth and/or aging infrastructure will create.

The amounts shown are the County's share only. The first three months of FY 2020 do not reflect the 2% L.I.F.E. funding which started in FY 2020.

**Monthly Totals: Budget vs. Actuals (Thousands)**



\*As indicated in the chart above, the Local Option Sales Tax is noted in the lighter color, while L.I.F.E. is shown in the darker color.

**Trend:**

The Local Option Sales Tax 1 Cent Sales Tax is projected to generate 37.7% more than budgeted for FY 2021 due to conservative budgeting consumer spending rebounding more quickly than originally estimated. However, collections have not returned to pre-pandemic levels.

FY 2020 Budget: \$5,217,780

FY 2020 Actual: \$4,981,418

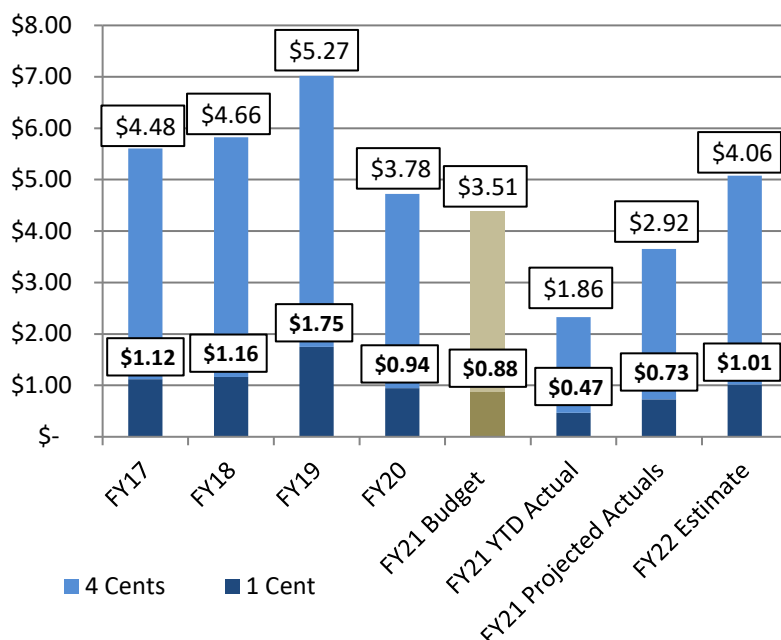
FY 2021 Budget: \$4,218,268

FY 2021 YTD Actual: \$3,381,854

FY 2021 Projection: \$5,806,720

FY 2022 Estimated Budget: \$5,225,760

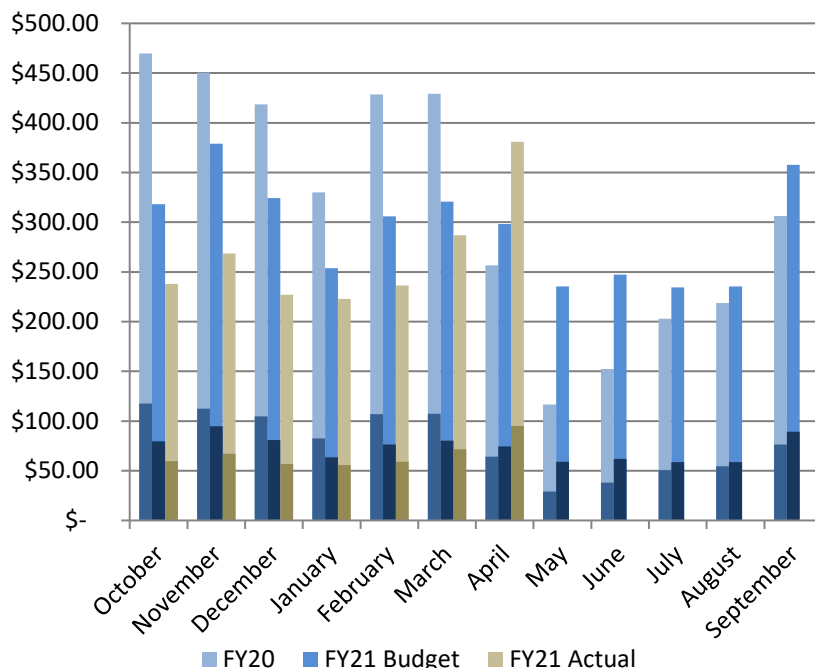


**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****LOCAL OPTION TOURIST DEVELOPMENT TAX****Fiscal Year Actuals & Projections (Millions)****Background:**

The Local Option Tourist Tax is a locally imposed 5% tax levied on rentals and leases of less than six-month duration. This tax is administered locally by the Tax Collector. The funds are restricted to advertising, public relations, promotional programs, visitor services and approved special events (Florida Statute 125.014). On March 19, 2009, the Board approved to increase total taxes levied on rentals and leases of less than six-month duration by 1%, bringing the total taxes levied to 5%. The additional 1% became effective on May 1, 2009 and is used for marketing as specified in the TDC Strategic Plan.

**Trend:**

COVID-19 has dramatically changed the local economy and has significantly reduced County revenues in several areas, none more so than the Tourist Development Tax. The national, state, and local recommendations for social distancing and reduced capacity, cancellation of events, and significant reductions in hotel occupancy rates is anticipated to result in a 23% decline in TDT revenues from FY 2020 collections. The FY 2022 estimated budget shows a 16% increase over the FY 2021 budget as the tourism economy continues to recover from the pandemic.

**Monthly Totals: Budget vs. Actuals (Thousands)**

\*As indicated in the chart above, the 1 Cent Tourist Tax is noted in the darker color, while the 4 Cents are shown in the lighter color.

FY 2020 Budget: \$5,842,310

FY 2020 Actual: \$4,723,874

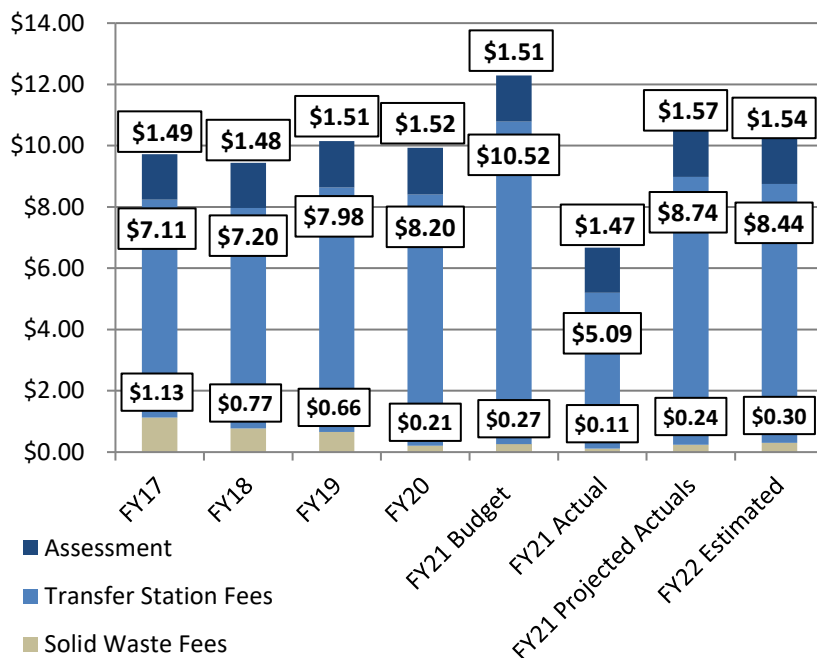
FY 2021 Budget: \$4,386,734

FY 2021 YTD Actual: \$2,325,098

FY 2021 Projection: \$3,653,626

FY 2022 Estimated Budget: \$5,074,701



**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****SOLID WASTE FEES****Fiscal Year Actuals & Projections (Millions)****Background:**

Solid Waste Fees are collected for sorting, reclaiming, disposing of solid waste at the County landfill and transfer station. Revenues collected will be used for the operation of all solid waste disposal sites.

In October 2008, the County entered into a contractual agreement with Marpan Recycling. The Solid Waste Management Facility stopped accepting Class II waste as of January 1, 2009. This contract caused a decline in revenues at the Solid Waste Management Facility. However, expenditures were adjusted to reflect the change in operations at the facility. Rural Waste Service Center fees were eliminated in FY 2020, removing the financial barrier to allow residents to responsibly dispose of waste.

**Trend:**

FY 2021 revenue estimates project a 14.2% decrease over the budgeted amount. This is due to an overestimation of FY 2021 total tonnage that used storm debris from previous years. The FY 2022 estimated budget reflects a revised tonnage estimate and is 2.5% lower than FY 2021 projected revenue collections.

FY 2020 Budget: \$9,128,515

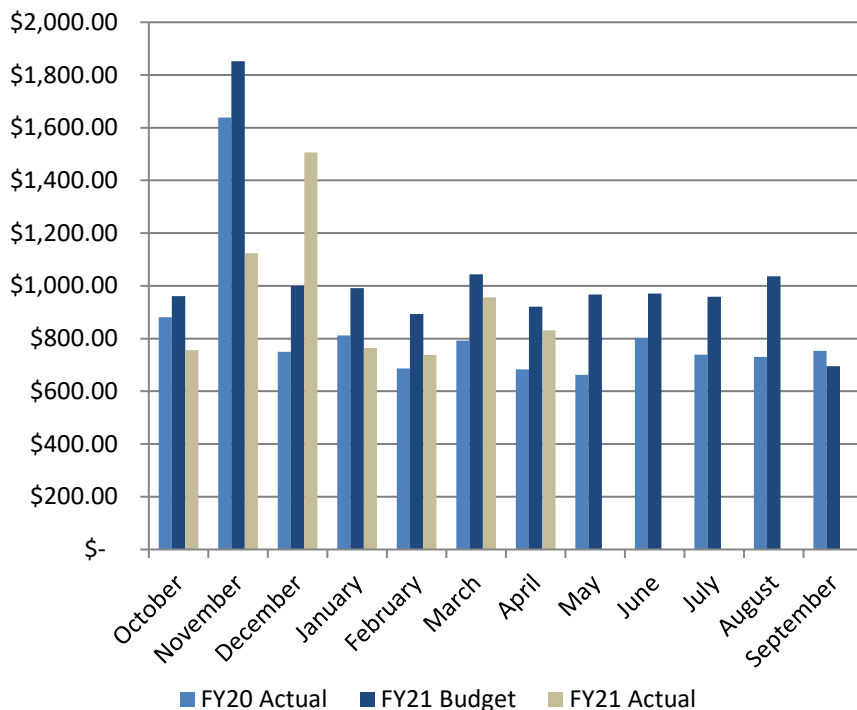
FY 2020 Actual: \$9,928,277

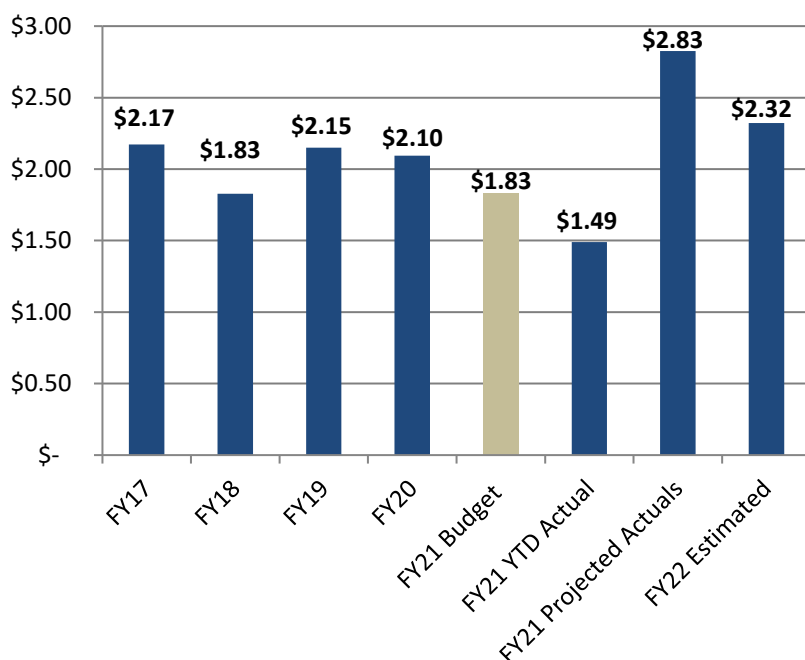
FY 2021 Budget: \$12,289,225

FY 2021 YTD Actual: \$6,675,587

FY 2021 Projection: \$10,544,870

FY 2022 Estimated Budget: \$10,282,500

**Monthly Totals: Budget vs. Actuals (Thousands)**

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****BUILDING PERMIT FEES****Fiscal Year Actuals & Projections (Millions)****Background:**

Building Permit Fees are derived from developers of residential and commercial property and are intended to offset the cost of inspections to assure that development activity meets local, State and federal building code requirements. The County only collects these revenues for development occurring in the unincorporated area. As a result of a fee study, the Board adopted the first revised fee study in more than ten years. The fee increase was implemented in three phases: 34% on March 1, 2007; 22% on October 1, 2007; and a final 7% on October 1, 2008.

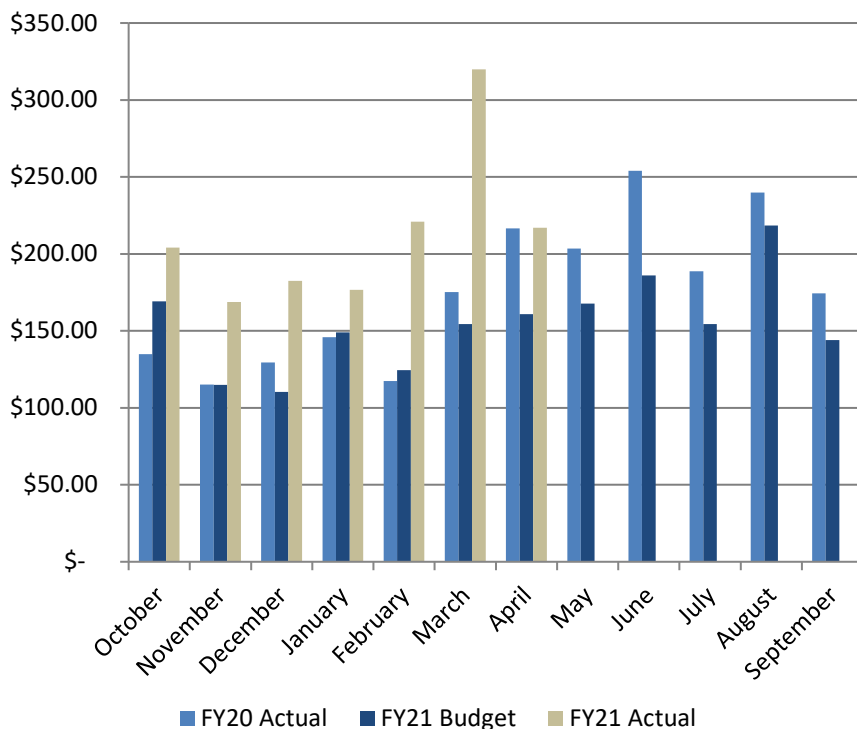
**Trend:**

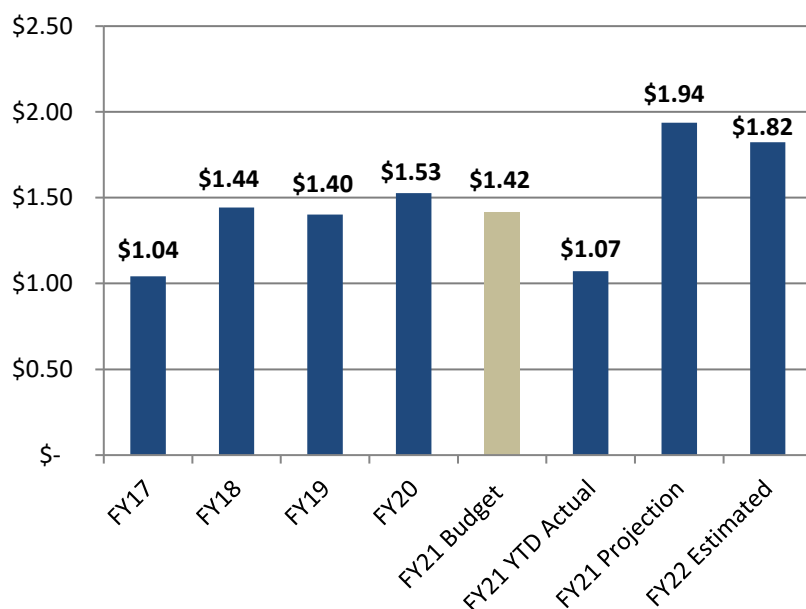
Estimates for FY 2021 indicate a 34.9% increase in revenues from FY 2020 showing an increase in building permitting activity from the previous year. As noted in the chart the activity level of permitting is variable from year-to-year depending on the number and size of permitted buildings. Leon County has followed the state and national trend in FY 2021 due to low interest rates and a strong consumer market in housing. The FY 2022 estimated budget reflects continued growth in permitting activity with a 26.9% increase over the FY 2021 budgeted amount.

FY 2020 Budget: \$1,930,400  
FY 2020 Actual: \$2,095,012

FY 2021 Budget: \$1,830,840  
FY 2021 YTD Actual: \$1,489,727  
FY 2021 Projection: \$2,826,780

FY 2022 Estimated Budget: \$2,323,320

**Monthly Totals: Budget vs. Actuals (Thousands)**

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****DEVELOPMENT & ENVIRONMENTAL PERMIT FEES****Fiscal Year Actuals & Projections (Millions)****Background:**

Environmental Permit Fees are derived from development projects for compliance with stormwater, landscape, tree protection, site development and zoning, and subdivision regulations. As a result of a fee study, the Board adopted a revised fee resolution effective October 1, 2006. On March 11, 2008 the Board approved an overall fee increase of 20% in addition to adopting new fees for Growth Management. The new fees were implemented immediately, and the overall fee increase was effective as of October 1, 2008.

**Trend:**

The FY 2021 Environmental Permit Fees have exceeded estimates due to a faster than expected rebounding of the economy from the COVID-19 pandemic due to low interest rates and a strong building sector economy. FY 2022 estimates are anticipated to follow the trend. The major increases in February and March are related to a permitting application within the Fallschase residential housing development.

FY 2020 Budget: \$1,708,955

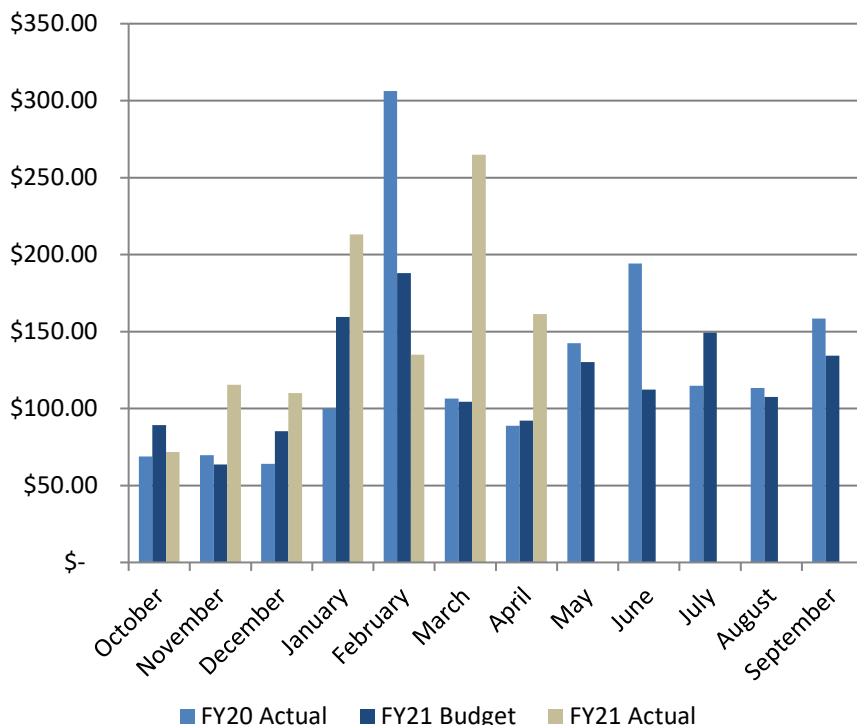
FY 2020 Actual: \$1,527,101

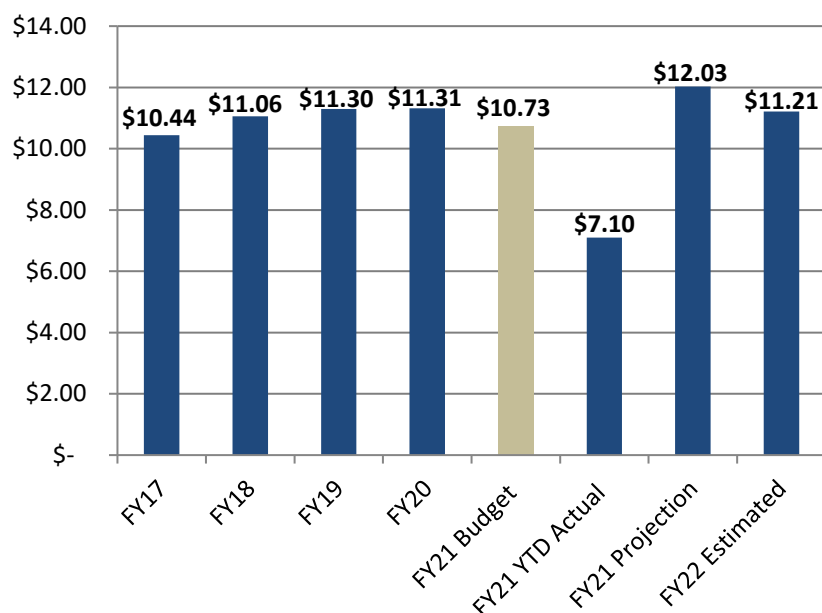
FY 2021 Budget: \$1,415,595

FY 2021 YTD Actual: \$1,071,432

FY 2021 Projection: \$1,936,797

FY 2022 Estimated Budget: \$1,823,430

**Monthly Totals: Budget vs. Actuals (Thousands)**

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****AMBULANCE FEES****Fiscal Year Actuals & Projections (Millions)****Background:**

Leon County initiated its ambulance service on January 1<sup>st</sup> of 2004. Funding for the program comes from patient billings and a Countywide Municipal Services Tax. The amounts shown are the patient billings only.

The Emergency Medical System (EMS) system bills patients based on the use of an ambulance transport to the hospital. As with a business, the County has an ongoing list of patients/insurers that owe the County monies (outstanding receivables).

**Trend:**

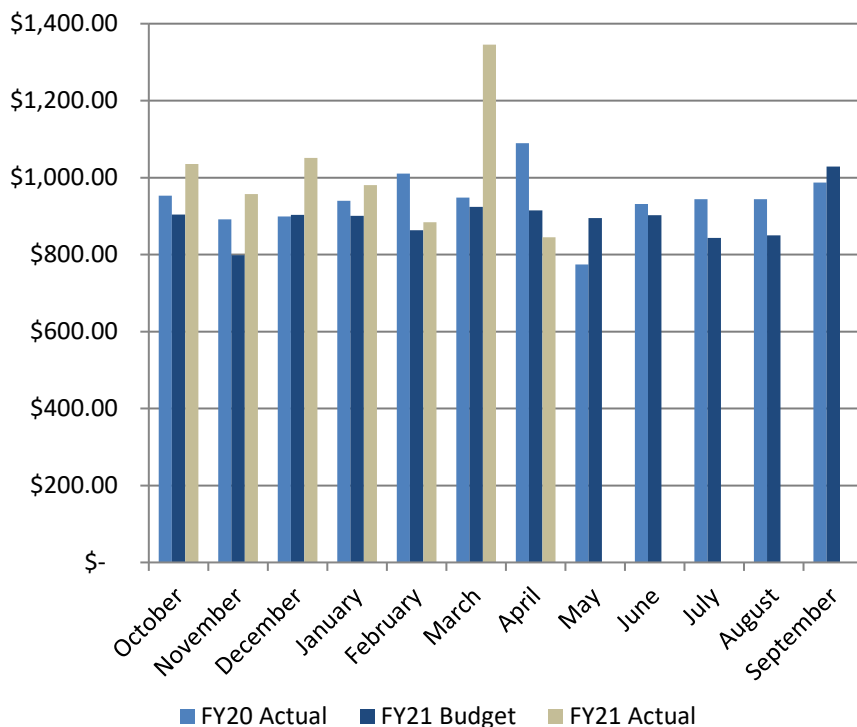
To estimate revenues more accurately, the forecasting methodology shifted from a collection receivables basis to a cash basis. On April 24, 2018 the Board approved a 24% fee reduction in ambulance fees effective June 1, 2018. The fee reduction did not cause a decline in revenue as anticipated, but increased collection rates due to making patient billings more affordable.

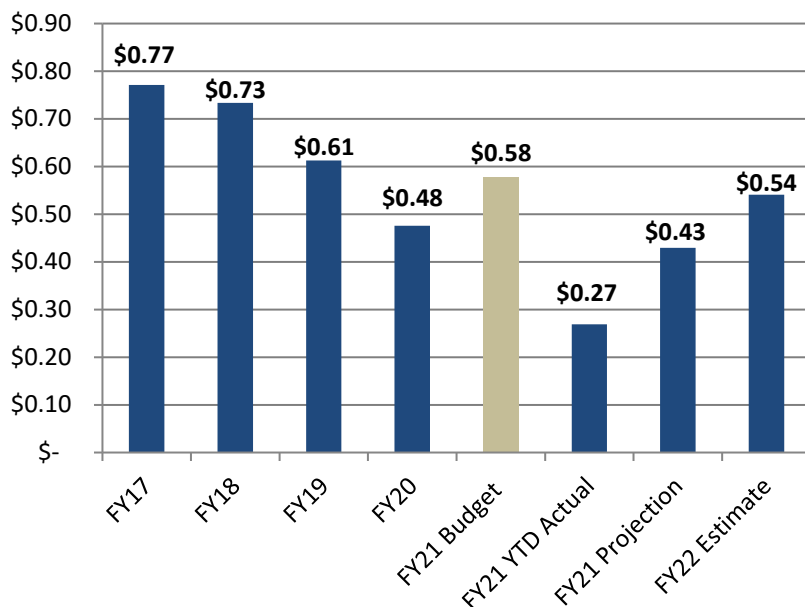
Actual revenues for FY 2021 are projected to increase by 12.2% over the budgeted amount due to higher than anticipated collection rates of outstanding billings and increased patient transport revenues.

FY 2020 Budget: \$10,493,130  
FY 2020 Actual: \$11,313,804

FY 2021 Budget: \$10,727,892  
FY 2021 YTD Actual: \$7,099,197  
FY 2021 Projection: \$12,032,509

FY 2022 Estimated Budget: \$11,213,037

**Monthly Totals: Budget vs. Actuals (Thousands)**

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****PRE-TRIAL & PROBATION FEES****Fiscal Year Actuals & Projections (Millions)****Background:**

The Probation Fees are a combination of County court probation fees, alternative community service fees, no-show fees (all governed by Florida Statute 948) and pre-trial release fees (governed by an Administrative Order). These fees are collected from individuals committing infractions that fall within the jurisdiction of Leon County Courts. The amount of each individual fee is expressly stated in either the Florida Statute or the Administrative Order.

**Trend:**

Revenues collected through Probation and Pre-Trial fees have steadily declined since FY 2017. This can be attributed to a decline in Probation and Pre-Trial caseloads, early termination of sentences and a decrease in court ordered GPS (Global Positioning Satellite) electronic monitoring/tracking and withheld adjudications for offenders unable to afford fees.

Beginning in March and April, the effects of COVID-19 can be seen in Pre-Trial and Probation Fees due to offices and the courts navigating closures and reopening in a limited capacity. FY 2021 projected revenues are expected to be 25.7% lower than the budget as the amount of fees that go uncollected remains consistent. The FY 2022 estimated budget projects a revenue increase of 25.9% from FY 2021 due to the reopening of the courts.

FY 2020 Budget: \$648,470

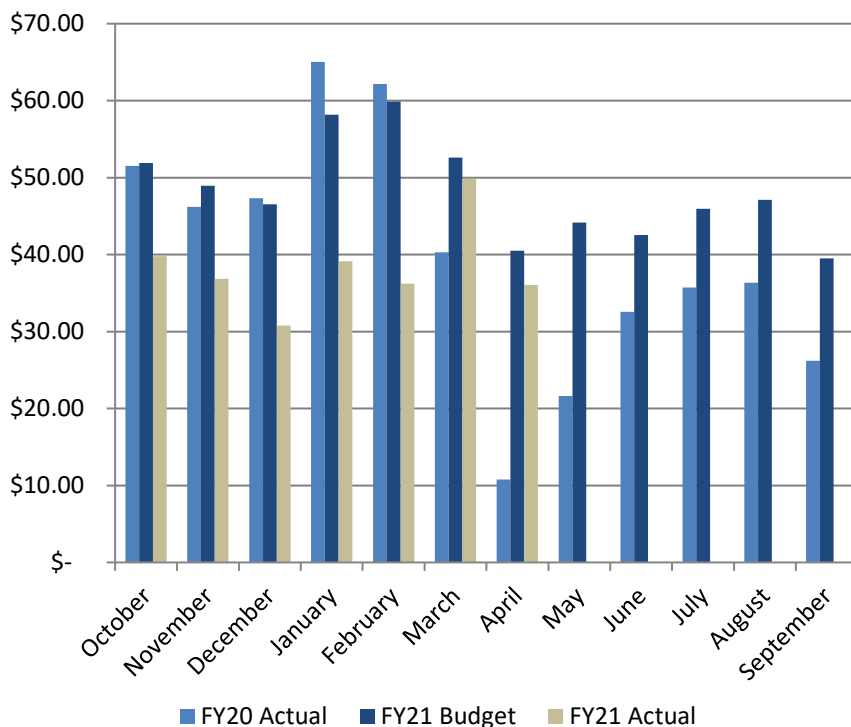
FY 2020 Actual: \$475,789

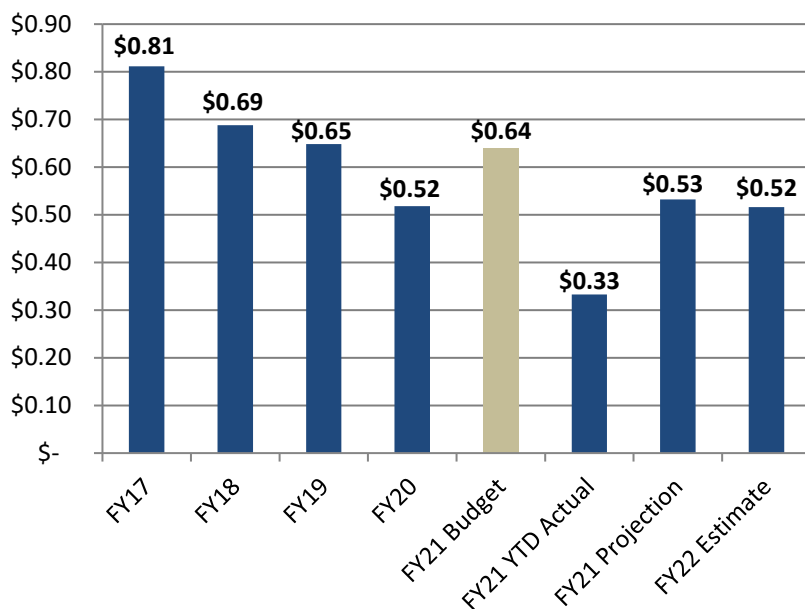
FY 2021 Budget: \$577,885

FY 2021 YTD Actual: \$268,685

FY 2021 Projection: \$429,374

FY 2022 Estimated Budget: \$540,645

**Monthly Totals: Budget vs. Actuals (Thousands)**

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****COURT FACILITIES FEES****Fiscal Year Actuals & Projections (Millions)****Background:**

Court Facilities Fees are established to fund "state court facilities" as defined in Chapter 29, Florida Statutes (2009). On June 19, 2009, legislation approved permitting counties to change the surcharge placed on non-criminal traffic infractions from \$15 to \$30. In FY 2017 the County collected \$1.2 million in these fees but expended more than \$9.4 million on behalf of the State Court system.

The Board approved the increase in surcharges on August 25, 2009.

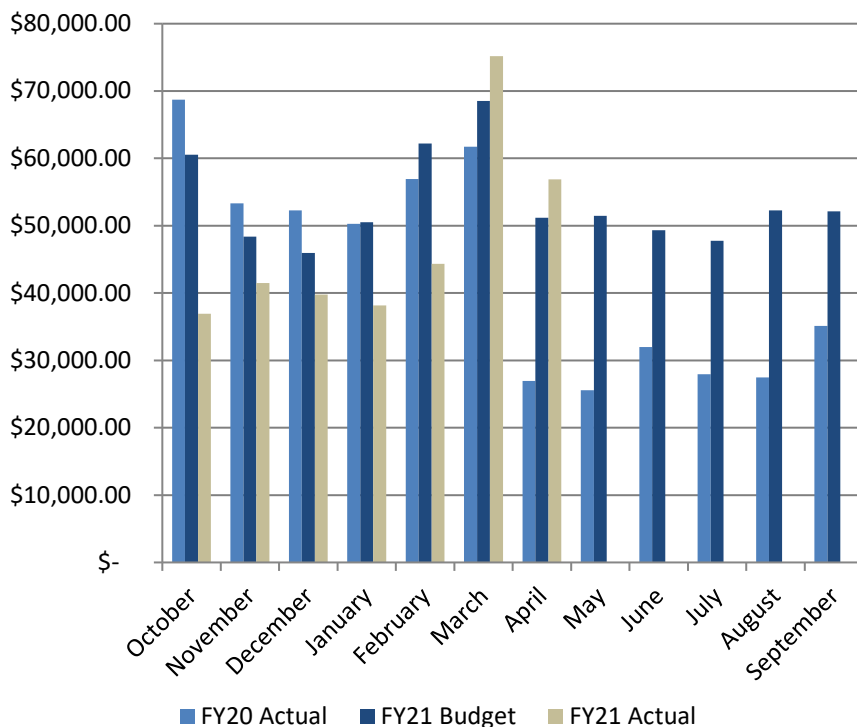
**Trend:**

Court facility fees are generated through traffic ticket violations, which have been significantly impacted by the stay at home order and shift to telecommuting due to COVID-19, impacting the number of cars on the road, which impacts the number of traffic ticket violations that are recorded. The FY 2021 projections are indicating a 16.9% decrease from the budgeted amount. The increase in March and April is related to increased capacity for gatherings, vaccine availability and employers reopening offices, thereby increasing vehicle traffic and subsequent violations. FY 2022 estimates are 19.4% lower than the FY 2021 budget due to the continued trend of employees working from home and universities expanding virtual class options.

FY 2020 Budget: \$595,650  
FY 2020 Actual: \$518,321

FY 2021 Budget: \$640,300  
FY 2021 YTD Actual: \$332,803  
FY 2021 Projection: \$532,346

FY 2022 Estimated Budget: \$515,850

**Monthly Totals: Budget vs. Actuals (Thousands)**

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****PROGRAM EXPENDITURE SUMMARY\***

\*Reflects expenditures posted to financial system as of 4/12/2021

<u>Fund</u>	<u>Org</u>	<u>Description</u>	<u>FY21</u> <u>Adj. Budget</u>	<u>FY21</u> <u>Expenditures</u>	<u>FY21 Budget</u> <u>\$ Balance</u>	<u>FY21 Budget</u> <u>% Bal. Remaining</u>
<b><u>Board of County Commissioners</u></b>						
<b><u>County Commission</u></b>						
001	100	County Commission	1,798,931	917,190	881,741	49.01%
001	101	District 1	12,500	1,439	11,061	88.49%
001	102	District 2	12,500	0	12,500	100.00%
001	103	District 3	12,500	280	12,220	97.76%
001	104	District 4	12,500	697	11,803	94.42%
001	105	District 5	12,500	2,063	10,437	83.50%
001	106	At Large District 6	12,500	1,860	10,640	85.12%
001	107	At Large District 7	12,500	2,235	10,265	82.12%
001	108	Commissioners Account	24,845	5,267	19,578	78.80%
<b>Subtotal:</b>			<b>1,911,276</b>	<b>931,031</b>	<b>980,245</b>	<b>51.29%</b>
<b><u>County Administration</u></b>						
<b><u>Country Administration</u></b>						
001	110	Country Administration	1,238,043	648,620	589,423	47.61%
<b><u>Strategic Initiatives</u></b>						
001	115	Strategic Initiatives	808,279	395,249	413,030	51.10%
001	116	Community and Media Relations	753,526	281,800	471,726	62.60%
<b><u>Emergency Management</u></b>						
125	864	Emergency Management <sup>1</sup>	121,221	20,386	100,835	83.18%
125	952011	Emergency Management Base Grant - Federal <sup>1</sup>	97,479	47,725	49,754	51.04%
125	952012	Emergency Management Base Grant - State <sup>1</sup>	136,404	68,451	67,953	49.82%
130	180	Enhanced 911	1,783,163	1,369,137	414,026	23.22%
<b><u>Human Resources</u></b>						
001	160	Human Resources	1,526,508	664,047	862,461	56.50%
<b><u>Volunteer Services</u></b>						
001	113	Volunteer Center	188,225	75,375	112,850	59.95%
<b>Subtotal:</b>			<b>6,652,848</b>	<b>3,570,790</b>	<b>3,082,058</b>	<b>46.33%</b>
<b><u>Office of Information Technology</u></b>						
001	171	Management Information Systems	7,221,563	4,139,684	3,081,879	42.68%
001	411	Public Safety Complex Technology	261,912	103,262	158,650	60.57%
001	421	Geographic Information Services	2,099,120	1,092,751	1,006,369	47.94%
<b>Subtotal:</b>			<b>9,582,595</b>	<b>5,335,697</b>	<b>4,246,898</b>	<b>44.32%</b>
<b><u>County Attorney</u></b>						
001	120	County Attorney	2,111,946	856,939	1,255,007	59.42%
<b>Subtotal:</b>			<b>2,111,946</b>	<b>856,939</b>	<b>1,255,007</b>	<b>59.42%</b>

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****PROGRAM EXPENDITURE SUMMARY\***

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<u>Fund</u>	<u>Org</u>	<u>Description</u>	<u>FY21</u> <u>Adj. Budget</u>	<u>FY21</u> <u>Expenditures</u>	<u>FY21 Budget</u> <u>\$ Balance</u>	<u>FY21 Budget</u> <u>% Bal. Remaining</u>
<b><u>Department of Public Works</u></b>						
		<b><u>Support Services</u></b>				
106	400	Support Services	627,095	369,422	257,673	41.09%
		<b><u>Operations</u></b>				
106	431	Transportation	4,699,676	1,664,727	3,034,949	64.58%
106	432	Right-of-Way	2,939,347	983,604	1,955,743	66.54%
123	433	Stormwater Maintenance	3,223,759	1,117,969	2,105,790	65.32%
001	216	Mosquito Control	807,504	222,960	584,545	72.39%
125	214	Mosquito Control Grant <sup>1</sup>	48,479	0	48,479	100.00%
		<b><u>Engineering Services</u></b>				
106	414	Engineering Services	3,958,223	1,769,043	2,189,180	55.31%
		<b><u>Fleet Maintenance</u></b>				
505	425	Fleet Maintenance	3,073,578	1,011,340	2,062,238	67.10%
		<b>Subtotal:</b>	<b>19,377,661</b>	<b>7,139,066</b>	<b>12,238,595</b>	<b>63.16%</b>
<b><u>Department of Development Support &amp; Env. Mgt</u></b>						
		<b><u>Building Inspection</u></b>				
120	220	Building Inspection	2,064,882	892,761	1,172,121	56.76%
		<b><u>Environmental Compliance</u></b>				
121	420	Environmental Compliance	1,571,074	733,121	837,953	53.34%
		<b><u>Development Services</u></b>				
121	422	Development Services	862,945	307,463	555,482	64.37%
		<b><u>Code Compliance Services</u></b>				
121	423	Permit Compliance	496,818	208,579	288,239	58.02%
		<b><u>Support Services</u></b>				
121	424	Support Services	397,547	179,855	217,692	54.76%
		<b><u>Customer Engagement Services</u></b>				
121	426	Customer Engagement Services	217,641	52,648	164,993	75.81%
		<b><u>DEP Storage Tank<sup>1</sup></u></b>				
125	866	DEP Storage Tank	191,309	92,839	98,470	51.47%
		<b>Subtotal:</b>	<b>5,802,216</b>	<b>2,467,266</b>	<b>3,334,950</b>	<b>57.48%</b>
<b><u>Department of PLACE</u></b>						
		<b><u>Planning Department</u></b>				
001	817	Planning Department	1,332,305	412,759	919,546	69.02%
		<b>Subtotal:</b>	<b>1,332,305</b>	<b>412,759</b>	<b>919,546</b>	<b>69.02%</b>
<b><u>Office of Financial Stewardship</u></b>						
		<b><u>Office of Management and Budget</u></b>				
001	130	Office of Management and Budget	792,071	397,403	394,668	49.83%
		<b><u>Purchasing</u></b>				
001	140	Procurement	468,612	205,951	262,661	56.05%
001	141	Warehouse	117,131	42,310	74,821	63.88%
		<b><u>Real Estate Management</u></b>				
001	156	Real Estate Management	344,646	160,884	183,762	53.32%
		<b><u>Risk Management</u></b>				
501	132	Risk Management	212,584	101,041	111,543	52.47%
501	821	Workers Compensation Management / Insurance	3,899,157	2,581,264	1,317,893	33.80%
		<b>Subtotal:</b>	<b>5,834,201</b>	<b>3,488,852</b>	<b>2,345,349</b>	<b>40.20%</b>



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<u>Fund</u>	<u>Org</u>	<u>Description</u>	<u>FY21</u> <u>Adj. Budget</u>	<u>FY21</u> <u>Expenditures</u>	<u>FY21 Budget</u> <u>\$ Balance</u>	<u>FY21 Budget</u> <u>% Bal. Remaining</u>
<b><u>Office of Tourism Development</u></b>						
160	301	Administration	550,730	234,607	316,123	57.40%
160	302	Advertising	840,710	117,740	722,970	86.00%
160	303	Marketing	1,737,680	1,068,631	669,049	38.50%
160	304	Special Projects	450,000	0	450,000	100.00%
160	305	Cultural, Visual Arts, & Heritage (CRA)	5,232,298	2,250,000	2,982,298	57.00%
<b>Subtotal:</b>			<b>8,811,418</b>	<b>3,670,978</b>	<b>5,140,440</b>	<b>58.34%</b>
<b><u>Office of Public Safety</u></b>						
<b><u>Emergency Medical Services</u></b>						
135	185	Emergency Medical Services	20,336,869	8,061,997	12,274,872	60.36%
<b><u>Animal Services</u></b>						
140	201	Animal Services	1,815,890	610,611	1,205,279	66.37%
<b>Subtotal:</b>			<b>22,152,759</b>	<b>8,672,609</b>	<b>13,480,150</b>	<b>60.85%</b>
<b><u>Office of Library Services</u></b>						
<b><u>Library Services</u></b>						
001	240	Policy, Planning & OPS	1,077,088	280,064	797,024	74.00%
001	241	Public Library Services	5,731,504	2,456,293	3,275,211	57.14%
<b>Subtotal:</b>			<b>6,808,592</b>	<b>2,736,357</b>	<b>4,072,235</b>	<b>59.81%</b>
<b><u>Office of Intervention &amp; Detention Alternatives</u></b>						
<b><u>County Probation</u></b>						
111	542	County Probation Division	1,227,925	592,370	635,555	51.76%
<b><u>Supervised Pretrial Release</u></b>						
111	544	Pretrial Release	1,451,921	688,492	763,429	52.58%
<b><u>Drug &amp; Alcohol Testing</u></b>						
111	599	Drug and Alcohol Testing	175,899	78,109	97,790	55.59%
<b><u>FDLE JAG Grant Pretrial<sup>1</sup></u></b>						
125	982063	FDLE JAG Pre-Trial FY19	29,772	0	29,772	100.00%
125	982064	FDLE JAG PRE-TRIAL FY20	40,000	0	40,000	100.00%
<b>Subtotal:</b>			<b>2,925,517</b>	<b>1,358,972</b>	<b>1,566,545</b>	<b>53.55%</b>

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****PROGRAM EXPENDITURE SUMMARY\***

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<u>Fund</u>	<u>Org</u>	<u>Description</u>	<u>FY21</u> <u>Adj. Budget</u>	<u>FY21</u> <u>Expenditures</u>	<u>FY21 Budget</u> <u>\$ Balance</u>	<u>FY21 Budget</u> <u>% Bal. Remaining</u>
<b><u>Office of Human Services &amp; Community Partnerships</u></b>						
		<b><u>Veteran Services</u></b>				
001	390	Veteran Services	367,592	150,073	217,519	59.17%
		<b><u>Health &amp; Human Services</u></b>				
001	370	Social Service Programs	6,650,565	3,092,324	3,558,241	53.50%
		<b><u>Health Department</u></b>				
001	190	Health Department	237,345	59,336	178,009	75.00%
		<b><u>Primary Health Care</u></b>				
001	971	Primary Health Care	1,824,059	668,805	1,155,254	63.33%
		<b><u>Housing Services</u></b>				
001	371	Housing Services	694,074	324,683	369,391	53.22%
125	932019	HFA Emergency Repairs Program	69,586	21,254	48,332	69.46%
		<b><u>SHIP 2018-2021<sup>1</sup></u></b>				
124	932053	SHIP 2018-2021 Funding	14,856	5,805	9,051	60.92%
124	932054	SHIP 2019-2022 Funding	69,197	25,133	44,064	63.68%
124	932055	SHIP Hurricane Housing Recovery	205,251	139,085	66,166	32.24%
124	932056	SHIP 2020-2021 Funding	123,698	50,000	73,698	59.58%
		<b>Subtotal:</b>	<b>10,256,223</b>	<b>4,536,497</b>	<b>5,719,726</b>	<b>55.77%</b>
<b><u>Office of Resource Stewardship</u></b>						
		<b><u>Office of Sustainability</u></b>				
001	127	Office of Sustainability	331,364	178,158	153,206	46.23%
		<b><u>Facilities Management</u></b>				
001	150	Facilities Management	7,961,212	3,407,362	4,553,850	57.20%
		<b><u>Detention Center Maintenance</u></b>				
001	152	Maintenance	2,443,688	1,152,836	1,290,852	52.82%
		<b><u>Public Safety Complex</u></b>				
001	410	Public Safety Complex	1,702,246	693,960	1,008,286	59.23%
		<b><u>County Government Annex</u></b>				
165	154	Bank of America	568,471	212,131	356,340	62.68%
		<b><u>Huntington Oaks Plaza Operating</u></b>				
166	155	Huntington Oaks Plaza Operating	105,695	19,072	86,623	81.96%
		<b><u>Cooperative Extension</u></b>				
001	361	Extension Education	442,331	88,242	354,089	80.05%
		<b><u>Parks &amp; Recreation</u></b>				
140	436	Parks & Recreation	3,232,597	1,331,559	1,901,038	58.81%
		<b><u>Solid Waste</u></b>				
401	416	Yard Waste	403,564	92,329	311,235	77.12%
401	437	Rural Waste Collection Centers	742,376	326,751	415,625	55.99%
401	441	Transfer Station Operations	11,068,224	3,665,221	7,403,003	66.89%
401	442	Landfill (Solid Waste Management Facility)	540,975	244,142	296,833	54.87%
401	443	Hazardous Waste	735,726	413,063	322,663	43.86%
		<b>Subtotal:</b>	<b>30,278,469</b>	<b>11,824,827</b>	<b>18,453,642</b>	<b>60.95%</b>

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****PROGRAM EXPENDITURE SUMMARY\***

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<u>Fund</u>	<u>Org</u>	<u>Description</u>	<u>FY21</u> <u>Adj. Budget</u>	<u>FY21</u> <u>Expenditures</u>	<u>FY21 Budget</u> <u>\$ Balance</u>	<u>FY21 Budget</u> <u>% Bal. Remaining</u>
<b><u>Constitutional Officers<sup>2</sup></u></b>						
		<b><u>Clerk of the Circuit Court</u></b>				
001	132	Clerk Finance	1,941,920	1,133,016	808,904	41.65%
110	537	Circuit Court Fees	395,908	230,717	165,192	41.72%
		<b><u>Property Appraiser</u></b>				
001	512	Property Appraiser	5,215,123	3,917,436	1,297,687	24.88%
		<b><u>Sheriff</u></b>				
110	510	Law Enforcement	44,257,465	29,504,977	14,752,488	33.33%
110	511	Corrections	36,962,289	24,641,526	12,320,763	33.33%
		<b><u>Tax Collector</u></b>				
001	513	General Fund Property Tax Commissions	5,462,992	4,956,596	506,396	9.27%
123	513	Stormwater Utility Non Ad-Valorem	72,568	60,328	12,240	16.87%
135	513	Emergency Medical Services MSTU	162,395	162,395	0	0.00%
145	513	Fire Service Fee	59,106	46,286	12,820	21.69%
162	513	Special Assessment Paving	5,500	1,302	4,198	76.32%
164	513	Sewer Services Killearn Lakes I and II	5,000	4,284	716	14.31%
401	513	Landfill Non-Ad Valorem	34,606	26,881	7,725	22.32%
		<b><u>Supervisor of Elections</u></b>				
060	520	Voter Registration	3,015,930	1,371,303	1,644,627	54.53%
060	521	Elections	1,397,673	1,016,340	381,333	27.28%
		<b>Subtotal:</b>	<b>98,988,475</b>	<b>67,073,387</b>	<b>31,915,088</b>	<b>32.24%</b>
<b><u>Judicial Officers</u></b>						
		<b><u>Court Administration</u></b>				
001	540	Court Administration	230,364	102,080	128,284	55.69%
001	547	Guardian Ad Litem	24,277	4,393	19,884	81.91%
110	532	State Attorney	130,950	34,632	96,318	73.55%
110	533	Public Defender	141,745	21,686	120,059	84.70%
110	555	Legal Aid	257,500	128,750	128,750	50.00%
114	586	Teen Court	73,422	31,954	41,468	56.48%
117	509	Alternative Juvenile Program	58,033	19,242	38,791	66.84%
117	546	Law Library	51,395	0	51,395	100.00%
117	548	Judicial/Article V Local Requirements	189,714	10,838	178,876	94.29%
117	555	Legal Aid	51,395	21,969	29,426	57.25%
		<b>Subtotal:</b>	<b>1,208,795</b>	<b>375,543</b>	<b>833,252</b>	<b>68.93%</b>

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****PROGRAM EXPENDITURE SUMMARY\***

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<u>Fund</u>	<u>Org</u>	<u>Description</u>	<u>FY21</u> <u>Adj. Budget</u>	<u>FY21</u> <u>Expenditures</u>	<u>FY21 Budget</u> <u>\$ Balance</u>	<u>FY21 Budget</u> <u>% Bal. Remaining</u>
<b><u>Non-Operating</u></b>						
<b><u>Line Item Funding</u></b>						
001	888	Line Item Funding	497,759	373,880	123,880	24.89%
160	888	Council on Culture and Arts Regranting	877,347	179,465	697,882	79.54%
<b><u>City of Tallahassee</u></b>						
140	838	City Payment, Tallahassee (Parks & Recreation)	1,504,334	752,167	752,168	50.00%
145	838	City Payment, Tallahassee (Fire Fees)	8,351,804	0	8,351,804	100.00%
164	838	City Payment, Tallahassee (Killearn Lakes Sewer)	232,500	224,206	8,294	3.57%
<b><u>Other Non-Operating</u></b>						
001	114	Office of Economic Vitality	93,185	0	93,185	100.00%
001	278	Summer Youth Employment	40,727	0	40,727	100.00%
001	403	Blueprint <sup>3</sup>	578,609	278,817	299,792	51.81%
001	529	800 MHZ System Maintenance	1,686,950	863,709	823,241	48.80%
001	820	Insurance Audit, and Other Expenses	1,051,437	435,693	615,744	58.56%
001	831	Tax Deed Applications	45,000	0	45,000	100.00%
001	972	CRA-TIF Payment	3,518,010	3,377,143	140,867	4.00%
110	507	Consolidated Dispatch Agency (CDA)	3,165,150	2,373,863	791,288	25.00%
110	508	Diversionsary Program	140,684	940	139,744	99.33%
110	620	Juvenile Detention Payment - State	1,174,781	489,490	685,291	58.33%
116	800	Drug Abuse	84,835	0	84,835	100.00%
145	843	Volunteer Fire Department	494,193	202,539	291,654	59.02%
502	900	Communications Control	1,368,186	594,900	773,286	56.52%
<b><u>Interdepartmental Billing</u></b>						
		Countywide Automation	577,710	0	577,710	100.00%
		Indirects (Internal Cost Allocations)	0	0	0	100.00%
		Risk Allocations	1,151,850	1,148,984	2,866	0.25%
		<b><u>Subtotal:</u></b>	<b>26,635,051</b>	<b>11,295,794</b>	<b>15,339,257</b>	<b>57.59%</b>
<b><u>Total Operating</u></b>						
			<b>232,888,044</b>	<b>123,980,891</b>	<b>108,907,153</b>	<b>46.76%</b>
<b><u>Total Non-Operating</u></b>						
			<b>26,635,051</b>	<b>11,295,794</b>	<b>15,339,257</b>	<b>57.59%</b>
<b><u>Total CIP</u></b>						
			<b>84,914,455</b>	<b>11,398,231</b>	<b>73,516,224</b>	<b>86.58%</b>
<b><u>Operating Grants</u></b>						
			<b>1,147,252</b>	<b>470,679</b>	<b>676,574</b>	<b>58.97%</b>
<b><u>Non-Operating Grants <sup>4</sup></u></b>						
			<b>169,668,463</b>	<b>73,663,308</b>	<b>96,005,156</b>	<b>56.58%</b>
<b><u>Total Debt Service</u></b>						
			<b>3,529,937</b>	<b>413,843</b>	<b>3,116,094</b>	<b>88.28%</b>
<b><u>Total Reserves</u></b>						
			<b>4,407,484</b>	<b>223,147</b>	<b>4,184,337</b>	<b>94.94%</b>
<b><u>TOTAL NET EXPENDITURES:</u></b>						
			<b>523,190,686</b>	<b>221,445,892</b>	<b>301,744,794</b>	<b>57.67%</b>

## Notes:

1. Operating Grants include Mosquito Control, DEP Storage Tank, FDLE JAG Pretrial, SHIP, Emergency Management and Elections.

2. Expenses reflect budgeted transfers to the Constitutional Officers and do not reflect excess fees or unexpended funds returned to the Board as revenue, as required by the Florida Statute.

3. The Blueprint budget was established to fund the salary and benefits for an employee who opted to be on County payroll for retirement benefits. Total expenses for the position are reimbursed.

4. For accounting purposes this amount includes funding isolated in specific budgets received from other governmental entities such as the Florida Department of Environmental Protection, the Federal Government (e.g. American Recovery Act, and the Emergency Rental Assistance Programs 1 and 2) and the Department of Transportation. See the grant section of the report for more detail.

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

**SUMMARY OF FUND BALANCE & RETAINED EARNINGS (unaudited)**

<u>Org</u>	<u>Fund Title</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Est. Bal. (A)</u>	<u>FY21 Adopted Bud</u>	<u>Fund Bal. as % of Budget (B)</u>
<b><u>General &amp; Fine and Forfeiture Funds *</u></b>						
001	General Fund	33,714,518	33,750,782	<b>33,933,518</b>	75,952,687	N/A
110	Fine and Forfeiture Fund	1,674,303	1,674,303	<b>779,645</b>	86,926,745	N/A
	<b>Subtotal:</b>	<b>35,388,821</b>	<b>35,425,085</b>	<b>34,713,163</b>	<b>162,879,432</b>	<b>21%</b>

\* The combined fund balances for the general and fine and forfeiture funds fall within the allowable range of the County Reserve Policy, which requires a minimum of 15% and a maximum of 30% reserve.

<b><u>Special Revenue Funds</u></b>						
106	County Transportation Trust Fund	4,674,953	4,083,919	<b>4,133,475</b>	18,454,643	22%
111	Probation Services Fund (C)	620,252	148,414	<b>0</b>	3,525,911	0%
114	Teen Court Fund	2,533	30,465	<b>0</b>	84,755	0%
116	Drug Abuse Trust Fund (D)	32,410	92,585	<b>45,237</b>	93,227	49%
117	Judicial Programs Fund (D)	415,478	415,998	<b>505,115</b>	353,178	143%
120	Building Inspection Fund (E)	2,226,315	1,442,111	<b>1,460,088</b>	2,990,954	49%
121	Development Support Fund (E)	470,935	567,220	<b>1,470,823</b>	4,181,559	35%
123	Stormwater Utility Fund	759,757	1,139,510	<b>1,659,025</b>	5,484,573	30%
124	Ship Trust Fund (F)	23,654	25,247	<b>90,634</b>	85,000	107%
125	Grants	208,808	598,784	<b>0</b>	881,222	0%
126	Non-Countywide General Revenue Fund (G)	1,382,791	285,827	<b>5,492,693</b>	16,890,896	33%
127	Grants (H)	201,774	200,531	<b>6,287,379</b>	60,000	10479%
128	CARES Act Fund (H)	0	45,980,344	<b>1,153,092</b>	47,133,436	2%
130	911 Emergency Communications Fund	660,126	307,756	<b>166,646</b>	1,297,700	13%
131	Radio Communications Systems Fund (I)	13,459	149,797	<b>0</b>	0	N/A
135	Emergency Medical Services Fund	6,198,513	6,271,413	<b>5,640,708</b>	23,350,669	24%
137	American Recovery Plan Act (ARPA) Fund (H)	0	0	<b>40,771,314</b>	57,024,862	71%
140	Municipal Service Fund (J)	195,167	420,716	<b>1,667,027</b>	9,422,027	18%
145	Fire Services Fund	2,008,116	2,139,881	<b>1,844,980</b>	8,975,159	21%
160	Tourist Development Fund (1st-5th Cents) (K)	4,589,173	4,562,934	<b>758,464</b>	4,520,407	17%
160	Tourist Develop. Cultural, Visual Arts, Heritage (M)	5,163,084	5,163,084	<b>1,921,687</b>	5,163,084	37%
162	Special Assessment Paving Fund	98,662	97,558	<b>1,323</b>	113,770	1%
164	Killearn Lakes Units I and II Sewer Fund	15,640	19,706	<b>17,022</b>	237,500	7%
165	Bank of America Building Operating Fund (L)	1,390,294	660,569	<b>1,163,958</b>	1,487,132	78%
166	Huntington Oaks Plaza Fund	311,752	272,200	<b>45,195</b>	289,940	16%
	<b>Subtotal:</b>	<b>31,663,644</b>	<b>75,076,570</b>	<b>76,295,885</b>	<b>212,101,604</b>	<b>36%</b>

<b><u>Debt Service Funds</u></b>						
211	Debt Service - Series 2003 A&B	4,034	113,339	<b>0</b>	0	N/A
222	Debt Service - Series 2014	6,720	0	<b>0</b>	3,268,180	N/A
223	Debt Service - Series 2020	0	21,449	<b>21,449</b>	261,757	N/A
	<b>Subtotal:</b>	<b>10,754</b>	<b>134,788</b>	<b>21,449</b>	<b>3,529,937</b>	<b>N/A</b>

<b><u>Capital Projects Funds</u></b>						
305	Capital Improvements Fund (M)	22,801,984	24,176,104	<b>0</b>	10,009,175	Balances committed for specific capital projects not completed during the fiscal year will be carried forward into the FY 2022 budget unless otherwise noted.
306	Gas Tax Transportation Fund	10,207,930	8,215,862	<b>1,639,758</b>	3,746,700	
308	Local Option Sales Tax Fund (N)	4,773,066	4,773,065	<b>367,369</b>	60,000	
309	Local Option Sales Tax Extension Fund	4,401,599	2,580,155	<b>239,033</b>	481,573	
330	911 Capital Projects Fund	4,243,342	4,448,930	<b>4,349,452</b>	57,570	
351	Sales Tax Extension 2020 (O)	0	0	<b>1,396,708</b>	3,492,418	
352	Sales Tax Extension 2020 JPA Agreement (O)	0	0	<b>276,847</b>	4,600,850	
	<b>Subtotal:</b>	<b>46,427,922</b>	<b>44,194,117</b>	<b>6,595,613</b>	<b>22,448,286</b>	

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

**SUMMARY OF FUND BALANCE & RETAINED EARNINGS (unaudited)**

<u>Org</u>	<u>Fund Title</u>	<u>FY19 Actual</u>	<u>FY20 Actual</u>	<u>FY21 Est. Bal. (A)</u>	<u>FY21 Adopted Bud</u>	<u>Fund Bal. as % of Budget (B)</u>
<b><u>Enterprise Funds</u></b>						
401	Solid Waste Fund (N)	4,557,779	-5,831,576	-8,011,191	15,700,792	
	<b>Subtotal:</b>	<b>4,557,779</b>	<b>-5,831,576</b>	<b>-8,011,191</b>	<b>15,700,792</b>	
<b><u>Internal Service Funds</u></b>						
501	Insurance Service Fund	909,282	1,420,786	1,354,499	4,092,512	
502	Communications Trust Fund	342,526	203,513	271,922	1,368,186	
505	Motor Pool Fund	256,977	437,002	519,508	3,085,322	
	<b>Subtotal:</b>	<b>1,508,786</b>	<b>2,061,300</b>	<b>2,145,929</b>	<b>8,546,020</b>	
	<b>TOTAL:</b>	<b>119,557,706</b>	<b>151,060,284</b>	<b>111,760,848</b>	<b>425,206,071</b>	

## Notes:

A. Balances are estimated as year ending for FY 2021.

B. FY 2021 percentage estimates are only provided for General and Special Revenue funds. Capital Projects, Enterprise, and Internal Service funds maintain differing levels of balances depending upon on-going capital project requirements and other audit requirements. The percentages for the other funds are intended to show compliance with the County's policy for maintaining sufficient balances.

C. The decrease in the probation services fund is due to the planned use of accumulated fund balance to support program services due to a decline in fee

D. The increase fund balance in the drug abuse trust fund and the judicial programs fund is due to COVID-19 related office closures, reducing costs for FY 2021.

E. The increase in the building inspection fund and development support fund is due to Leon County following the state and national housing market and development trends fueled by low interest rates.

F. The increase in the SHIP fund is due to recaptured revenue as residents pay back loans.

G. This fund is used to account for non-countywide general revenue sources. Non-countywide general revenue includes Communication Services Tax, State Shared and 1/2 cent sales tax. Funds are not expended directly from the fund but are transferred to funds that provide non countywide services, and to the general fund as required by Florida Statute. The increase in fund balance is due to conservative forecasting during COVID-19 and a swift economic recovery with the return of in-person gatherings, festivals and sports and the availability of vaccines, almost bringing revenues to pre-pandemic levels.

H. These are separate grants that are interest bearing. The FY 2021 balance shows funds remaining from the US Treasury allocations for CARES, the Emergency Rental Assistance Programs (ERAP) 1 and 2 and ARPA funds in response to the COVID-19 pandemic. The remaining ERAP funds in fund 127 will be spent by early FY 2022. The balance in CARES funding shows the remaining funds CARES program established by the County after being fully reimbursed by the State of Florida for public safety personnel expenses. The ARAP balance reflects the remaining balance in the fund after the transfer of funds to other funds for projects

I. In FY 2021, Radio Communications was consolidated in General Revenue (001) due to the significant decline in revenue and increasing general revenue

J. The increase public service tax fund balance is due to additional consumption of water, electric, gas and fuel relating to the COVID-19 stay-at-home orders, teleworking, and virtual schooling.

K. The Tourist Development Tax is reflected in two separate fund balances. Currently, five cents support the Tourist Development Division marketing promotion, and Cultural regranting activities. The fund balance previously established by the one cent for the performing arts center is now dedicated for expenditures on cultural, visual arts and heritage funding programs pursuant to the interlocal agreement with the County, the City and the Community Redevelopment Agency approved at the December 9, 2014 Board Meeting. The reduction in the FY 2021 fund balance is due to COVID-19 related revenue losses.

L. The increases in fund balance for the Leon County Annex is due to the retirement of debt service of the building being completed.

M. Fund balance builds upon the prior year capital budget reductions to reduce the general revenue transfer to capital.

N. Reflects the remaining fund balance from the previous sales tax.

O. Fund balance related to the rebounding of sales tax collections subsequent to the lifting of COVID closure restrictions over conservative budget forecasting related to the decline in sales tax during the first year of the COVID pandemic.

N. The landfill is currently being closed, drawing down the closure reserves to pay for the final capping of the landfill. Accounting requirements for enterprise landfill funds require that the entire 30-year closure and post closure monitoring costs be accrued in the fund. During closure as these reserves are used, a negative balance will be reflected if the long-term 30-year liability is not entirely funded. However, the actual closure and monitoring cost are only required to be budgeted on an annual basis. This is not an uncommon occurrence, concurred with by the external auditors, as landfill closures and monitoring costs often exceed the required funding amount set aside based on the landfill permit requirements and related engineering assumptions, which do not include economic drivers such as an inflated construction market.

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****CAPITAL IMPROVEMENT PROGRAM SUMMARY**

<b>Project Service Types</b>	<b># of Projects</b>	<b>% of CIP Budget</b>	<b>Adjusted Budget</b>	<b>Encumbrances</b>	<b>YTD Activity</b>	<b>% of Budget Committed</b>	<b>Project Balance</b>
Culture and Recreation	12	12.4%	15,062,638	3,601,433	1,920,941	12.8%	9,540,264
General Government	27	16.7%	20,291,303	942,463	4,667,066	23.0%	14,681,774
Health and Safety	6	7.2%	8,809,490	3,180,089	1,532,863	17.4%	4,096,538
Physical Environment	23	36.8%	44,857,380	4,333,616	2,178,572	4.9%	38,345,192
Transportation	22	26.9%	32,770,821	5,504,420	2,129,726	6.5%	25,136,675
<b>TOTAL</b>	<b>90</b>	<b>100%</b>	<b>\$121,791,632</b>	<b>\$17,562,021</b>	<b>\$12,429,168</b>	<b>10.2%</b>	<b>\$91,800,443</b>

Note: This Capital Improvement Program Summary reflects the adjusted budget, encumbrances and year-to-date (YTD) activity from October 1, 2020 - April 12, 2021. Totals includes capital projects supported by grant funding. Total countywide grants are reflected in the Grants Program Summary.

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

## CULTURE AND RECREATION

Project #	Project Description	Adjusted Budget	Encumbrances	YTD Activity	% of Budget Committed	Project Balance
045001	Apalachee Regional Park	3,317,539	287,338	1,189,451	35.9%	1,840,750
047002	Boat Landing Improvements and Renovations	213,428	-	-	0.0%	213,428
046014	Chaires Park	2,990,515	2,779,216	211,299	7.1%	-
043007	Fred George Park	479,583	39,665	1,143	0.2%	438,775
046009	Greenways Capital Maintenance	830,909	171,140	438,176	52.7%	221,593
076011	Library Services Technology	150,000	135,454	14,546	9.7%	-
091007	L.I.F.E. Boat Landing Enhancements & Upgrades	191,436	61,864	15,810	8.3%	113,762
091010	L.I.F.E. Recreational Amenities	200,000	-	-	0.0%	200,000
046007	New Parks/Greenways Vehicle and Equipment	128,309	-	15,815	12.3%	112,494
046001	Parks Capital Maintenance	1,188,633	126,756	34,701	2.9%	1,027,176
046006	Playground Equipment Replacement	129,114	-	-	0.0%	129,114
047001	St. Marks Headwaters Greenway *	5,243,172	-	-	0.0%	5,243,172
<b>TOTAL CULTURE AND RECREATION</b>		<b>\$15,062,638</b>	<b>\$3,601,433</b>	<b>\$1,920,941</b>	<b>12.8%</b>	<b>\$9,540,264</b>

## GENERAL GOVERNMENT

Project #	Project Description	Adjusted Budget	Encumbrances	YTD Activity	% of Budget Committed	Project Balance
086011	Architectural & Engineering Services	60,000	4,210	25,363	42.3%	30,427
086076	Building Roofing Repairs & Maintenance	1,065,164	196,664	175,925	16.5%	692,575
086077	Building Mechanical Repairs & Maintenance	1,868,190	169,480	54,248	2.9%	1,644,462
086078	Building Infrastructure & Improvements	1,121,856	40,495	134,321	12.0%	947,040
086079	Building General Maintenance & Renovations	1,491,377	38,174	177,752	11.9%	1,275,451
086017	Common Area Furnishings	30,000	-	1,206	4.0%	28,794
086027	Courthouse Renovations	660,725	3,150	44,036	6.7%	613,539
086016	Courthouse Security	35,000	-	1,174	3.4%	33,826
086007	Courtroom Minor Renovations	78,187	7,393	-	0.0%	70,794
076023	Courtroom Technology	229,485	20,809	17,237	7.5%	191,439
076063	E-Filing System for Court Documents	354,480	-	-	0.0%	354,480
086082	ESCO Capital Improvement Projects	650,000	-	-	0.0%	650,000
076008	File Server Maintenance (County Compute Infrastructure)	716,127	143,271	392,840	54.9%	180,016
076001	Financial Hardware and Software	82,316	29,000	15,749	19.1%	37,567
026003	General Vehicle and Equipment Replacement	300,000	39,543	49,448	16.5%	211,009
083002	Lake Jackson Town Center - Huntington Oaks	151,553	8,746	61,152	40.4%	81,655
086025	Leon County Government Annex Renovations (BOA Building)	1,268,374	2,994	5,218	0.4%	1,260,162
091004	L.I.F.E. Miccosukee Sense of Place	456,430	53,525	-	0.0%	402,905
026018	New General Vehicle & Equipment	16,160	16,160	-	0.0%	-
076051	Public Defender Technology	125,154	-	75,541	60.4%	49,613
086081	Solar Arrays on County Buildings	100,000	-	-	0.0%	100,000
076047	State Attorney Technology (MIS)	149,615	21,421	45,809	30.6%	82,385
086084	SOE Building Capital Improvements	5,400,000	-	3,303,295	61.2%	2,096,705
076005	Supervisor of Elections Technology	123,350	-	8,520	6.9%	114,830
086065	Tourist Development Building (Amtrak Building)	3,337,030	80,503	12,226	0.4%	3,244,301
076024	User Computer Upgrades	290,730	66,925	17,543	6.0%	206,262
076042	Work Order Management	80,000	-	48,463	60.6%	31,537
096028	Voting Equipment Replacement	50,000	-	-	0.0%	50,000
<b>TOTAL GENERAL GOVERNMENT</b>		<b>\$20,291,303</b>	<b>\$942,463</b>	<b>\$4,667,066</b>	<b>23.0%</b>	<b>\$14,681,774</b>

## HEALTH AND SAFETY

Project #	Project Description	Adjusted Budget	Encumbrances	YTD Activity	% of Budget Committed	Project Balance
076058	Emergency Medical Services Technology	38,428	-	25,837	67.2%	12,591
026014	EMS Vehicle and Equipment Replacement	2,312,062	2,124,521	-	0.0%	187,541
086031	Detention Facility Complex Maintenance	5,614,439	1,052,964	1,224,497	21.8%	3,336,978
096016	Public Safety Complex	487,030	-	-	0.0%	487,030
086080	Sheriff Training Facility	75,424	2,604	422	0.6%	72,398
096002	Volunteer Fire Department	282,107	-	282,107	100.0%	-
<b>TOTAL HEALTH AND SAFETY</b>		<b>\$8,809,490</b>	<b>\$3,180,089</b>	<b>\$1,532,863</b>	<b>17.4%</b>	<b>\$4,096,538</b>

\* Indicates project includes grant funds that are listed in the Grants section of the report.



## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

## PHYSICAL ENVIRONMENT

Project #	Project Description	Adjusted Budget	Encumbrances	YTD Activity	% of Budget Committed	Project Balance
054011	Baum Road Drainage Improvements	1,116,782	-	-	0.0%	1,116,782
062007	Belair-Annawood Septic to Sewer *	4,068,632	1,399,956	780,974	19.2%	1,887,702
062006	Comprehensive Wastewater Treatment Project *	500,000	-	-	0.0%	500,000
927128	FDEP Springs Restoration Project *	1,388,597	4,275	78,144	5.6%	1,306,178
063005	Fords Arm - Lexington Pond Retrofit	830,974	425,315	165,945	20.0%	239,714
076009	Geographic Information Systems	306,000	125,000	81,000	26.5%	100,000
076060	GIS Incremental Basemap Update	358,259	290,009	68,250	19.1%	-
036019	Household Hazardous Waste Improvements	71,883	-	-	0.0%	71,883
064001	Killearn Acres Flood Mitigation	483,177	19,200	2,900	0.6%	461,077
036043	Landfill Closure	7,932,532	-	-	0.0%	7,932,532
036002	Landfill Improvements	74,601	35,175	-	0.0%	39,426
062008	NE Lake Munson Septic to Sewer *	13,221,436	266,812	52,419	0.4%	12,902,205
036044	New Solid Waste Vehicles	40,200	-	-	0.0%	40,200
045007	Pedrick Pond Stormwater Improvement	30,902	-	-	0.0%	30,902
076015	Permit and Enforcement Tracking System	944,683	150,375	167,347	17.7%	626,961
927129	Small Community Wastewater Treatment Project *	275,014	-	-	0.0%	275,014
036003	Solid Waste Heavy Equipment/Vehicle Replacement	388,000	-	-	0.0%	388,000
067006	Stormwater Infrastructure Preventive Maintenance	1,031,276	12,200	23,826	2.3%	995,250
066026	Stormwater Pond Repairs	100,000	16,089	14,569	14.6%	69,342
026004	Stormwater Vehicle and Equipment Replacement	355,800	-	144,148	40.5%	211,652
036010	Transfer Station Heavy Equipment Replacement	436,000	50,205	382,500	87.7%	3,295
036023	Transfer Station Improvements	982,723	614,570	45,592	4.6%	322,561
062003	Woodville Sewer Project *	9,919,909	924,435	170,958	1.7%	8,824,516
<b>TOTAL PHYSICAL ENVIRONMENT</b>		<b>\$44,857,380</b>	<b>\$4,333,616</b>	<b>\$2,178,572</b>	<b>4.9%</b>	<b>\$38,345,192</b>

\* Indicates project includes grant funds that are listed in the Grants section of the report.

## TRANSPORTATION

Project #	Project Description	Adjusted Budget	Encumbrances	YTD Activity	% of Budget Committed	Project Balance
026015	Arterial/Collector Roads Pavement Markings	135,200	-	-	0.0%	135,200
056001	Arterial/Collector Resurfacing	4,790,577	1,904,402	225,250	4.7%	2,660,925
056005	Community Safety and Mobility	2,057,579	589,252	160,973	7.8%	1,307,354
057001	Intersection and Safety Improvements	4,560,462	225,196	22,623	0.5%	4,312,643
091003	L.I.F.E. Rural Rd Safety Stabilization	275,000	-	27,816	10.1%	247,184
091005	L.I.F.E. Street Lighting	225,000	34,221	20,120	8.9%	170,659
055010	Magnolia Drive Multi-Use Trail *	5,171,671	5,060	34,653	0.7%	5,131,958
065005	Maylor Road Stormwater Improvements	2,831,685	88,814	416,016	14.7%	2,326,855
057918	Miccosukee Road Bridger Replacement	567,500	-	-	0.0%	567,500
053008	DOT Old Bainbridge Road Knots Lane *	80,914	-	-	0.0%	80,914
053009	DOT Old Bainbridge Road Monroe *	277,370	14	7,834	2.8%	269,522
053010	DOT Old Bainbridge Road I-10 to CC NW *	453,674	2,696	72,278	15.9%	378,700
053011	DOT Old Bainbridge Road @ CC NW *	160,000	-	-	0.0%	160,000
026006	Open Graded Cold Mix-OGCM Stabilization	100,000	-	-	0.0%	100,000
056011	Public Works Design and Engineering Services	184,740	16,890	720	0.4%	167,130
026005	Public Works Vehicle and Equipment Replacement	372,000	79,311	-	0.0%	363,568
056013	Sidewalk Program	3,845,700	284,481	58,235	1.5%	3,502,984
052004	Smith Creek Bike Lanes Phase I *	1,004,220	-	-	0.0%	1,004,220
052005	Smith Creek Bike Lanes Phase II *	850,367	-	-	0.0%	850,367
051008	Springhill Road Bridge Rehabilitation	350,500	-	-	0.0%	350,500
057917	Tower Oaks 2/3 Program	728,706	-	315	0.0%	728,391
056010	Transportation and Stormwater Improvements	3,747,956	2,274,083	1,082,893	28.9%	390,980
<b>TOTAL TRANSPORTATION</b>		<b>\$32,770,821</b>	<b>\$5,504,420</b>	<b>\$2,129,726</b>	<b>6.5%</b>	<b>\$25,136,675</b>

\* Indicates project includes grant funds that are listed in the Grants section of the report.

**Leon County Government****Fiscal Year 2021 Mid-Year Performance and Financial Report****GRANTS PROGRAM SUMMARY**

The County utilizes grants to fund a number of programs and activities in Leon County. As reflected in the table below, the County is currently administering approximately \$109.2 million in grant funding. As grants often cross multiple fiscal years, it is not uncommon to see the actual expenditures for a fiscal year less than the total funding available. All balances are carried into the subsequent fiscal year consistent with any grant award requirements.

Most grants are accepted by the County and placed within one of three funds, SHIP Grants (Fund 124), Reimbursement Grants (Fund 125) and Interest Bearing Grants (Fund 127). While placed in a Grants Fund, a program budget can be a federal or state authorization, a contractual arrangement between two governing bodies, a contract between the County and a non-governmental entity, a method to keep a specific revenue source separate from operating budgets, or a pure grant award.

Some programs are anticipated as part of the regular budget process: Mosquito Control, the Petroleum Storage Tank Program, the FDLE Justice Assistance Grant (JAG), the Department of Health Emergency Medical Grant, and the Emergency Management Base Grants. These grant funds are administered within various County department operating budgets, and are reported in the expenditure section of the annual report.

In FY 2020, Leon County received \$51,227,796 in Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funding for its immediate COVID-19 response efforts. Those dollars reimbursed public safety expenses and allowed the County to administer individual, nonprofit, community and small business assistance. Additionally, individual departments and divisions received dedicated allocations as pass-through funding from state agencies. Emergency Medical Services was allocated \$237,224, Emergency Management was awarded \$18,994, Housing Services was awarded \$11,432,255 and the Supervisor of Elections received \$378,926 in CARES Act funds for COVID-19 response. In FY 2021, Leon County received additional emergency rental assistance of \$10,819,739 and \$57,024,862 for the American Recovery Plan Act (ARPA) to mitigate significant revenue impacts incurred as a result of COVID-19 pandemic.

FY 2021 Mid-Year Grants Program Summary includes 56 active grants. Of those 56 grants, 43% are federal grants, 39% are state grants and 18% are private grants from foundations, endowments, or other private sources. Due to the substantial amount of funding associated with the CARES Act, US Treasury funds, and the Florida Department of Transportation federal pass-through funds from the Federal Highway Administration, approximately 90% of the FY 2021 funding is federal. The remaining shares are majority state at approximately 9% and a small portion is private at approximately 1%. (See Chart 2a)

Additionally, there is reflected grant activity associated with substantial reimbursements related to Hurricanes Hermine, Irma and Michael. Total debris removal and emergency preparedness costs are FEMA eligible and will exceed \$33.7 million, as referenced in Chart 3.

The Grants Program is cooperatively monitored by department program managers, the Office of Management and Budget (OMB), and the Clerk's Finance Division. OMB monitors all aspects of these grants, particularly block grants. Program Managers in conjunction with OMB often pursue grants independently and administer grants throughout the year. OMB and the Clerk's Finance Division monitor overall expenditures and revenues as well as coordinate the year-end close-out and carry forward processes with all grant funded programs.

To ensure the County maximizes grant leveraging opportunities, the Office of Management and Budget (OMB) coordinates with department liaisons and actively seeks grant funding opportunities throughout the fiscal year. These efforts include contacting and communicating with previous funders for any new or forthcoming grant opportunities. Through timely submittals of reporting and invoices as well as satisfactory compliance with grant closeouts as well as on-site and desk monitoring by the granting agencies, Leon County has proactively positioned itself as a responsive and accountable funding partner. Because of this accountability, agencies often contact Leon County when grant funds become available. In addition, the County's partnership with Patton Boggs also garners access to recently announced federal funding opportunities and OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. The total County grant leverage ratio, year-to-date, is \$13.07 to \$1; excluding the significant septic to sewer related grants which require one-to-

<b>Budget by Administering Department</b>				
<b>Department</b>	<b>% of Total Grants</b>	<b>FY21 Budget</b>	<b>FY21 Expended</b>	<b>Balance</b>
Administration	63.68%	108,773,105	67,640,833	41,132,272
Dev. Support & Environmental Management	0.11%	191,309	92,839	98,470
Emergency Medical Services	0.27%	457,664	147,987	309,677
Library Services	0.28%	482,717	31,645	451,072
Human Services and Community Partnerships	18.58%	31,742,582	19,913,570	11,829,012
Resource Stewardship	3.30%	5,635,671	15,170	5,620,501
Public Works	12.74%	21,757,262	1,396,853	20,360,409
Intervention & Detention Alternatives	0.10%	175,269	105,497	69,772
Constitutional	0.84%	1,437,386	1,043,141	394,245
Judicial	0.04%	72,750	0	72,750
Miscellaneous	0.05%	90,000	0	90,000
<b>SUBTOTAL:</b>	<b>100%</b>	<b>170,815,715</b>	<b>90,387,535</b>	<b>80,428,181</b>
Minus Operating (e.g. Mosquito Control)		<b>1,147,252</b>	<b>470,679</b>	<b>676,574</b>
<b>TOTAL</b>		<b>169,668,463</b>	<b>89,916,856</b>	<b>79,751,607</b>

**Leon County Government****Fiscal Year 2021 Mid-Year Performance and Financial Report****GRANTS PROGRAM SUMMARY - continued**

The charts below outline the FY 2021 County Grants and their funding sources. Chart 2, totaling \$170,815,715, reflects all external grants from outside entities such as Florida Department of Transportation, Florida Department of Environmental Protection, U. S. Treasury, The National Endowment for the Arts. In addition, this chart includes projects or activities that generate revenues and/or fees for the County, include a County required program match or represents projects that are reimbursements from another government entity like Blueprint. Examples include sidewalk fees, community center fees, the Magnolia Drive Multi-Use Trail project. Chart 2a, totaling \$158,261,112, focuses solely on the external grants and reflects the percentage share of the 56 outside agency active grants summarized above.

**Chart 2.**

Type of Grant Funding	Number of Grants	Percentage of Number of Grants	Total Grant Award	Percentage of Funding Awarded
Federal	24	30.00%	143,086,055	83.77%
State	22	27.50%	13,106,125	7.67%
Private	10	12.50%	2,068,932	1.21%
County fee programs/ Reimbursements	24	30.00%	12,554,603	7.35%
<b>TOTAL</b>	<b>80</b>	<b>100%</b>	<b>170,815,715</b>	<b>100%</b>

**Chart 2a.**

Type of Grant Funding	Number of Grants	Percentage of Number of Grants	Total Grant Award	Percentage of Funding Awarded
Federal	24	42.86%	143,086,055	90.41%
State	22	39.29%	13,106,125	8.28%
Private	10	17.86%	2,068,932	1.31%
<b>TOTAL</b>	<b>56</b>	<b>100%</b>	<b>158,261,112</b>	<b>100%</b>

Additionally, there is reflected grant activity associated with substantial reimbursements related to Hurricanes Hermine, Irma and Michael. Total debris removal and emergency preparedness costs are FEMA eligible and will exceed \$33.7 million, as referenced in the chart below.

**Chart 3.**

Hurricane Reimbursement Funding	Anticipated Reimbursement	Amount Received	Balance Due	% Received
Hurricane Hermine	10,286,533	9,993,897	292,636	97.1%
Hurricane Irma	1,289,440	1,300,989	(11,549)	100.9%
Hurricane Michael	22,217,015	21,600,256	616,759	97.1%
<b>TOTAL</b>	<b>33,792,988</b>	<b>32,895,142</b>	<b>897,846</b>	

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Grants Program Summary

\*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY21 Budget	Spent	% Unspent
<b>Administration</b>					
925017	BP Horizon Oil Spill	Funding to pursue programming for the Capital City Amphitheater as well as future building improvements for the amphitheater	60,709	-	100.0%
951020	CARES ACT - DEM	Funding from the Florida Division of Emergency Management for Coronavirus Relief funding under the CARES Act for the County's COVID-19 response efforts	51,227,796	51,227,796	0.0%
952010	EM-SHSGP Federal Grant		40,640	22,927	43.6%
952011	EMPG Base Grant		97,479	47,725	51.0%
952012	EMPA Base Grant	Funding for Emergency Management Preparedness & Assistance and	136,404	68,451	49.8%
952013	COVID-19 EMPG-S GRANT	Emergency Management Performance Grant Program	18,994	-	
952015	EM-SHSGP Federal Grant		45,000	-	100.0%
864	Emergency Management Base Grant	Emergency management activities (operating)	121,221	20,386	83.2%
952021	American Recovery Plan Act	Funding from the U.S. Department of Treasury to mitigate impacts incurred by state and local government as a result of the COVID-19 pandemic	57,024,862	16,253,548	71.5%
<b>Subtotal:</b>			<b>108,773,105</b>	<b>67,640,833</b>	<b>37.8%</b>
<b>Development Support &amp; Environment Management</b>					
866	DEP Storage Tank Program	Annual Inspections of petroleum storage tank facilities, tank removals and abandonments (operating)	191,309	92,839	51.5%
<b>Subtotal:</b>			<b>191,309</b>	<b>92,839</b>	<b>51.5%</b>
<b>Public Services</b>					
<b>Emergency Medical Services</b>					
961045	EMS Equipment	EMS equipment	128,215	91,533	28.6%
961062	DOH-EMS Match M7018*	Funding from the Florida Department of Health for CPR training to the public	47,894	20,563	57.1%
961063	CARES Act - EMS Covid-19 Response Funding	Funding from the Department of Health and Humans Services for EMS response to COVID-19 in Leon County for PPE	202,769	6,440	96.8%
961064	EMS CPR Training*	Funding from the Florida Department of Health for CPR training to the public	48,847	-	100.0%
961065	EMS Traffic Light Exemption*	Funding from the Florida Department of Health for a Traffic Light Exemption System	29,939	29,450	1.6%
<b>Subtotal:</b>			<b>457,664</b>	<b>147,987</b>	<b>67.7%</b>

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Grants Program Summary

\*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY21 Budget	Spent	% Unspent
<b>Library Services</b>					
912013	E-Rate	Federal Communications Commission funding for the purchase of Internet access computers and related charges	17,560	-	100.0%
912027	NEA Big Read 2020	Funding from The Big Read through the National Endowment for the Arts	2,649	319	87.9%
912028	NEA Big Read 2021	Funding from The Big Read through the National Endowment for the Arts	11,710	11,679	0.3%
913023	Patron Donations	Individual patron donations designated for particular use within the library system	120,499	-	100.0%
913024	Capelouto Donation	Donation to the Library to purchase Holocaust materials	442	-	100.0%
913045	Friends-Literacy	Annual donation in support of basic literacy	75,076	444	99.4%
913115	Friends Endowment	Endowment funds from Friends of the Library, a 501 (c)(3) support group	179,277	19,202	89.3%
913200	Van Brunt Library Trust	Proceeds from the Caroline Van Brunt estate dedicated to the Library	75,504	-	100.0%
<b>Subtotal:</b>			<b>482,717</b>	<b>31,645</b>	<b>93.4%</b>
<b>Human Services and Community Partnerships</b>					
<b>Housing</b>					
932019	HFA Emergency Repairs	Housing funds from the Housing Finance Authority for emergency repairs (operating)	69,586	21,254	69.5%
932020	FHFC CARES Grant	Funding from the Florida Housing Finance Corporation for Housing Services response to COVID-19 for individual housing assistance	11,432,255	11,432,255	0.0%
932053	SHIP 2018-2021 Funding	Affordable housing (operating)	14,856	5,805	60.9%
932054	SHIP 2019-2022 Funding	Affordable housing (operating)	69,197	25,133	63.7%
932055	SHIP Hurricane Housing Recovery	Affordable housing (operating)	205,251	139,085	32.2%
932056	SHIP 2020-2023 Funding	Affordable housing (operating)	123,698	50,000	59.6%
932057	Florida Hurricane Housing Program	Funding from the Florida Housing Finance Corporation to support the County's Hurricane Michael recovery efforts	108,000	-	100.0%
932078	US Treasury ERA Funding	Funding from the U.S. Department of Treasury to provide rent and/or utility assistance in response to Covid-19	8,900,000	8,240,038	7.4%
932079	US Treasury ERA 2 Funding	Funding from the U.S. Department of Treasury to provide rent and/or utility assistance in response to Covid-19	10,819,739	-	100.0%
<b>Subtotal:</b>			<b>31,742,582</b>	<b>19,913,570</b>	<b>37.3%</b>

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Grants Program Summary

\*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY21 Budget	Spent	% Unspent
<b>Resource Stewardship</b>					
<b>Parks and Recreation</b>					
047001	St. Marks Headwaters Greenway	Construction/trail improvements on the St. Marks Headwaters Greenway	5,243,172	-	100.0%
914015	TITLE III Federal Forestry	Funds search, rescue and emergency services on federal land as well as fire prevention and forest related educational opportunities	13,374	-	100.0%
921043	Boating Improvement	State funding for boating improvements - Completed Reeves Landing, New Cypress Landing; Rhoden Cove is pending	237,828	830	99.7%
921064	Amtrak Community Room	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities	1,956	-	100.0%
921116	Miccosukee Community Center*	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities	9,979	2,613	73.8%
921126	Chaires Community Center*	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities	31,943	2,613	91.8%
921136	Woodville Community Center*	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities	45,103	2,613	94.2%
921146	Fort Braden Community Center*	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities	26,167	2,613	90.0%
921156	Bradfordville Community Center*	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities	11,398	1,000	91.2%
921166	Lake Jackson Community Center*	Fee revenue collected for the rental of community facilities. Separate expenditure accounts have been established to allow for the payment of approved expenditures associated with improvements to the respective facilities	14,476	2,613	81.9%

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Grants Program Summary

\*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY21 Budget	Spent	% Unspent
<b>Facilities Management</b>					
915058	Community Foundation of North Florida	Donation providing for the annual placement of a wreath at the WWII Memorial	275	275	0.0%
<b>Subtotal:</b>			<b>5,635,671</b>	<b>15,170</b>	<b>99.7%</b>
<b>Public Works</b>					
214	Mosquito Control	Mosquito control activities (operating)	48,479	-	100.0%
916017	Big Bend Scenic Byway	Phase 2 of the development of a series of improvements along the Big Bend Scenic Byway	1,199,973	-	100.0%
918001	Southwood Payment - Woodville Highway	Remaining funds for the payment of proportional transportation costs received from a development agreement with Southwood developers	50,178	-	100.0%
921053	Tree Bank *	Payment for the planting of trees which can not be practically planted on development sites	59,936	11,612	80.6%
922045	Waste Tire Grant-DEP	Funds from the Florida Department of Environmental Protection for costs related to the transportation and processing/disposal costs for waste tires collected during county Waste Tire Amnesty events.	25,000	25,000	0.0%
922046	Waste Tire Grant- FY21 DEP	Funds from the Florida Department of Environmental Protection for costs related to the transportation and processing/disposal costs for waste tires collected during county Waste Tire Amnesty events.	15,000	-	100.0%
924020	CDC Hurricane Relief Mosquito Control	Funds from the Florida Department of Health/CDC for mosquito control reduction efforts	15,000	15,000	0.0%
001000	Side Walks District 1*	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	14,090	-	100.0%
002000	Side Walks District 2*	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	24,927	-	100.0%
003000	Side Walks District 3*	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	375,607	370,370	1.4%
004000	Side Walks District 4*	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	55,458	-	100.0%
005000	Side Walks District 5*	Fee paid by developers to County for sidewalk construction in lieu of constructing sidewalk with development	8,755	-	100.0%
052004	Smith Creek Bike Lanes	Funding from Florida Department of Transportation to design bicycle lanes on a portion of Smith Creek Road	1,230,844	-	100.0%
052005	Smith Creek Bike Lanes Phase II	Funding from Florida Department of Transportation to design bicycle lanes on a portion of Smith Creek Road	850,367	-	100.0%



## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

## Grants Program Summary

\*Denotes Interest Bearing Grant

Org	Grant/Program	Description/Purpose	FY21 Budget	Spent	% Unspent
053008	Old Bainbridge Road Improvement at Knots Lane	Funding from Florida Department of Transportation for design and safety improvements on Old Bainbridge Road at Knots Lane	80,914	-	100.0%
053009	Old Bainbridge Road Improvement N. Monroe to Gadsden Line	Funding from Florida Department of Transportation for design and safety improvements on Old Bainbridge Road at North Monroe to Gadsden County line	277,370	7,834	97.2%
053010	Old Bainbridge Road Improvement I-10 to CC NW	Funding from Florida Department of Transportation for design and safety improvements on Old Bainbridge Road at I-10 to Capital Circle NW	453,674	72,278	84.1%
053011	Old Bainbridge Road Improvement at CC NW	Funding from Florida Department of Transportation for design and safety improvements on Old Bainbridge Road at Capital Circle NW	160,000	-	100.0%
055010	Magnolia Drive Multi-use Trail	Funding for design and construction of Magnolia Drive Multi-use trail	5,171,671	5,060	99.9%
057001	Intersection and Safety Improvements	Capacity Fee for intersection improvements	12,721	-	100.0%
062003	Woodville Sewer Project	Springs restoration grant for Woodville septic to sewer project	3,766,075	2,495	99.9%
062006	BP Comp Wastewater Treatment Project	Funding is for the Comprehensive Wastewater Treatment Facilities Plan project reimbursed through Blueprint 2000	500,000	-	100.0%
062007	Belair-Annawood Septic to Sewer Grant	Funding from the Florida Department of Environmental Protection for Belair-Annawood septic to sewer project	1,133,067	768,800	32.1%
062008	NE Lake Munson Septic to Sewer	Funding from the Florida Department of Environmental Protection for Lake Munson septic to sewer project	3,973,036	42,419	98.9%
927018	USEPA Clean Water campaign	Florida Department of Environmental Protection pass through grant for the United State Environmental Protection Agency (USEPA) "Water & You, Clean Water Campaign" project.	93,287	5,000	94.6%
927128	FDEP Springs Restoration	Funds from the Florida Department of Environmental Protection Springs Restoration Grant for a Passive Onsite Sewage Nitrogen Reduction Pilot Project	1,388,597	70,985	94.9%
927129	Small Community Wastewater Treatment Grant	Funds From the Florida Department of Environmental Protection for a Wastewater Treatment Feasibility Analysis for the Upper Wakulla River Basin Management Action Plan Focus Area	275,041	-	100.0%
009010	Significant Benefit District 1	Fee paid by developers to County for road and safety improvements	49,056	-	100.0%



## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Grants Program Summary

\*Denotes Interest Bearing Grant

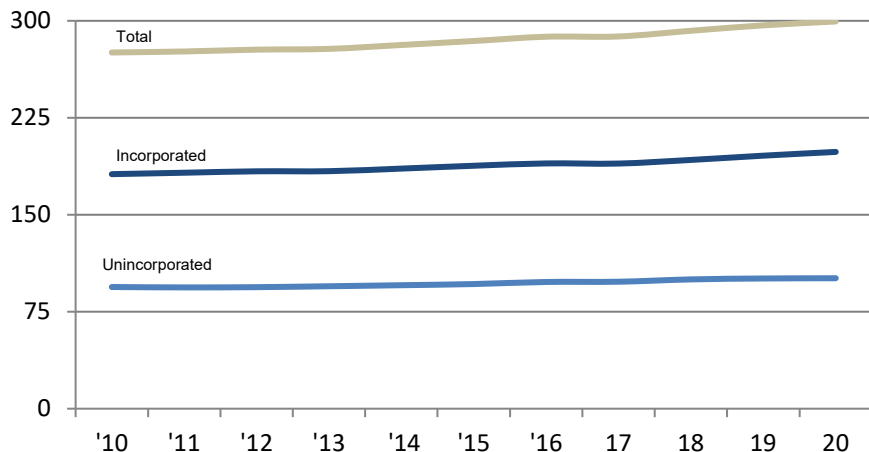
Org	Grant/Program	Description/Purpose	FY21 Budget	Spent	% Unspent
009009	Significant Benefit District 2	Fee paid by developers to County for road and safety improvements	348,654	-	100.0%
009011	Significant Benefit District 3	Fee paid by developers to County for road and safety improvements	2,415	-	100.0%
009012	Significant Benefit District 4	Fee paid by developers to County for road and safety improvements	98,070	-	100.0%
<b>Subtotal:</b>			<b>21,757,262</b>	<b>1,396,853</b>	<b>93.6%</b>
<b>Intervention and Detention Alternatives</b>					
<b>Supervised Pre-trial Release</b>					
982063	FDLE JAG Grant Pretrial FY17	Funding for positions in drug/alcohol testing programs (operating)	29,772	-	100.0%
982064	FDLE JAG Grant Pretrial FY18	Funding for positions in drug/alcohol testing programs (operating)	40,000	-	100.0%
915013	Slosberg-Driver's Education	A program that funds organizations providing driver education	105,497	105,497	0.0%
<b>Subtotal:</b>			<b>175,269</b>	<b>105,497</b>	<b>39.8%</b>
<b>Constitutional</b>					
953024	COVID-19 Center for Tech and Civic Life (CTCL) Grant	Funds from the Center for Tech and Civic Life for the planning and operationalizing safe and secure election administration	1,437,386	1,043,141	27.4%
<b>Subtotal:</b>			<b>1,437,386</b>	<b>1,043,141</b>	<b>27.4%</b>
<b>Judicial</b>					
943085	DCF - Drug Testing	Testing and treatment cost relating to Adult Drug Court	72,750	-	100.0%
<b>Subtotal:</b>			<b>72,750</b>	<b>-</b>	<b>100.0%</b>
<b>Miscellaneous</b>					
991	Grant Match Funding	Funding set aside to meet grant matching requirements	90,000	-	100.0%
<b>Subtotal:</b>			<b>90,000</b>	<b>-</b>	<b>100.0%</b>
<b>Grants Subtotal</b>			<b>170,815,715</b>	<b>90,387,535</b>	<b>80,428,181</b>
<b>Less Operating Grants</b>			<b>1,147,252</b>	<b>470,679</b>	<b>676,574</b>
<b>TOTAL</b>			<b>169,668,463</b>	<b>89,916,856</b>	<b>47.0%</b>

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Population

Thousands



Sources:

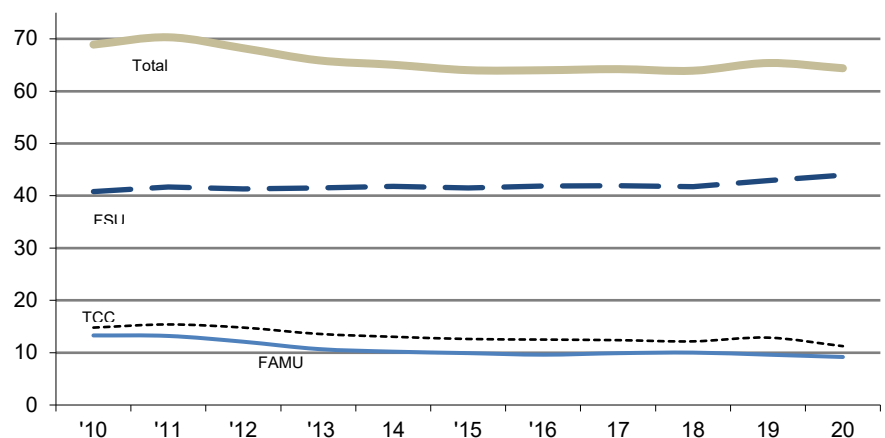
- 2020 Population Estimates and Projections from Tallahassee/Leon County Office of Economic Vitality

According to the 2020 estimates from the Tallahassee-Leon County Office of Economic Vitality, the current Leon County population is 299,484 where 66% represents the incorporated area and 34% represents the unincorporated area. Total county population estimates grew by 1.01% from 2019. The total population has seen an 8.71% increase since the 2010 Census.

Leon County had the highest growth rate of neighboring counties at (8.71%) since the 2010 Census. Wakulla (10.41%), Gadsden (-0.35%) and Jefferson (-2.49%).

#### Higher Education Enrollment

Thousands



Source: 2020 Population Estimates and Projections from Tallahassee/Leon County Office of Economic Vitality

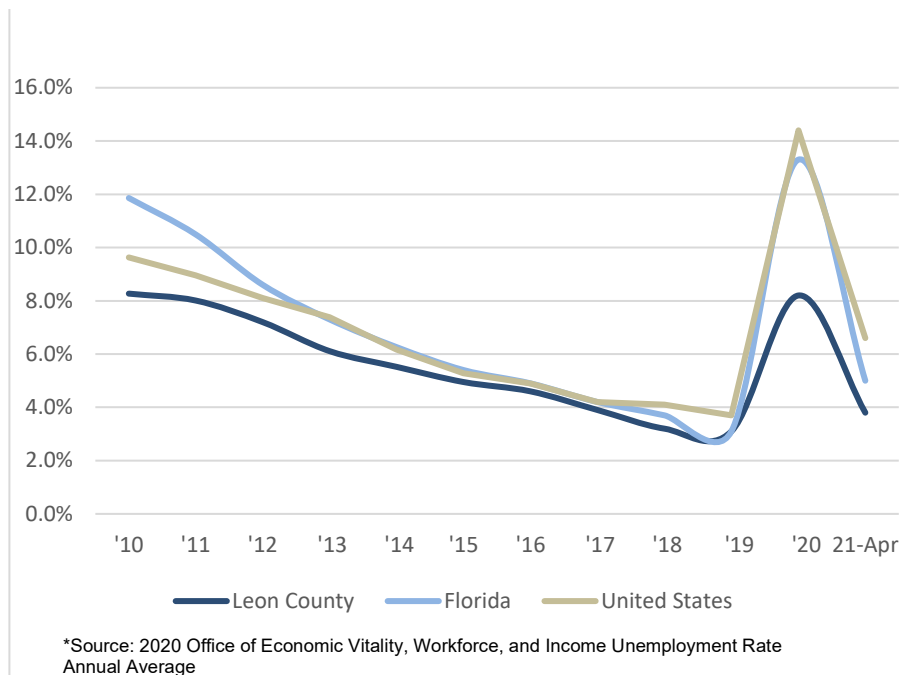
Three institutions of higher learning are located in Tallahassee: Florida State University (FSU), Florida Agricultural & Mechanical University (FAMU), and Tallahassee Community College (TCC). Total enrollment for Fall 2020 was 64,387, a decrease of 996 students from Fall 2019.

Fall 2020 enrollment shows an increase of 2.51% for FSU while TCC and FAMU show a decrease in enrollment for Fall 2020 of -12.66% and -4.59% respectively.

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Unemployment Statistics

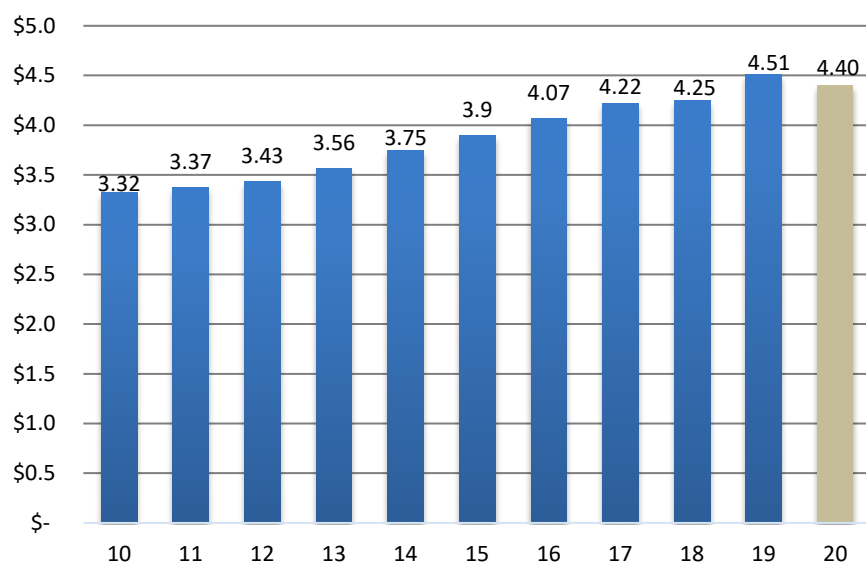


Unemployment rates are a traditional indicator of economic health. Leon County's unemployment rate has remained below the state and national averages for the past ten years. Subsequent to the Great Depression in 2010, the state of Florida's unemployment rate peaked at 11.86%.

Prior to the Covid-19 pandemic, Florida's unemployment rate has been declining since 2011, when the rate was 10.49%. However, the COVID-19 pandemic and the sustained global economic disruption surrounding the public health emergency has impacted governments, businesses, and individuals across the world. Local Area Unemployment Statistics data shows that FY 2020 MSA unemployment rates, increased to 14.4% compared to April 2019, while the State increased to 13.3%. Preliminary unemployment rate for MSA was 3.8% in April 2021, which was 1.2 points below the State rate of 5.0%, and 2.8 points below US unemployment rate of 6.6%. Overall, the 2021 early trend is showing a return to 2019 numbers.

#### Taxable Sales

Billions

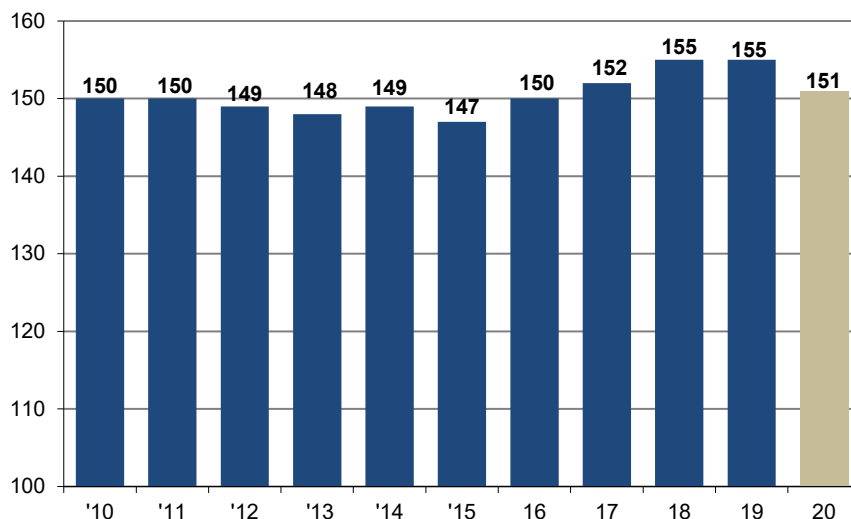


Source: Source: 2020 Office of Economic Vitality, Statistical data, Taxable Sales

Taxable sales data is commonly used as one indicator of regional economic activity. The data is derived from sales tax returns filed monthly by retail establishments with the Florida Department of Revenue. In 2020, taxable sales decreased by -3.56% or \$160,738,228 million due to COVID-19's impact on consumer confidence.

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****Total Leon County Labor Force**

Thousands



Source: 2020 Office of Economic Vitality, Workforce and Income, Labor Force

The local labor force consists of the total number of people employed and individuals seeking employment, including those classified as unemployed.

County labor force remained level prior to 2012 and saw slight decreases from 2012 to 2015. The growing economy reflected an increase to the labor force in 2016 to 2019. However, the total county labor force for 2020 was 151,021, which is a decrease of -2.88% from 2019. The decline is consistent with the effects of the COVID-19 pandemic on the labor force.

**MSA Employment by Industry – 2010 vs. 2020**

Industry	Employees 2010	% Employment	Employees 2020	% Employment	% Change
Government	63,000	37%	61,300	35%	-3%
Education and Health Services	19,600	12%	23,800	13%	21%
Leisure and Hospitality	16,200	10%	16,800	9%	3%
Professional and Business Services	18,200	11%	21,100	12%	16%
Trade, Transportation, and Utilities	22,200	13%	23,000	13%	4%
Other Services	9,500	6%	8,400	5%	-11%
Financial Activities	7,500	4%	7,600	5%	3%
Construction	6,400	4%	9,000	5%	41%
Manufacturing	3,700	2%	3,100	2%	-17%
Information	3,100	2%	2,900	2%	-7%
<b>Total</b>	<b>171,300</b>	<b>100%</b>	<b>177,000</b>	<b>100%</b>	<b>5%</b>

Source: 2020 Office of Economic Vitality, Workforce and Income, Labor Force

Over the past ten years, Leon County's major industries have included Government, Education and Health Services, Retail Trade, Leisure & Hospitality, and Professional and Business Services. This is attributed to the support needed for the large government and higher education infrastructure in the Tallahassee Metropolitan Statistical Area (MSA). The MSA includes data from Gadsden, Jefferson, Leon, and Wakulla counties, hence the greater employment figure from the County Labor Force chart above.

The percentage of employment in Government has decreased since 2010, while Construction, Education and Health Services, and Professional and Business Services have increased, which reflects a somewhat more diverse economy. Trade, Transportation, and Utilities, Financial Activities, and Leisure and Hospitality have also increased over the ten-year period, while Manufacturing, Other Services, and Information showed decreases.

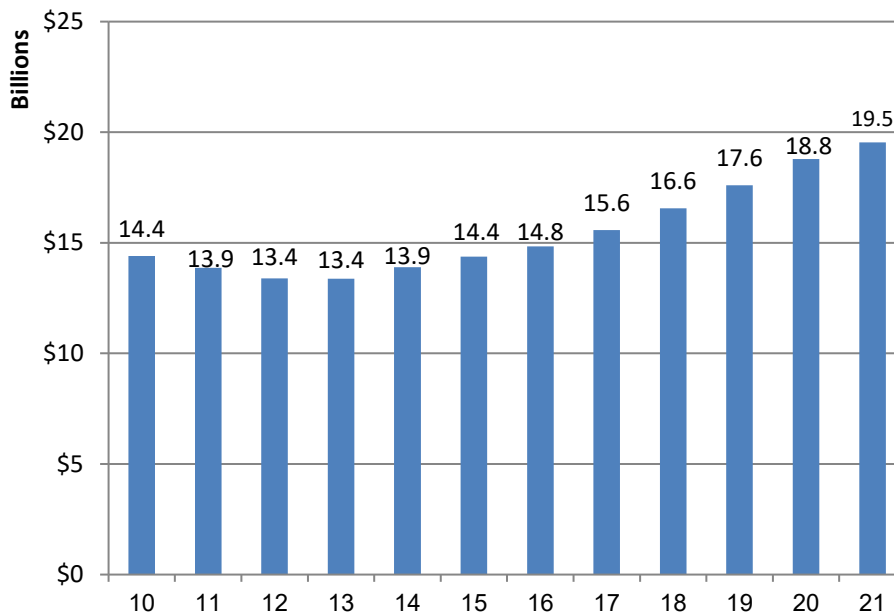
The largest increase over the past decade (in terms of percentage) has been in Construction, Education and Health Services, and Professional and Business Services, while Manufacturing has seen the largest decrease.

Total employment in these major industries for 2020 is an increase of 5% compared to 2010.

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Taxable Value

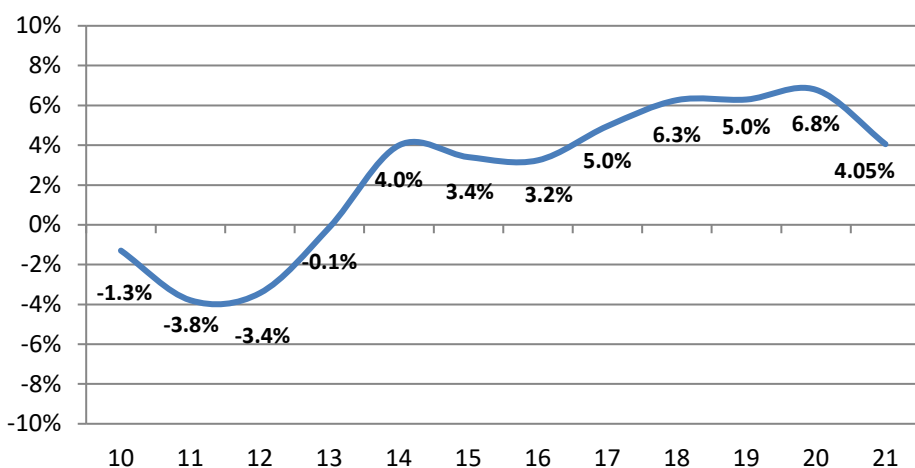


Source: Certification of Final Taxable Value, Forms DR-403v 2020 figures based on DR-420 Taxable Values provided by Leon County Property Appraiser (July 1, 2021)

From 2010 to 2013, valuations decreased by \$1.0 billion, or 6.9%. This was largely due to the continuing recession and a repressed housing market. An improved housing market shows values increasing steadily from 2014 onwards. In FY 2018, property values increased by 6.27% from 2017 and 6.30% in FY 2019. Final values provided by the Property Appraiser for July 1, 2021 Increased by 4.05%.

Valuations from the prior year ending December 31 are used to develop the next year budget (i.e. 2020 valuations are used to develop the FY 2021/2022 budget).

#### Annual Percentage Change in Taxable Value



Source: Certification of Final Taxable Value, Forms DR-403v 2020 figures based on Taxable Values provided by Leon County Property Appraiser (July 1, 2021)

Fiscal year 2010 thru 2012 show the end of the six year downward turn in taxable values from the recession and a collapse of the housing market with 2013 being the first-year values increased.

In 2014, taxable values finally saw an increase over the preceding year of 4% indicating an improving property market. Taxable values moderately increased 3.4% in 2015 and 3.2% in 2016. However, taxable value saw a steady increase from 2017 to 2020. The Final July 1 Property Appraiser property values show a 4.05% increase for FY 2021.

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****Principal Taxpayers**

<b>2019</b>			<b>2020</b>		
<b>Name</b>	<b>Total Taxable Value</b>	<b>Total Taxes</b>	<b>Name</b>	<b>Total Taxable Value</b>	<b>Total Taxes</b>
Smith Interest General Partnership	\$158,795,886	\$2,966,025	Smith Interest General Partnership	\$159,305,095	\$2,984,834
Capital Regional Medical Center	\$77,445,670	\$1,466,343	Capital Regional Medical Center	\$76,950,110	\$1,434,431
Embarq Florida Inc./ Centurylink	\$77,750,439	\$1,460,502	The Standard at Tallahassee, LLC	\$66,042,543	\$1,248,765
Florida Gas Transmission Company, LLC	\$77,990,112	\$1,179,937	District Joint Venture, LLC	\$61,465,108	\$1,162,213
District Joint Venture, LLC	\$57,733,813	\$1,103,530	Florida Gas Transmission Company, LLC	\$71,094,138	\$1,060,932
Comcast Cablevision	\$52,400,438	\$958,548	Embarq Florida Inc./Centurylink	\$55,371,942	\$1,028,803
Wal-Mart Stores, Inc.	\$51,505,524	\$947,184	Wal-Mart Stores, Inc.	\$55,388,061	\$1,007,628
DRA CRT Tallahassee Center, LLC	\$48,941,154	\$935,466	Talquin Electric Cooperative Inc.	\$64,323,211	\$955,160
Woodlands of Tallahassee, LLC	\$48,407,213	\$925,260	Comcast Cablevision	\$51,449,606	\$929,870
Talquin Electric Cooperative	\$59,437,606	\$894,725	DRA CRT Tallahassee Center, LLC	\$49,348,175	\$928,637
<b>Total</b>	<b>\$710,407,855</b>	<b>\$12,837,520</b>		<b>\$710,737,989</b>	<b>\$12,741,273</b>

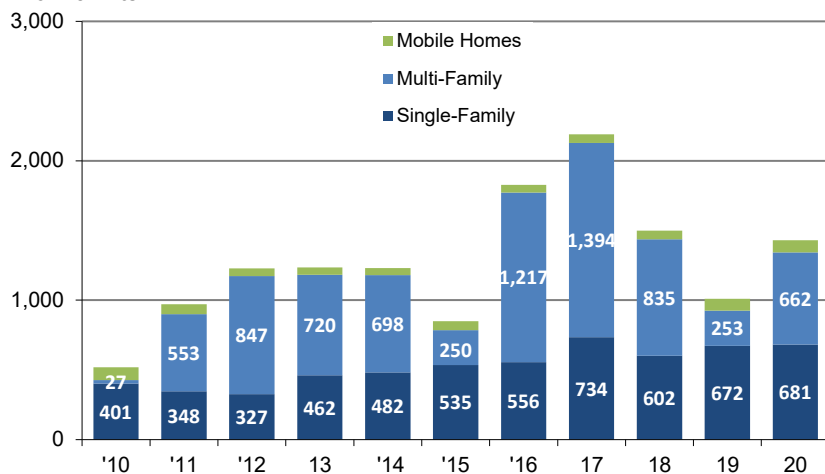
## Notes:

Taxes paid reflect all taxing authorities (i.e. School Board, City, Northwest Water Management District, and the Downtown Improvement Authority).

(1) DRA CRT Tallahassee Center, Inc is also known as the Koger Center Properties

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****Residential Building Permits**

# of Permits



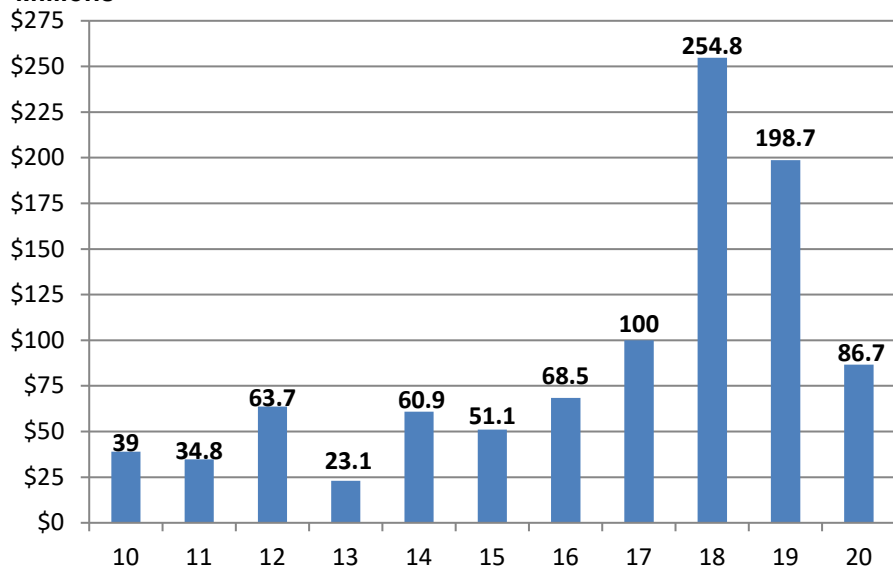
Source: Tallahassee-Leon County Office of Economic Vitality, 2020 Statistical Digest.

Since 2010, residential building permits have increased steadily with a slight decrease in FY 2015 and reaching its peak in FY 2016 and FY 2017 with large increases in multi-family permits for The Lumberyard, Players Club, Stadium Enclave, Quantum on West Call, College Town Phase III and Lullwater. In FY 20, there were 681 permits issued for new single-family (detached and attached) homes, the most since 2017. The effects of the COVID-19 pandemic has driven mortgage rates to record lows which allowed additional buyers to enter the home buying market.

Note: Multi-Family permitting is based on a per bed/unit number.

**Value of Commercial Permits**

Millions



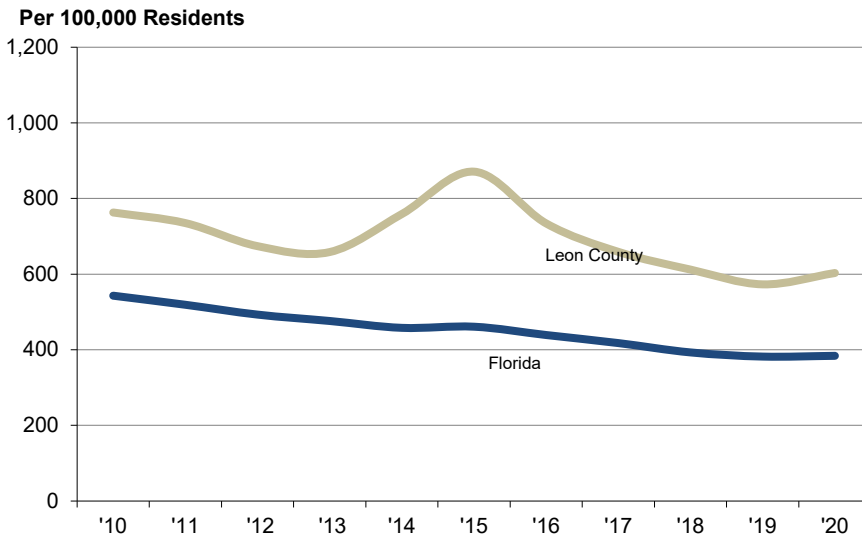
Source: Tallahassee-Leon County Office of Economic Vitality, 2020 Statistical Digest.

Over the past 10 years, the number of commercial permits and value of these permits have been volatile. The Spike in 2012 was followed by a significant reduction the following year. The 2012 spike can be attributed to three large apartment buildings receiving new construction permits at the same time. The value of permits issued in 2018 is 155% higher than in 2017. This was the first time the value of commercial permitting reached \$254 million. The value of commercial permits issued for new construction in 2020 totaled \$86.7 million. Adjusted for inflation, total commercial permit value in the past five years was over \$722 million, while total inflation-adjusted commercial permit value in the prior ten years totaled \$982 million.

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

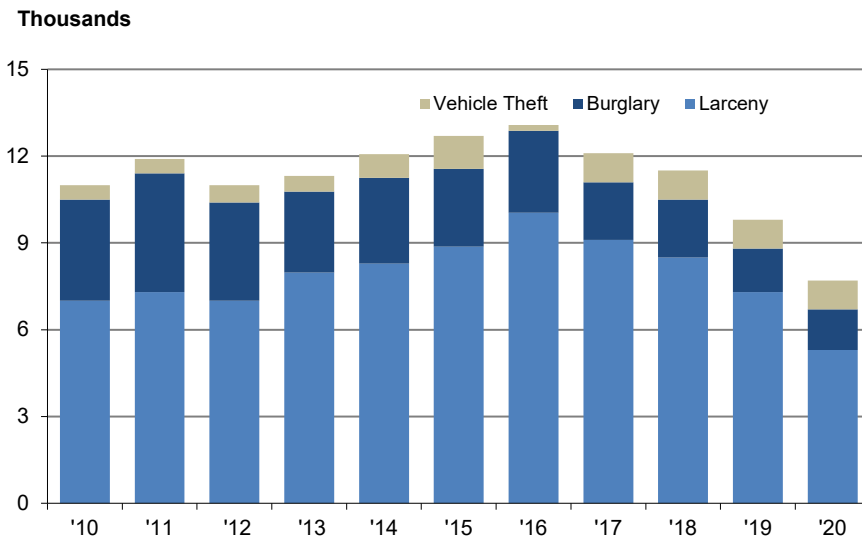
#### Violent Crime Rate



Source: Tallahassee/Leon County Office of Economic Vitality/Florida Statistical Analysis Center, FDLE

Violent Crime consists of murder, sex offenses, robbery and aggravated assault. The 2019 rates saw a 6.4% decrease from the 2018 index. The 2020 figure stands at 603 Violent Crimes per 100,000 residents, a 5.2% increase from FY 2019. However, with a slight increase over last year, Leon County fell to 6<sup>th</sup> lowest in the state in per capita crime rate. The state Violent Crime Index saw an increase of 0.52%.

#### Crimes Against Property in Leon County



Source Tallahassee/Leon County Office of Economic Vitality/Florida Statistical Analysis Center, FDLE

Over a ten-year period, property crimes have averaged 11,264 per year. Since 2016 Leon County has continued to see a decrease in property crimes with a 25% decrease in the Property Crime Index between 2019 and 2020.

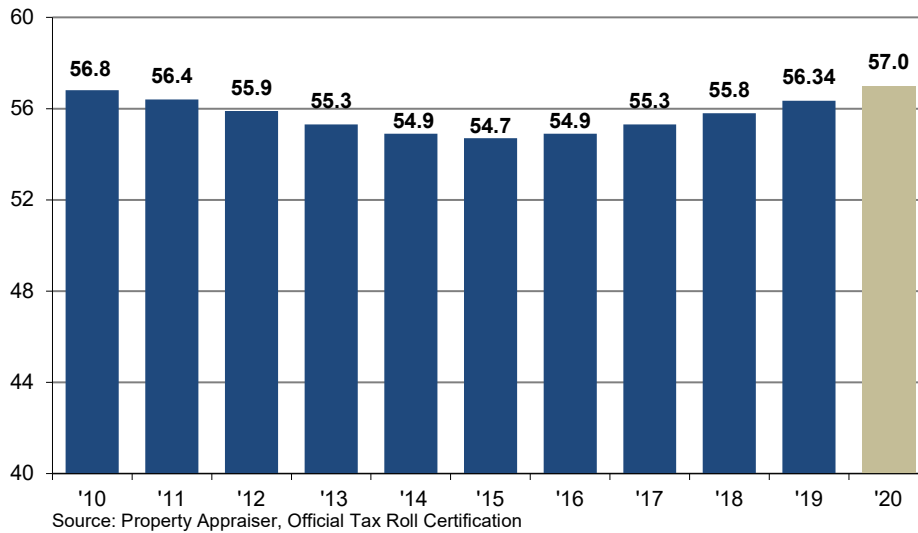


## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Homestead Parcels

Thousands



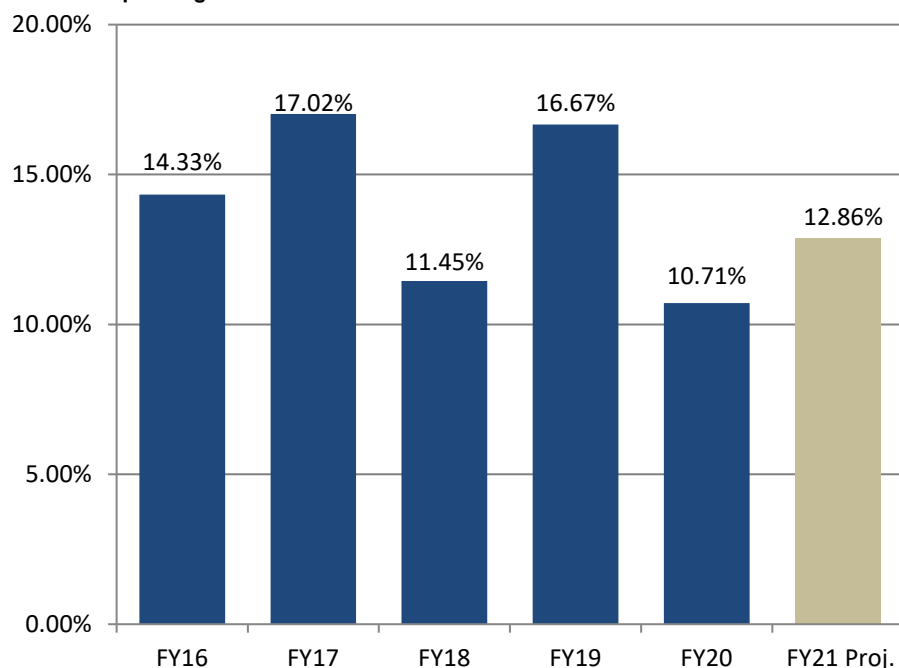
Continuing with the recession in 2010 and the recovery of a slumping economy, homestead parcels declined to 54,745 in 2015. Since 2016 homestead parcels have gradually increased and are at the highest level since the "Great Recession". Peaking in 2020, the economic impact of the COVID-19 pandemic has driven mortgage rates to record lows which allowed additional buyers to enter the home buying market.

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

## Intergovernmental Revenue

Percent of Operating Revenue



**Analysis:** The monitoring of intergovernmental revenue is important due to the volatility of this funding source. Dependence on intergovernmental revenue can be harmful; especially if the external source withdraws the funds entirely and/or reduces its share of costs. Leon County continues to work to reduce dependency on intergovernmental revenues in comparison to total operating revenues.

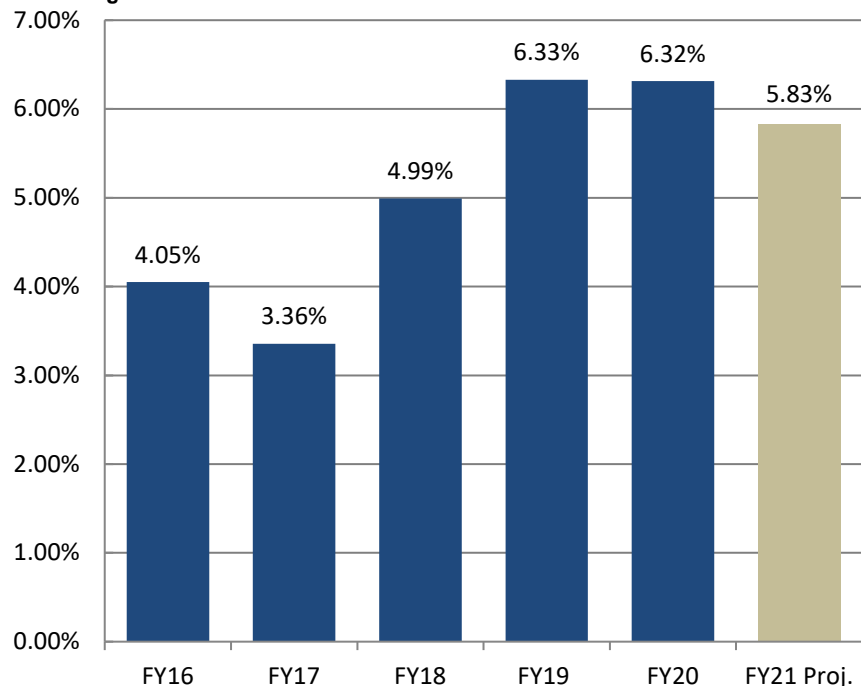
Grants are not generally included in intergovernmental revenue projections; however, grants are included in this projection and account for a significant portion of actual intergovernmental revenue. Revenues related to FEMA reimbursement for Hurricane Hermine, Irma and Michael are reflected in the increases for FY 2017 and 2019 respectively. Intergovernmental revenue is expected to account for 12.86% of operating revenues in FY 2021.

**Formula:** Intergovernmental Revenues divided by Total Operating Revenues.

Source: FY 2020 Budget Summary

## Property Tax Revenue

Rate of Change



**Analysis:** In the past ten years, Leon County has become more reliant on property tax revenue, primarily due to efforts to reduce dependence on intergovernmental revenue.

The Board maintained the 8.3144 millage rate through FY 2021. However, property tax revenue increased by 5.83% or \$7,172,616 million in FY 2021.

**Formula:** Current Year minus Prior Year divided by Prior Year.

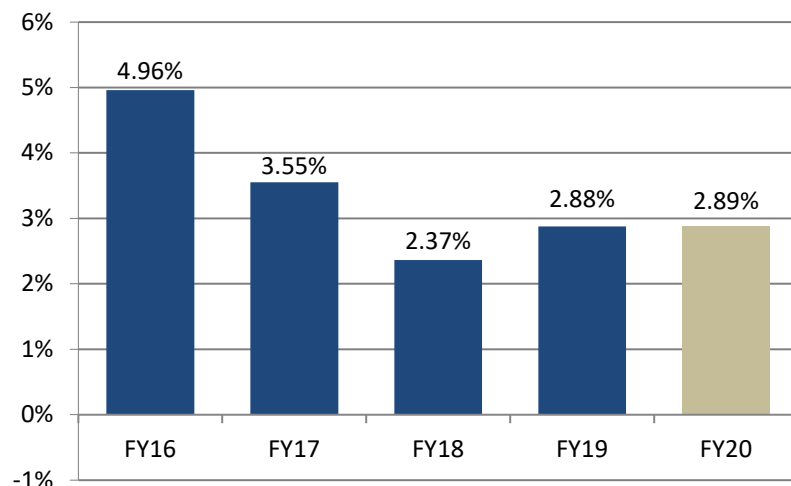
Source: The 2020 Revised Recapitulation of the Ad Valorem Assessment Roll, 2020 Certification of Final Taxable Value and Statistical Digest.

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

## Revenue Projections

Budgeted v. Actual Revenues



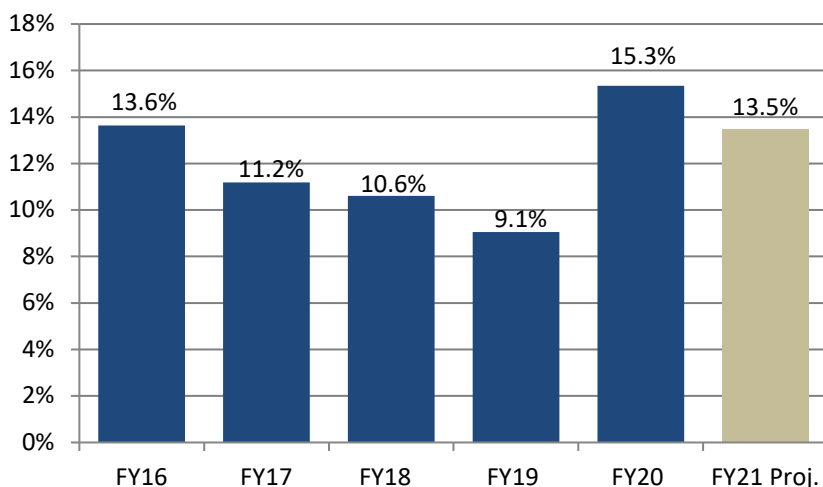
**Analysis:** This indicator examines the differences between actual revenues received versus budgeted revenues during the past fiscal year. Typically, actual revenues versus budgeted revenues fall in the range of plus or minus five percent.

**Formula:** Actual General Fund, Special Funds and Enterprise Fund Revenue minus Budgeted General Fund, Special Funds and Enterprise Fund Revenue divided by Budgeted Revenues.

Source: FY 2020 Revenue Summary Report and FY 2020 Budget Summary.

## Capital Outlay

Percentage of Total Expenditures

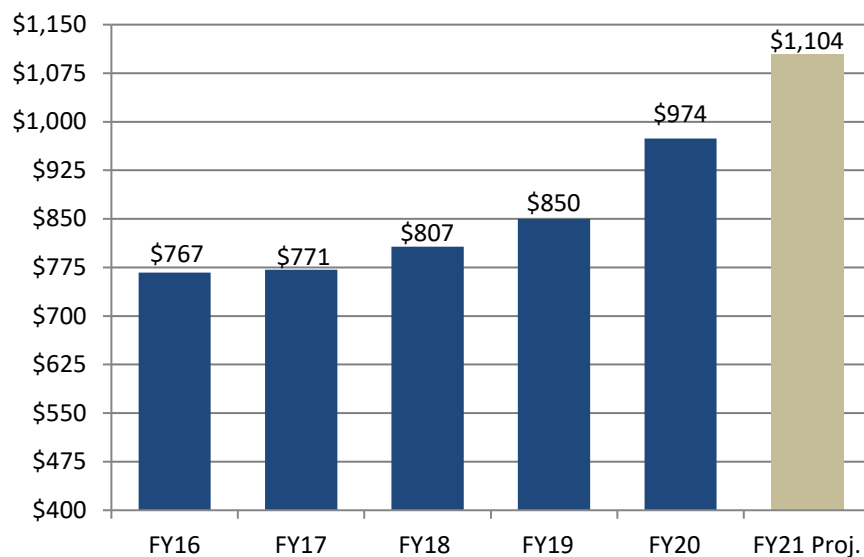


**Analysis:** The purpose of capital outlay in the budget is to replace equipment or to add new equipment and infrastructure. The ratio of capital outlay to net operating expenditures is a rough indicator of whether the stock of equipment and infrastructure is being replaced or added.

The constant decline from FY 2016 until FY 2019 is associated with the capital budget focusing on the maintenance of infrastructure rather than new capital infrastructure coming out of the recession. The FY 2020 increase is related to the acquisition of a new helicopter for the Leon County Sheriff's Office and \$4.8 million in Energy Savings Capital Projects (ESCO) projects for County facilities including the Detention Center. The remaining \$12.1 million in ESCO expenditures are accounted in the FY 2021 projected figure.

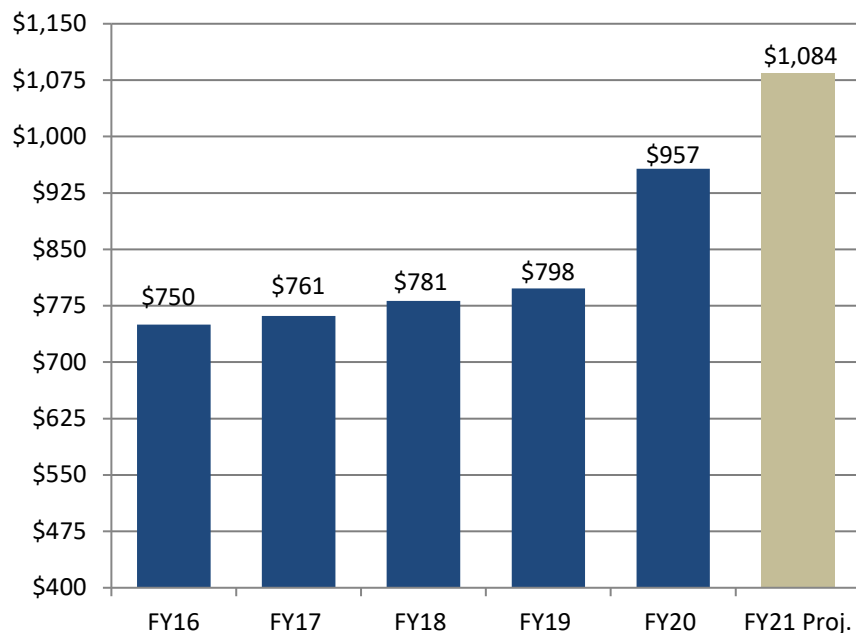
The FY 2021 projection is based upon what has been budgeted for the current fiscal year and does not include carry forward projects from the previous fiscal year.

**Formula:** Capital Outlay Divided by Total Operating Expenditures.

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****Revenue Per Capita**

**Analysis:** Examining per capita revenue indicates changes in revenue relative to changes in population size. If the County's population increases, revenue will need to increase to meet the needs for services of the population. As per capita revenue decreases, it becomes difficult to maintain the existing level of services unless new revenue sources are found or there is a decrease in operating expenses.

As Leon County's population grows, so too does the revenue, evidenced by a relatively consistent revenue per capita amount from FY 2016 to FY 2018. FY 2019 brought about additional revenue outside of the normal collections due to FEMA reimbursement from Hurricane Michael, property tax revenues. FY 2020 increased due the County receiving \$51.2 million in CARES Act funding from the Federal Government to assist citizens and local businesses including non-profits. The FY 2021 projection includes an additional \$76.7 million in federal funding received from the U. S. Treasury. \$57 million from the American Recovery Plan Act (ARPA) funds and \$19.7 million for the Emergency Rental Assistance (ERA) programs.

**Expenditures Per Capita**

**Formula:** General Fund, Special Revenue Funds, and Enterprise Fund Revenues Divided by Population.

Source: FY 2020 Revenue Summary Report and the FY 2020 Budget Summary.

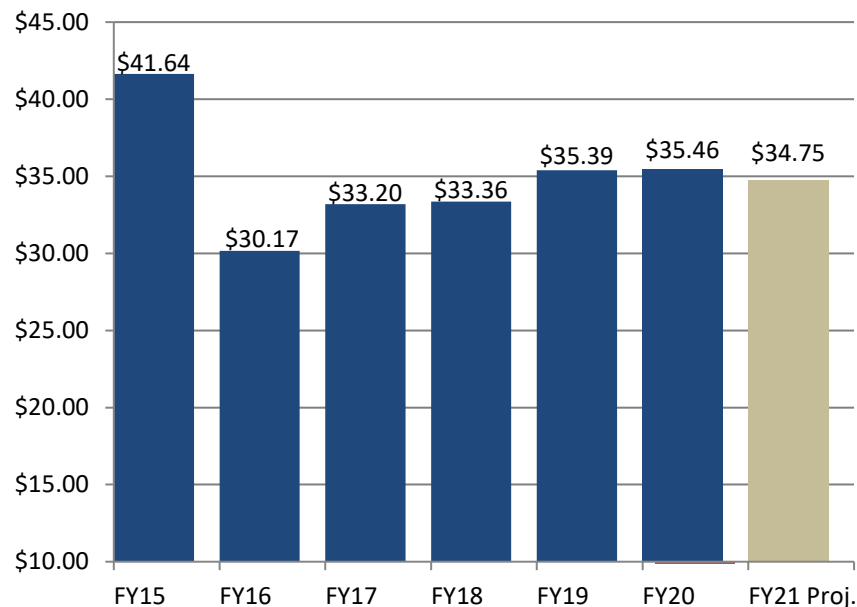
**Analysis:** Changes in per capita expenditures reflect changes in expenditures relative to changes in population.

**Formula:** Actual General Fund, Special Funds, Enterprise Fund and Debt Service divided by population.

Source: FY 2020 Expenditure Summary Report, Office of Economic Vitality, and FY 2021 TRIM Ad and the FY 2021 Budget Summary.

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****General/Fine & Forfeiture Fund Balance**

Millions

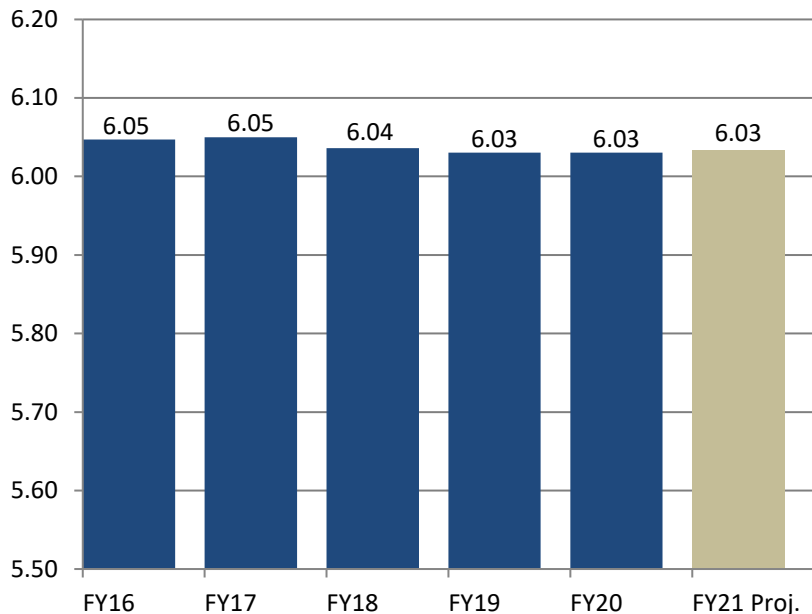


**Analysis:** Positive fund balances can be thought of as reserves, although the “fund balance” entries on the annual report will not always be synonymous with the funds “available for appropriation.” The County’s reserve policy requires fund balances to be between a minimum of 15% and a maximum of 30% of operating expenditures. The decrease from FY 2015 – FY 2016 is due to the mid-year appropriation of \$9.6 million to fund one-time capital projects. The audited year ending fund balance for FY 2019 is \$35.46 million and the unaudited year ending fund balance for FY 2020 is \$35.30 million, which includes \$190,150 in FEMA reimbursements from Hurricanes Irma and Michael. The FY 2021 estimated fund balance is \$34.75 and reflects 21% of FY 2021 operating expenditures. The reduction in fund balance is due to the expenditures from the catastrophe related to COVID emergency measures. Reimbursement of these expenses is being pursued through FEMA.

**Employees Per Capita**

Employees per 1,000 Leon County Residents

Thousands



**Formula:** Prior year fund balance plus actual revenues minus actual expenditures.

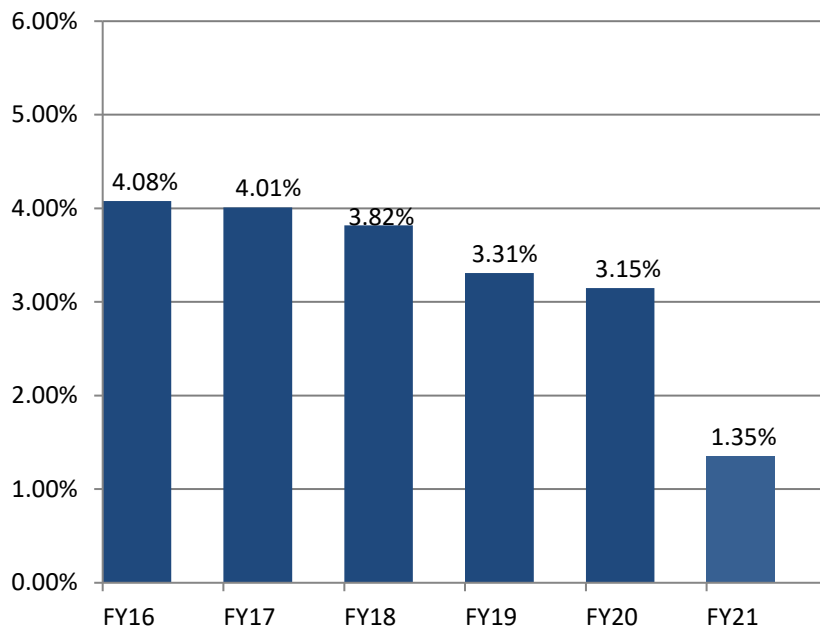
Source: Summary of Fund Balance and Retained Earnings, FY 2020 Annual Performance & Financial Report.

**Analysis:** Personnel costs are a major portion of an operating budget; for that reason, plotting changes in the number of employees per capita effectively measures changes in expenditures. Overall, the County is controlling the cost associated with this financial indicator. Note that the number of employees includes Constitutional Officers. In comparison to other like-sized counties, Leon County, along with Lake County, ranks second lowest in number of employees per capita behind St. Lucie County.

The number of County employees has slightly decreased since FY 2017 and has remained level even with annual increases in population.

**Formula:** Number of Full-Time Employees Divided by Population multiplied by 1,000.

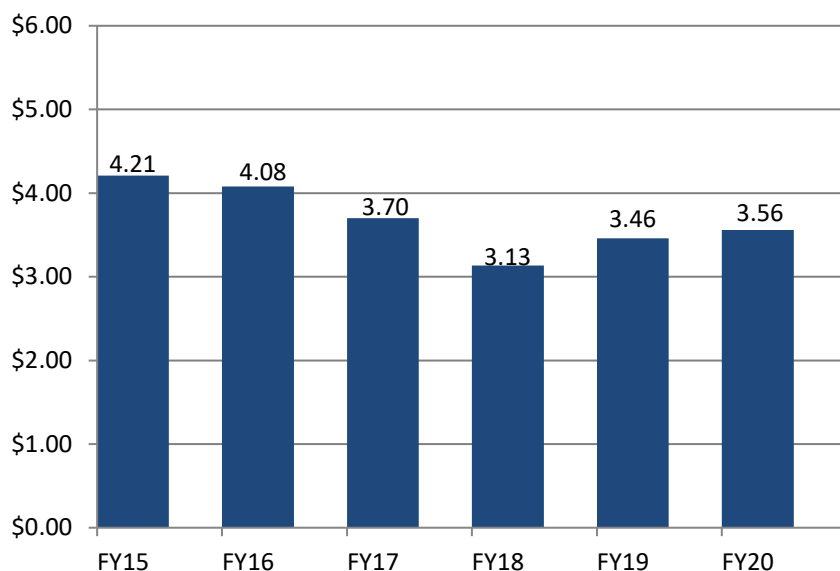
Source: FY20-21 Annual Budget Document and Tallahassee/Leon County Office of Economic Vitality Demographics Data.

**Leon County Government****Fiscal Year 2021 Mid-Year Financial Report****Debt Service****Percentage of Total Operating Expenditures**

**Analysis:** Debt service is defined as the amount of principal and interest that a local government pays each year on net direct bonded long-term debt, plus the interest on direct short-term debt. Increasing debt service reduces expenditure flexibility by adding to the County's financial obligations. Leon County's debt service has trended downward over the past five years. By capitalizing on the availability of low interest rates and renegotiating long-term debt, Leon County's debt service has continued to decline. A previous bond that funded the purchase of the Courthouse annex reached maturity and was paid off in FY 2020 accounting for the reduced debt service in FY 2021.

**Formula:** Debt Service divided by Total Operating Expenditures.

Source: FY 2020 Expenditure Summary and the FY 2020 Budget Summary.

**Liquidity****Ratio of Current Assets to Current Liabilities**

**Analysis:** The current ratio is a liquidity indicator that measures a government's short-run financial condition by examining the ratio of cash and short-term assets against current liabilities. This ratio shows whether a government can pay its short-term debt obligations.

The International City / County Management Association (ICMA) states ratios that fall below 1:1 for more than three consecutive years is a decidedly negative indicator. The ICMA further recommends keeping this ratio above 1:1. Leon County continues to maintain a liquidity ratio above this level. The decline in the level in FY18 is due to cash outlay for two successive Hurricanes, Hermine and Irma, and the lag in reimbursement of cash for storm recovery costs from FEMA. FY 2019 increase is due to FEMA reimbursement for Hurricanes, Hermine, Irma and Michael (3<sup>rd</sup> consecutive hurricane). FY 2020 marks the start of CARES funding due to the COVID-19 pandemic.

**Formula:** Cash and short-term investments divided by Current Liabilities

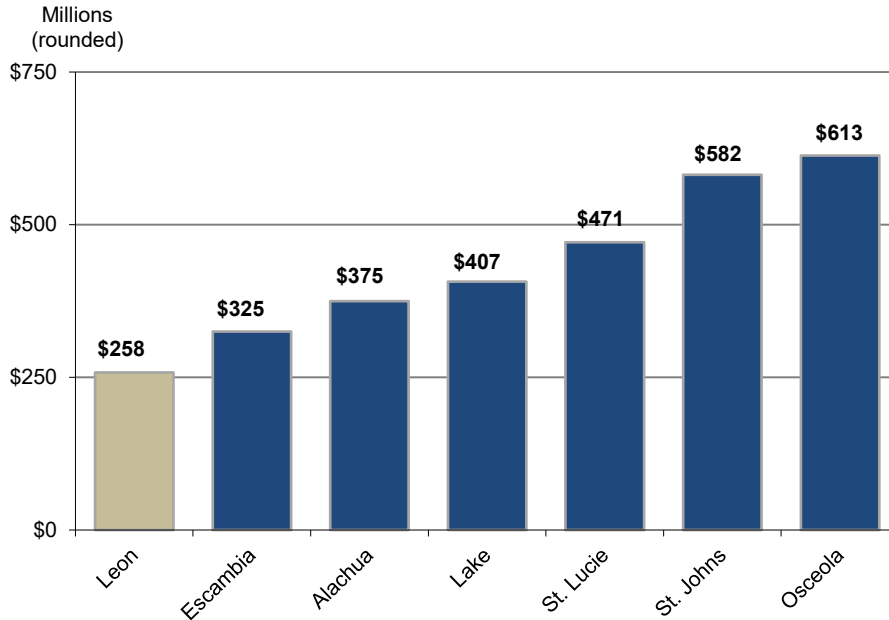
Source: FY 2020 Comprehensive Annual Financial

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Comparative Data for Like-Sized Counties

##### Total Net Budget (FY21)

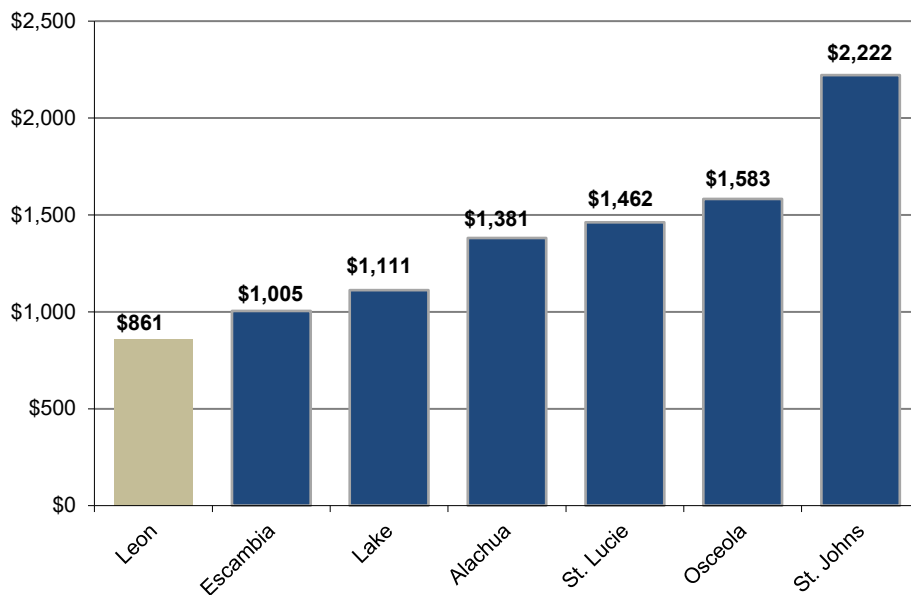


Leon County has the lowest operating budget among like-sized counties, with a net budget of \$258 million. Escambia County's net budget is 26% higher than Leon County's.

*As recommended by the International City County Management Association (ICMA), total net budget excludes capital and county total budgeted reserves.*

Source: FY 2021 Leon County Office of Management and Budget Survey

##### Net Budget per Countywide Resident (FY21)



Leon County spends the least dollars per county resident of all like-sized counties. The next closest County's net budget per capita is 17% higher than Leon County's (Escambia County). St. Johns County spends more than two times the amount per resident than Leon County does.

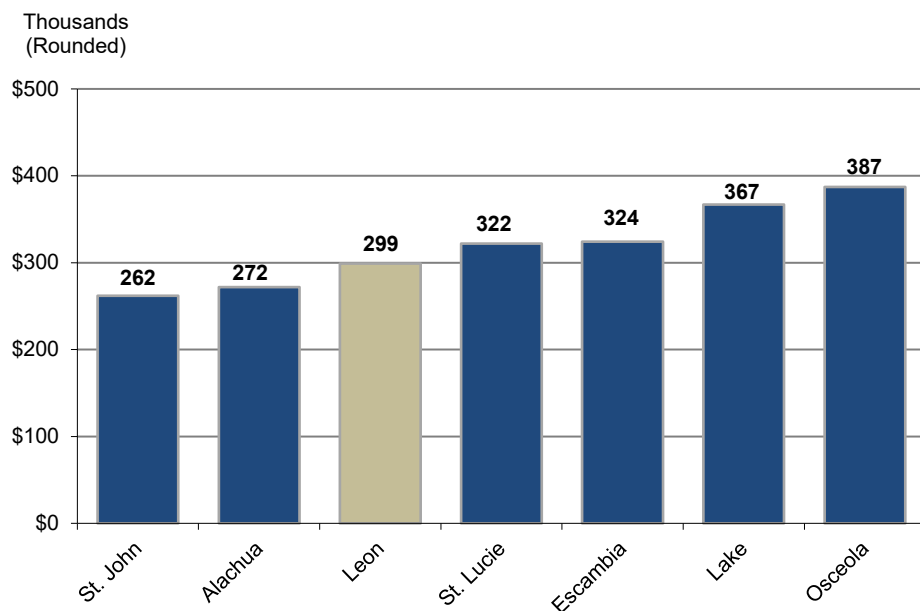
Source: Florida Office of Economic & Demographic Research, 4/1/2021 & FY 2021 Leon County Office of Management and Budget Survey

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Comparative Data for Like-Sized Counties

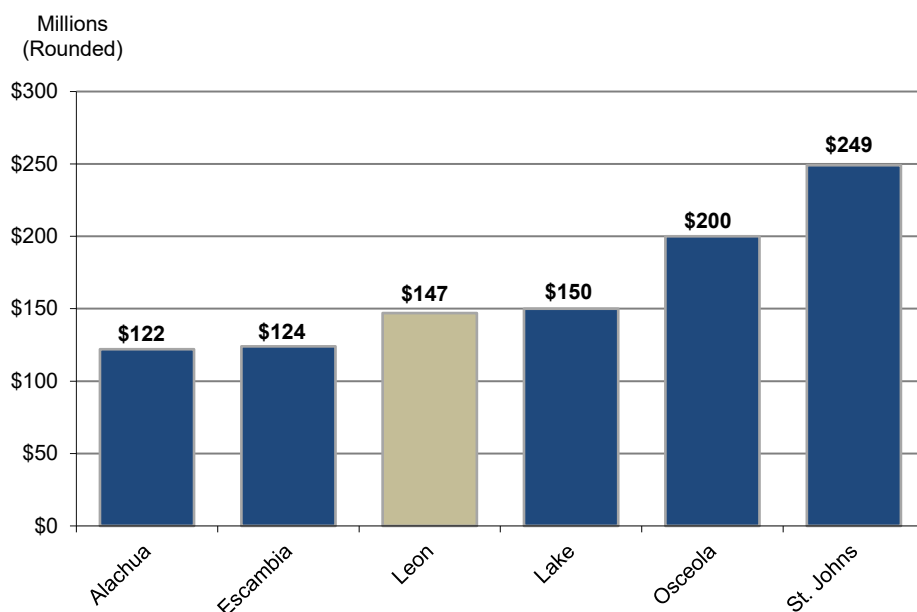
##### Countywide Population (2020)



Leon County Office of Economic Vitality estimated Leon County 2020 population at 299,484 residents. The selection of comparative counties is largely based on population served.

Source: Office of Economic Vitality, 4/1/2021

##### Anticipated Ad Valorem Tax Collections (FY21)



Among the like-sized counties, Leon County collects \$147 million in ad valorem taxes. Leon County collects \$18 million less than the mean collection (\$165 million). In addition, increased property valuations associated with a favorable market will further affect collections in the near term. Ad valorem taxes account for 50% of the County's operating revenue.

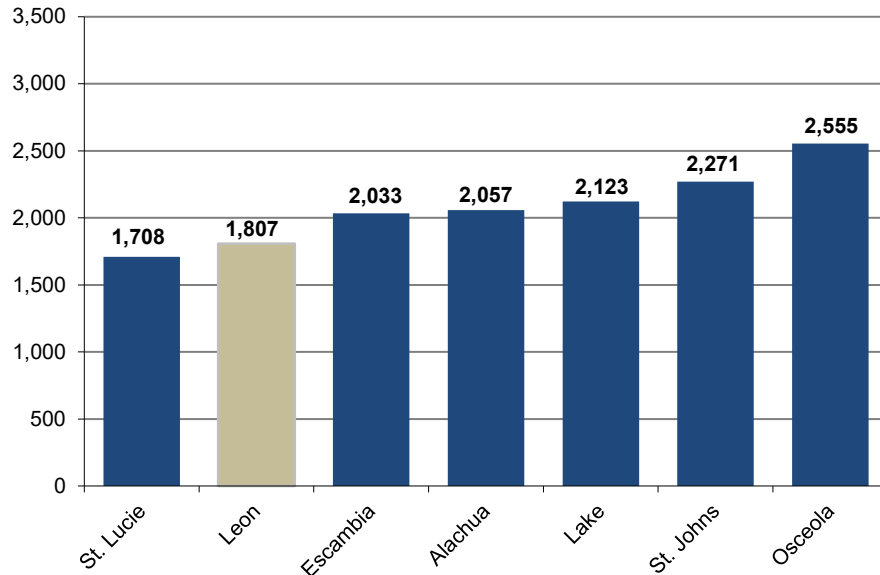
Source: Florida Department of Revenue 2021 Taxable Value by County



## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Total Number of County Employees (FY21)

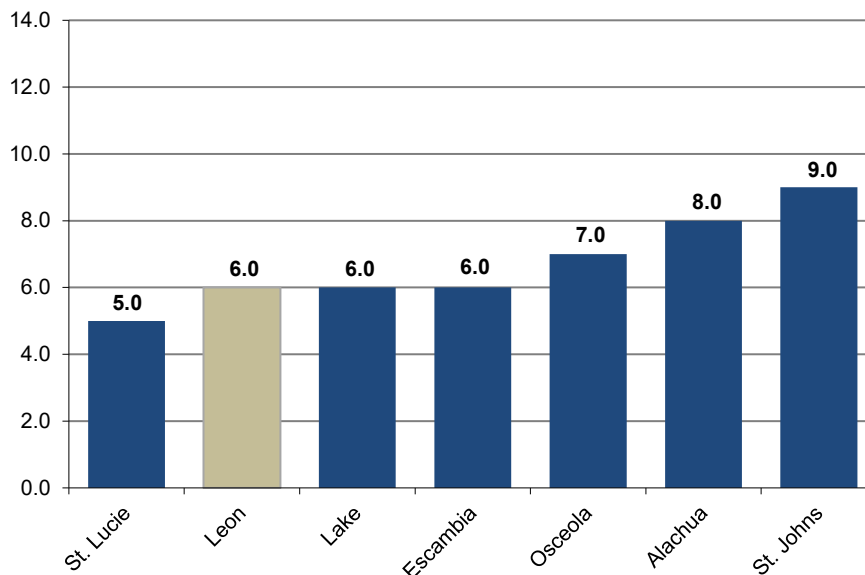


County employees consist of Board, Constitutional, and Judicial Offices. Leon County continues to rank the second lowest number of county employees among like-size counties.

Except for St. Johns and Osceola (correction to the stated numbers in FY 2020) all the comparable counties surveyed reported a higher number of employees than reported the previous year.

Source: FY 2021 Leon County Office of Management and Budget Survey

#### County Employees per 1,000 Residents (FY21)



Leon County ranks second (tied with Lake County and Escambia), with a ratio of 6 employees for every thousand County residents.

Source: University of Florida, Bureau of Economic and Business Research & FY 2021 Leon County Office of Management and Budget Survey

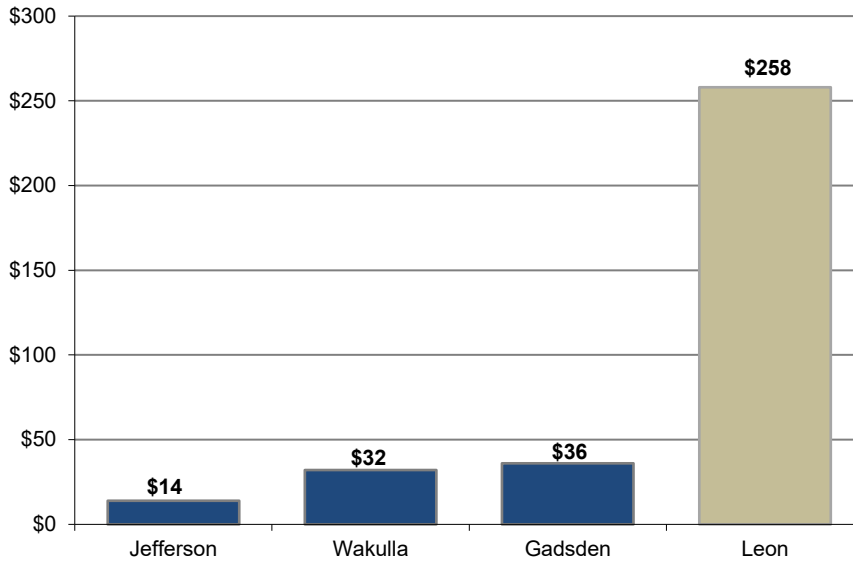
\* Comparative Counties updated based on 2020 population estimates. Source: University of Florida, Bureau of Economic and Business Research.

**Leon County Government**

**Fiscal Year 2021 Mid-Year Financial Report**

**Comparative Data for Surrounding Counties**

**Total Net Budget (FY21)**  
Millions

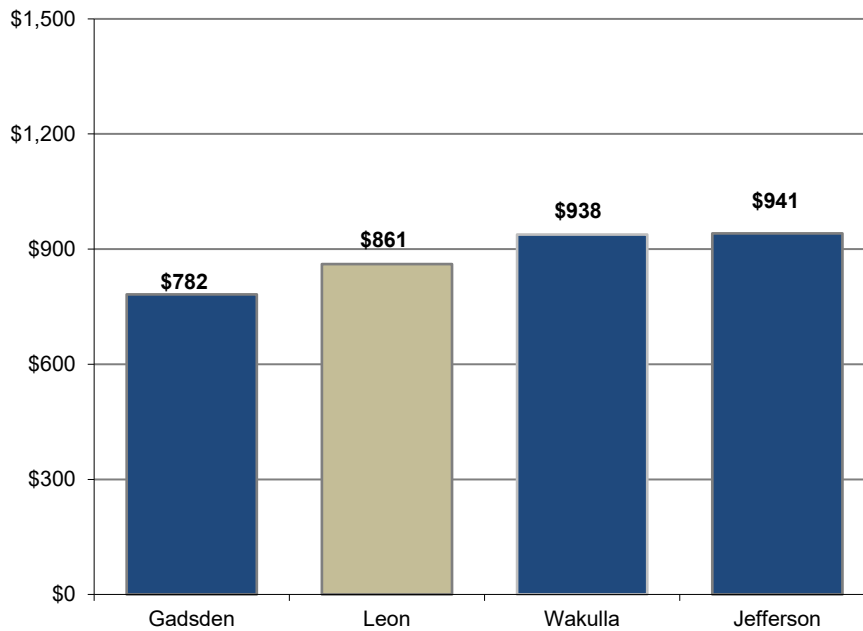


Among surrounding counties, Leon County has the highest operating budget with a net budget of \$258 million. Jefferson County has the lowest with a net budget of \$14 million.

*As recommended by the International City County Management Association (ICMA), total net budget excludes capital and county total budgeted reserves.*

Source: FY 2021 Leon County Office of Management and Budget Survey

**Net Budget Per Countywide Resident (FY21)**



Leon County is the second lowest for dollars spent per county resident when compared to surrounding counties. Gadsden County spends 9% less per county resident.

Source: University of Florida: Bureau of Economic and Business Research & FY 2021 Leon County Office of Management and Budget Survey

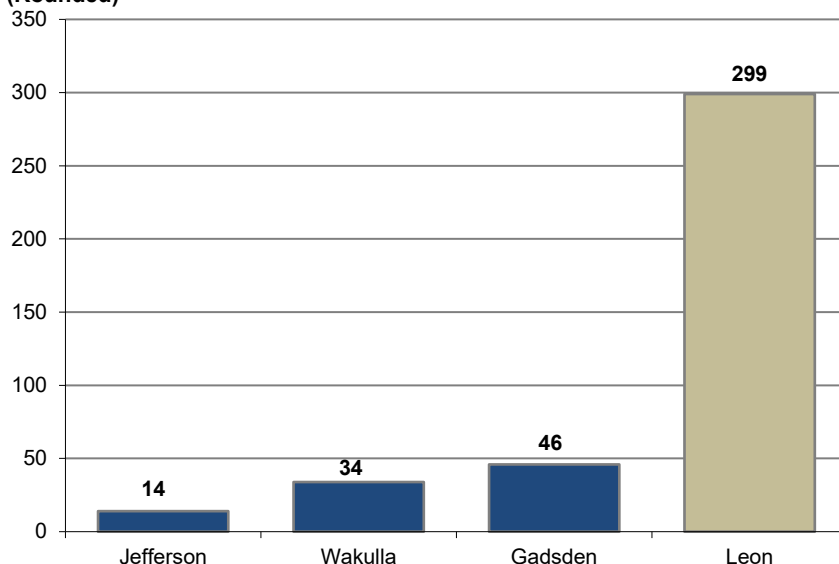
## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Comparative Data for Surrounding Counties

##### Countywide Population (2020)

Thousands  
(Rounded)

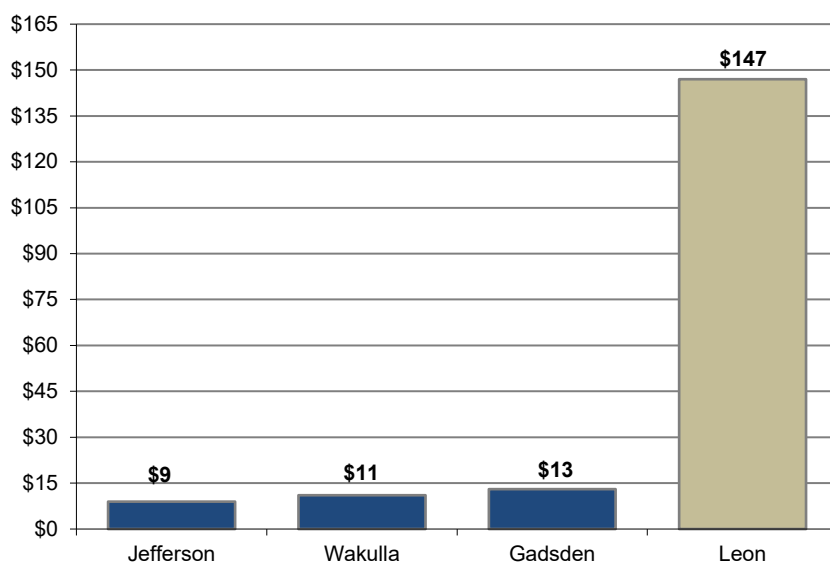


The University of Florida Bureau of Economic and Business Research estimated the 2020 Leon County population at 299,484. Leon County has 253,258 more residents than neighboring Gadsden County which has the next highest population. Of the surrounding counties, Leon has the highest projected population growth rate since the 2010 census at 8.71% compared to Gadsden (-0.35%), Wakulla (-10.41%), and Jefferson (-2.49%).

Source: University of Florida, Bureau of Economic and Business Research.

##### Anticipated Ad Valorem Tax Collections (FY20)

Millions



Among the surrounding counties, Leon County collects the highest amount of ad valorem taxes.

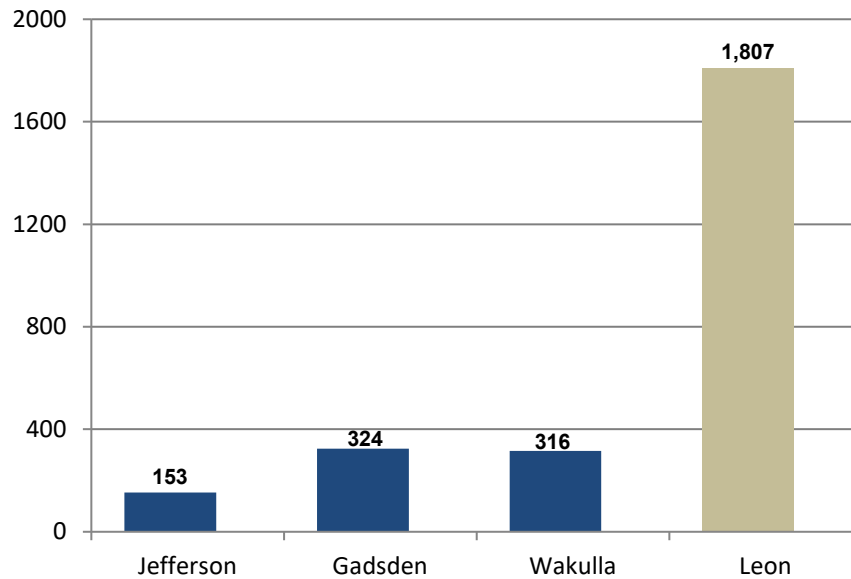
Source: Florida Department of Revenue 2020 Taxable Value by County

## Leon County Government

### Fiscal Year 2021 Mid-Year Financial Report

#### Comparative Data for Surrounding Counties

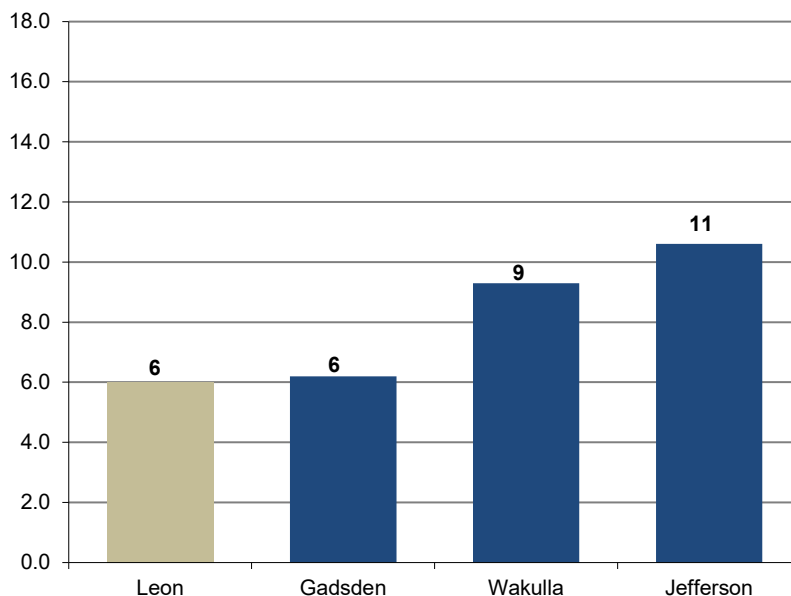
##### Total Number of County Employees (FY21)



County employees consist of Board, Constitutional, and Judicial Offices. Leon County has the highest number of county employees.

Source: FY 2021 Leon County Office of Management and Budget Survey

##### Total County Employees per 1,000 Residents (FY21)



Leon County has a ratio of 6 employees for every thousand county residents. When compared to surrounding counties, Leon County ranks the lowest.

Source: University of Florida, Bureau of Economic and Business Research & FY 2021 Leon County Office of Management and Budget Survey

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

## Net Budget per Countywide Resident

County	Net Budget Per Capita	Staff Per 1,000
Columbia County	\$672	3.8
Santa Rosa County	\$727	19.8
Gadsden County	\$782	7.0
Dixie County	\$783	11.0
Liberty County	\$809	18.5
<b>Leon County</b>	<b>\$861</b>	<b>6.0</b>
Putnam County	\$880	8.7
Baker County	\$881	8.8
Wakulla County	\$938	9.3
Jefferson County	\$941	10.6
Union County	\$949	7.0
Escambia County	\$1,005	6.3
Jackson County	\$1,032	7.9
Citrus County	\$1,059	7.5
Lake County	\$1,111	5.8
Madison County	\$1,118	9.3
Duval County	\$1,136	6.4
Seminole County	\$1,140	3.1
Brevard County	\$1,160	6.9
Polk County	\$1,219	6.3
Pinellas County	\$1,253	5.5
Marion County	\$1,314	7.4
Okeechobee County	\$1,323	10.6
Hendry County	\$1,333	3.9
Glades County	\$1,374	6.2
Alachua County	\$1,381	7.6
Hernando County	\$1,404	7.8
Bradford County	\$1,422	10.3
Nassau County	\$1,431	9.6
Saint Lucie County	\$1,462	5.3
Volusia County	\$1,489	6.1
Pasco County	\$1,510	8.1
Orange County	\$1,518	7.9
Highlands County	\$1,518	9.2

County	Net Budget Per Capita	Staff Per 1,000
Sumter County	\$1,529	1.4
Holmes County	\$1,555	8.5
Hardee County	\$1,566	7.2
Lafayette County	\$1,569	10.4
Hamilton County	\$1,582	11.5
Osceola County	\$1,583	6.6
Calhoun County	\$1,697	8.1
Flagler County	\$1,722	3.3
Manatee County	\$1,740	9.0
DeSoto County	\$1,751	9.5
Palm Beach County	\$1,754	8.1
Levy County	\$1,755	4.7
Broward County	\$1,781	6.5
Okaloosa County	\$1,789	4.2
Hillsborough County	\$1,906	7.0
Gilchrist County	\$1,916	10.6
Charlotte County	\$1,973	11.7
Taylor County	\$1,976	11.1
Indian River County	\$1,977	9.6
Sarasota County	\$2,006	6.9
Miami-Dade County	\$2,018	10.1
Martin County	\$2,049	6.6
Bay County	\$2,061	8.0
Suwannee County	\$2,084	5.9
Lee County	\$2,141	6.8
St. Johns County	\$2,222	8.7
Clay County	\$2,410	2.8
Gulf County	\$2,449	13.9
Walton County	\$2,464	14.9
Collier County	\$2,836	9.9
Washington County	\$3,313	3.7
Franklin County	\$4,055	14.7
Monroe County	\$4,297	16.8

## Notes:

1. Population data source: University of Florida, Bureau of Economic and Business Research

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

## Percent of Exempt Property

County	%Exempt	Net Budget Per Capita	Staff Per 1,000
Walton County	9%	\$2,464	14.9
Collier County	9%	\$2,836	9.9
Hardee County	12%	\$1,566	7.2
Miami-Dade County	12%	\$2,018	10.1
Palm Beach County	12%	\$1,754	8.1
Martin County	13%	\$2,049	6.6
Manatee County	13%	\$1,740	9.0
Lee County	14%	\$2,141	6.8
Seminole County	14%	\$1,140	3.1
Indian River County	14%	\$1,977	9.6
Saint Lucie County	14%	\$1,462	5.3
Monroe County	15%	\$4,297	16.8
St. Johns County	15%	\$2,222	8.7
Broward County	15%	\$1,781	6.5
Sumter County	15%	\$1,529	1.4
Hamilton County	15%	\$1,582	11.5
Nassau County	16%	\$1,431	9.6
DeSoto County	17%	\$1,751	9.5
Pinellas County	17%	\$1,253	5.5
Osceola County	17%	\$1,583	6.6
Orange County	18%	\$1,518	7.9
Charlotte County	18%	\$1,973	11.7
Okaloosa County	18%	\$1,789	4.2
Taylor County	18%	\$1,976	11.1
Hillsborough County	19%	\$1,906	7.0
Polk County	19%	\$1,219	6.3
Madison County	19%	\$1,118	9.3
Citrus County	19%	\$1,059	7.5
Gilchrist County	19%	\$1,916	10.6
Levy County	19%	\$1,755	4.7
Santa Rosa County	20%	\$727	19.8
Suwannee County	20%	\$2,084	5.9
Calhoun County	20%	\$1,697	8.1
Flagler County	20%	\$1,722	3.3

County	%Exempt	Net Budget Per Capita	Staff Per 1,000
Volusia County	20%	\$1,489	6.1
Bay County	20%	\$2,061	8.0
Lake County	21%	\$1,111	5.8
Putnam County	21%	\$880	8.7
Pasco County	21%	\$1,510	8.1
Jefferson County	21%	\$941	10.6
Dixie County	22%	\$783	11.0
Marion County	22%	\$1,314	7.4
Franklin County	23%	\$4,055	14.7
Gulf County	23%	\$2,449	13.9
Lafayette County	23%	\$1,569	10.4
Clay County	24%	\$2,410	2.8
Bradford County	24%	\$1,422	10.3
Sarasota County	24%	\$2,006	6.9
Duval County	24%	\$1,136	6.4
Hernando County	25%	\$1,404	7.8
Hendry County	25%	\$1,333	3.9
Okeechobee County	25%	\$1,323	10.6
Columbia County	25%	\$672	3.8
Glades County	25%	\$1,374	6.2
Highlands County	26%	\$1,518	9.2
Washington County	26%	\$3,313	3.7
Brevard County	28%	\$1,160	6.9
Wakulla County	28%	\$938	9.3
Union County	28%	\$949	7.0
Holmes County	28%	\$1,555	8.5
Escambia County	29%	\$1,005	6.3
Baker County	30%	\$881	8.8
Jackson County	30%	\$1,032	7.9
Gadsden County	31%	\$782	7.0
<b>Leon County</b>	<b>32%</b>	<b>\$861</b>	<b>6.0</b>
Alachua County	37%	\$1,381	7.6
Liberty County	44%	\$809	18.5

## Note:

The following counties were non-responsive to survey requests: Clay, Columbia, Duval, Franklin, Glades, Jefferson, Levy, Liberty, Martin, Miami-Dade, Putnam, Okaloosa, St. Johns, Sumter, Suwannee, Taylor and Union. Budget information was retrieved from their respective FY 2021 budget documents.

## Leon County Government

## Fiscal Year 2021 Mid-Year Financial Report

## Total County Employees per 1,000 Residents

County	Staff Per 1,000	# of Employees	Population
Sumter County	1.4	204	141,422
Clay County	2.8	611	219,575
Seminole County	3.1	1,465	476,727
Flagler County	3.3	380	114,173
Washington County	3.7	94	25,334
Columbia County	3.8	270	70,617
Hendry County	3.9	160	40,953
Okaloosa County	4.2	850	203,951
Levy County	4.7	196	41,699
Saint Lucie County	5.3	1,708	322,265
Pinellas County	5.5	5,437	984,054
Lake County	5.8	2,123	366,742
Suwannee County	5.9	270	45,463
<b>Leon County</b>	<b>6.0</b>	<b>1,807</b>	<b>299,484</b>
Volusia County	6.1	3,387	551,588
Glades County	6.2	84	13,609
Escambia County	6.3	2,033	323,714
Polk County	6.3	4,534	715,090
Duval County	6.4	6,333	982,080
Broward County	6.5	12,631	1,932,212
Osceola County	6.6	2,555	387,055
Martin County	6.6	1,066	161,301
Lee County	6.8	5,111	750,493
Sarasota County	6.9	3,043	438,816
Brevard County	6.9	4,210	606,671
Union County	7.0	108	15,410
Gadsden County	7.0	324	46,226
Hillsborough County	7.0	10,394	1,478,759
Hardee County	7.2	198	27,443
Marion County	7.4	2,718	368,135
Citrus County	7.5	1,127	149,383
Alachua County	7.6	2,057	271,588
Hernando County	7.8	1,508	192,186
Orange County	7.9	11,148	1,415,260

County	Staff Per 1,000	# of Employees	Population
Jackson County	7.9	370	46,587
Bay County	8.0	1,396	174,410
Calhoun County	8.1	117	14,489
Pasco County	8.1	4,392	542,638
Palm Beach County	8.1	11,904	1,466,494
Holmes County	8.5	171	20,001
Putnam County	8.7	638	73,723
St. Johns County	8.7	2,271	261,900
Baker County	8.8	250	28,532
Manatee County	9.0	3,596	398,503
Highlands County	9.2	965	104,834
Wakulla County	9.3	316	33,981
Madison County	9.3	177	18,954
DeSoto County	9.5	351	37,082
Indian River County	9.6	1,518	158,834
Nassau County	9.6	861	89,258
Collier County	9.9	3,835	387,450
Miami-Dade County	10.1	28,556	2,832,794
Bradford County	10.3	295	28,725
Lafayette County	10.4	90	8,690
Gilchrist County	10.6	194	18,269
Jefferson County	10.6	153	14,394
Okeechobee County	10.6	448	42,112
Dixie County	11.0	183	16,663
Taylor County	11.1	249	22,436
Hamilton County	11.5	167	14,570
Charlotte County	11.7	2,205	187,904
Gulf County	13.9	204	14,724
Franklin County	14.7	174	11,864
Walton County	14.9	1,111	74,724
Monroe County	16.8	1,306	77,823
Liberty County	18.5	159	8,575
Santa Rosa County	19.8	3,661	184,653

Note:

The following counties were non-responsive to survey requests: Clay, Columbia, Duval, Franklin, Glades, Jefferson, Levy, Liberty, Martin, Miami-Dade, Putnam, Okaloosa, St. Johns, Sumter, Suwannee, Taylor and Union. Budget information was retrieved from their respective FY 2021 budget documents.

# 2021 Status Report on Gender-based Pay Equity

## Background

During the June 19, 2018 meeting, the Board directed staff to provide an annual status update on gender-based pay equity in Leon County government. As such, staff conducted an extensive review of the salaries and wages of all 727 Leon County employees to determine whether gender-based pay inequities exist within the organization. The study revealed no indication of pay inequity between male and female employees.

## Analysis

To ensure the review evaluated pay equity specifically within the County organization, only employees subject to the County's pay plan and Human Resources policy were included in the gender pay study. It did not include staff of the constitutional offices, Court Administration, or the Department of PLACE (Planning, Blueprint, and the Office of Economic Vitality).

Consistent with standard practice in the Human Resources field, this review utilized a three-tiered approach to evaluate empirical pay data within the County:

1. Compare median salaries of male and female employees organization-wide
2. Compare individual salaries among employees in "like positions" (i.e., employees with the same job title and in the same pay grade)
3. Compare individual salaries among employees in "similarly-situated groupings" (i.e., different job title but same pay grade, type of work, and level of responsibility)

## Overall Median Comparison for Leon County Government

To evaluate overall pay equity across the entire organization, the analysis compared the median annualized salary of all male and female Leon County employees. This initial portion of the analysis indicated the following (bold font added for emphasis):

- Organization-wide, **female and male employees earn approximately median salary.**
- Male employees earn a median salary of \$43,447 and female employees earn a median salary of \$43,394, **a difference of 0.1% or \$53.00 annually.**
- By comparison, at the state level women earned 17% less than men, and at the national level women earned 17.7% less than men in 2020. These statistics are summarized in the table below:

	Median Salary			Ratio (women to men)
	Women	Men	Difference (\$)	
Leon County	\$43,394	\$43,447	\$53	0.999
State of Florida	\$37,458	\$45,136	(\$7,678)	0.830
United States	\$47,299	\$57,456	(\$10,157)	0.823

## Like Positions Salary Review Results

This analysis compared the salaries of male and female employees in "like positions," which are those with the same job title and in the same pay grade. This portion of the analysis examined 580 employees across 92 different position groups. The analysis indicated the following:

- 48 groups consisting of 205 employees were comprised of only male or only female employees and therefore were not evaluated further.
- 3 employees were the only employee in their group (same pay grade with the same job title) and were also not evaluated further.
- 1 group consisting of 1 male and 1 female were equal in pay in their group (same pay grade with the same job title) and were also not evaluated further.



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## Like Positions Salary Review Results (Continued)

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- 8 groups consisting of 71 employees were eliminated from further review because the highest-paid employee, regardless of gender, earns within 5% of the next-highest paid employee of the opposite gender.
- The remaining 35 groups consist of 299 employees in “like positions” with a **female employee earning the highest salary/wage in 20 of the groups and a male employee earning the highest salary/wage in the 15 of the groups.**

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## Similarly Situated Positions Salary Review Results

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This analysis evaluated County employees who each have unique job titles. These employees were evaluated in “similarly-situated” groupings, which are groups of employees with different job titles but are in the same pay grade, perform the same type of work, and share substantially the same level of responsibility. This portion of the analysis evaluated the remaining 147 employees within 48 similarly-situated groups. The analysis indicated the following:

- 11 groups consisting of 25 employees were comprised of only male or only female employees and therefore were not evaluated further.
- 23 groups consisting of 87 employees were determined to be unique within their pay grade in terms of their duties and responsibilities as well as the knowledge, skills, and abilities required to perform their job functions and were also not evaluated further.
- 4 groups consisting of 11 employees was eliminated from further review because the highest-paid employee, regardless of gender, earns within 5% of the next-highest paid employee of the opposite gender.
- **Of the remaining 10 groups consisting of 24 “similarly-situated” employees, a female employee earned the highest salary in 5 of the 10 groups.**

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## Gender-Based Pay Equity Summary

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Leon County maintains a pay structure that is balanced organization-wide and at all levels of the organization with respect to gender. Staff conducted this review of gender-based pay equity within the County organization utilizing a commonly accepted practice in the Human Resources field. This review found that salaries for male and female Leon County employees organization-wide are nearly equal, with women earning a very minimal lower median salary than men (\$53.00 or 0.1% difference). Pay equity in Leon County far exceeds state and federal statistics, where women’s median salary is 17% and 17.7% less than men, respectively.

Among County employees in similarly situated positions, a female employee earns the highest salary or wage in 50% of the groups reviewed. In most of all groups, the highest paid employee was also the longest tenured in her/his position.

It should be noted that at the highest level of the organization, Leon County makes a concerted and ongoing effort to maintain gender balance among department directors and executive level staff. Of the County’s 14 administrative departments, 6 department directors are female and 8 are male. Of the County’s two Assistant County Administrators, one is male and one is female. Although it is difficult to directly compare the functions, responsibilities, and complexity of these positions, salaries are balanced among directors within the same pay grade, with some female directors earning more than their male counterparts and vice-versa.

The County’s efforts to maintain this balance reflects the organization’s continued commitment to gender equity as evidenced by the findings of this study.

## Leon County Fiscal Year 2022 Tentative Budget

### Expenditures By Department and Division

#### Board of County Commissioners

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
1) County Commission	1,836,017	1,911,276	1,936,151	1.30%	1,968,375	2,001,949	2,036,913	2,073,353
	1,836,017	1,911,276	1,936,151	1.30%	1,968,375	2,001,949	2,036,913	2,073,353

- 1) Increase reflects County Commission costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6.0%, increases in workers' compensation rates and funding for performance raises in a range of 0% - 5% based on a 3% average. The performance raises pertain to the Commission staff only. In accordance with the County Charter, Commissioner salaries are set by ordinance according to a formula established by the State of Florida based on population.

#### Administration

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
2) County Administration*	1,252,586	1,238,043	1,279,626	3.36%	1,321,512	1,359,368	1,398,470	1,438,873
3) Emergency Management*	1,839,941	1,589,804	1,536,520	-3.35%	1,558,655	1,581,651	1,605,555	1,630,369
4) Human Resources*	1,391,198	1,526,508	1,576,424	3.27%	1,622,636	1,665,953	1,710,865	1,757,425
5) Strategic Initiatives/CMR*	1,449,409	1,561,805	1,734,815	11.08%	1,773,681	1,807,818	1,843,292	1,880,147
6) Volunteer Services*	183,134	188,225	203,081	7.89%	209,456	215,140	221,053	227,197
	6,116,268	6,104,385	6,330,466	3.70%	6,485,940	6,629,930	6,779,235	6,934,011

- 2) \*See personnel note below.
- 3) Decrease reflects the elimination of the equipment contingency account no longer needed due to recent system upgrades, offset by costs noted below.
- 4) \*See personnel note below.
- 5) Increase reflects the reallocation of existing staff resources, which involve the transfer of a vacant Library position to Community and Media Relations to add a needed Public Information and Communications Manager, and the reclass of a Special Projects Coordinator to a Senior Policy Analyst for a net increase of \$25,096. The budget also includes an additional \$15,000 increase in the state lobbying contract to increase minority subcontracting opportunities.
- 6) Increase reflects costs as noted below and copier rentals and lease costs needed due to the relocation of the office. Previously these costs were shared with other divisions in a shared location.

#### County Attorney's Office

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
7) County Attorney*	2,091,907	2,011,946	2,078,549	3.3%	2,124,032	2,168,524	2,214,406	2,261,879
	2,091,907	2,011,946	2,078,549	3.3%	2,124,032	2,168,524	2,214,406	2,261,879

- 7) Increase reflects costs noted below offset by staffing adjustments that add a new Assistant County Attorney and eliminate two administrative positions, a Legal Assistant and an Administrative Associate III saving \$23,832.

#### Department of Public Works

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
8) Engineering Services*	3,551,303	3,958,223	4,375,628	10.5%	4,494,936	4,613,282	4,736,120	4,863,591
9) Fleet Management*	2,522,359	3,073,578	2,838,005	-7.7%	2,931,809	2,975,228	3,019,685	3,045,309
10) Operations*	9,917,268	11,702,754	12,819,497	9.5%	13,016,472	13,281,683	13,587,840	13,858,201
11) PW Support Services*	613,997	627,095	648,504	3.4%	665,291	681,535	698,355	715,776
	16,604,927	19,361,650	20,681,634	6.8%	21,108,508	21,551,728	22,042,000	22,482,877

- 8) Increase costs associated with adding a new Mechanical Engineering and Plumbing (MEP) Engineer position (\$128,124) needed due to the increased design workload related to the replacement and retrofits of building mechanical and electrical systems, and the reclass of an Engineer Intern position to a Design Engineer (\$6,943). This increase is offset by the elimination of a Fleet Division Administrative Associate V and an Operations Crew Chief I no longer needed due to organizational efficiencies.
- 9) Decrease reflects the elimination of an Administrative Associate V whose duties were reallocated to other Public Works administrative personnel to increase
- 10) Increase funding related to costs as noted below in additions to contractual services with FDOT for the North Monroe Street right of way mowing (\$96,000), sign shop equipment replacement (\$23,600), and Proctor Road Stabilization (\$12,590), offset by a reduction in one Crew Chief I position (\$52,156).
- 11) In addition to costs noted below, the increase reflects that reclass of a Sr. Administrative Associate I to an Operations Analyst related to the assumption of analysis duties reassigned from the Fleet Division (\$2,485)

*\* Increase reflects costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, workers' compensation costs, and funding for performance raises in a range of 0% - 5% based on a 3% average and the adjustment of the Living Wage from \$12 per hour to \$14 per hour. Additional costs increases are associated with the lifting of the hiring freeze and the restoration of 75% of the travel and training budgets from the FY 2021 six month travel and training freeze in response to the COVID-19 pandemic.*

## Leon County Fiscal Year 2022 Tentative Budget

### Expenditures By Department and Division

#### Department of Development Support & Environmental Management

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
12) Building Plans Review & Inspection*	1,882,675	2,024,882	2,142,963	5.83%	2,242,185	2,292,414	2,354,300	2,418,749
13) Code Compliance Services*	511,965	496,818	533,698	7.42%	546,695	559,372	572,542	586,225
14) Customer Engagement Services	211,531	217,641	0	-100.00%	0	0	0	0
15) Development Services*	748,027	862,945	755,902	-12.40%	781,614	805,030	829,325	854,527
16) DS Support Services*	368,662	397,547	594,280	49.49%	614,652	633,967	654,012	674,827
17) Environmental Services*	1,678,865	1,762,383	1,733,819	-1.62%	1,783,873	1,832,207	1,882,340	1,934,355
	5,401,725	5,762,216	5,760,662	-0.03%	5,969,019	6,122,990	6,292,519	6,468,683

- 12) Increase related to the note below and the addition of one Building Inspector position (\$71,725) needed to maintain inspection time frames related to increased building permitting and the related required inspections.
- 13) Increase is related to personnel costs as noted below in addition to a shift in position budget splits between Development Service and Building Plans Review & Inspection based workload activity associated with each division.
- 14) To enhance overall customer service and streamline management reporting, personnel and costs in this division were realigned to the DS Support Division.
- 15) Decrease reflects the elimination of one Planner II position (\$85,704) no longer needed to the reallocation of workload within the division.
- 16) Increase reflects the reallocation of the personnel and operating costs to the DS Support Services from the Customer Engagement division as previously noted.
- 17) \*See personnel note below.

#### Department of PLACE

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
18) Planning Department	1,348,201	1,082,305	1,097,848	1.4%	1,121,165	1,145,008	1,169,389	1,194,320
	1,348,201	1,082,305	1,097,848	1.4%	1,121,165	1,145,008	1,169,389	1,194,320

- 18) Increase associated with the County's share of the joint City/County Planning Department costs.

#### Office of Financial Stewardship

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
19) Office of Management and Budget*	747,958	792,071	861,900	8.82%	886,470	909,725	933,648	958,476
20) Purchasing*	576,504	585,743	645,657	10.23%	667,698	687,534	708,103	729,427
21) Real Estate Management*	330,136	389,646	443,896	13.92%	447,909	451,828	455,916	460,175
22) Risk Management*	245,194	212,584	200,566	-5.65%	204,350	208,276	212,355	216,589
	1,899,792	1,980,044	2,152,019	8.69%	2,206,427	2,257,363	2,310,022	2,364,667

- 19) \*See personnel note below.
- 20) \*See personnel note below.
- 21) Increase related to the funding the vacant Real Estate Manager position, necessary due to the increase in right-of-way acquisition related to sewer projects and increased leasing activity at County owned commercial properties.
- 22) Decrease reflects costs associated in the retirement of a long time County employee offset by increases in costs as noted below.

#### Division of Tourism

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
23) Tourism Development*	4,778,063	4,380,467	5,001,505	14.2%	5,099,099	5,199,284	5,303,184	5,382,528
	4,778,063	4,380,467	5,001,505	14.2%	5,099,099	5,199,284	5,303,184	5,382,528

- 23) Increase reflects expenses associated marketing (\$267,552); Grants and Aid for Signature Event and Legacy Event grant funding (\$150,000); advertising (\$125,455); and Local Arts Agency Program (COCA) funding (\$26,320). With Tourism Development Tax (bed-tax) revenues recovering from the impacts of the Coronavirus pandemic on travel, these increases reflect a restoration of many of the budget reductions made in FY 2020 and FY 2021 needed due to a decline in bed-tax revenues.

#### Office of Information and Technology

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
24) Geographic Information Systems*	1,971,902	2,099,120	2,110,729	0.6%	2,166,969	2,217,676	2,270,204	2,324,602
25) Management Information Services*	6,944,522	7,483,475	7,828,184	4.6%	8,294,180	8,406,497	8,604,948	8,801,727
	8,916,424	9,582,595	9,938,913	3.7%	10,461,149	10,624,173	10,875,152	11,126,329

- 24) \*See personnel note below.
- 25) Increase related primarily to necessary County software contracts (\$165,095) including: Microsoft Office 365, Adobe Acrobat, Banner Document Management, cyber security enhancements, and voice application software that allows citizens to utilize Alexa and Google to listen to Commission Meetings. In addition, the budget reclasses an Office Coordinator position to a Cyber Security Manager to focus on mitigating cyber security threats to the County network at a cost of \$3,669.

*\* Increase reflects costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, workers' compensation costs, and funding for performance raises in a range of 0% - 5% based on a 3% average and the adjustment of the Living Wage from \$12 per hour to \$14 per hour. Additional costs increases are associated with the lifting of the hiring freeze and the restoration of 75% of the travel and training budgets from the FY 2021 six month travel and training freeze in response to the COVID-19 pandemic.*

**Leon County Fiscal Year 2022 Tentative Budget**  
**Expenditures By Department and Division**
**Office of Library Services**

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
26) Library Services*	6,124,051	6,598,174	6,279,444	-4.8%	6,681,539	6,855,672	7,036,753	7,225,050
	6,124,051	6,598,174	6,279,444	-4.8%	6,681,539	6,855,672	7,036,753	7,225,050

- 26) Decrease is related to efficiency reductions in support of the Essential Libraries Initiative and the transfer of a vacant Library Services Specialist Position (\$56,790) to the Community and Media Relations division as noted above. This is offset by the increases in personnel and operating costs noted below and the reclassification of an Information Professional to a Community Resource Specialist to provided community support as a approved as part of the Essential Library Initiative (\$5,195).

**Office of Public Safety**

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
27) Animal Control*	1,861,553	1,815,890	1,870,463	3.0%	1,897,772	1,956,472	2,017,507	2,034,223
28) Emergency Medical Services*	18,522,843	20,336,869	21,995,039	8.2%	23,101,559	22,760,555	23,849,059	24,252,618
	20,384,396	22,152,759	23,865,502	7.7%	24,999,331	24,717,027	25,866,566	26,286,841

- 26) Increase related to funding the County's 50% share of operating and capital expenses for the Animal Shelter as specified in the interlocal agreement with the City (\$31,633).
- 27) Reflects increases in the following agreements: the Medicaid match for Managed Care program (\$346,041); the Advance Life Support Agreement with City Fire Department (\$133,688); and the Medicaid billing vendor agreement (\$100,000). The increase also includes funding for two new Emergency Medical Technician positions to provide support to the ambulance fleet and reduce the reliance on EMTs to provide backup coverage for logistical operations (\$96,656); costs in training (\$12,250) and medical supplies (\$11,025).

**Office of Intervention & Detention Alternatives**

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
29) County Probation*	1,447,117	1,575,684	1,670,064	6.0%	1,715,042	1,760,778	1,808,336	1,857,792
30) Drug & Alcohol Testing*	158,428	175,899	182,622	3.8%	187,042	191,355	195,809	200,417
31) Supervised Pretrial Release*	1,511,894	1,451,921	1,712,644	18.0%	1,748,618	1,785,382	1,823,624	1,863,415
	3,117,439	3,203,504	3,565,330	11.3%	3,650,702	3,737,515	3,827,769	3,921,624

- 29) \*See personnel note below.

- 30) \*See personnel note below.

- 31) Increase reflects costs related to contracted GPS electronic monitoring services needed due to an increase in number of clients assigned by the Courts to pre-trial monitoring (\$196,849).

**Office of Human Services & Community Partnerships**

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
32) Housing Services*	993,240	686,674	1,367,799	99.2%	1,388,376	1,407,145	1,426,660	1,446,943
33) Human Services*	7,876,988	8,684,818	8,378,092	-3.5%	8,748,462	8,878,512	9,012,535	9,150,652
34) Veteran Services*	271,082	303,977	358,291	17.9%	366,255	372,371	378,709	385,277
	9,141,310	9,675,469	10,104,182	4.43%	10,503,093	10,658,028	10,817,904	10,982,872

- 32) Increase reflects State Housing Initiative Program (SHIP) allocated in the state budget for FY 2022. This is offset by a decrease that realigns a portion of the Direct Emergency Assistance Program (DEAP) to the Veteran's Services Active Duty Military Grant Program (\$62,000) as allowed by County policy.
- 33) Decrease reflects a reduction in the state mandated Medicaid payment of \$264,050, offset by increases in contractual costs for the Medical Examiner of \$74,680; \$11,000 for additional morgue equipment; \$9,000 in enhancement costs for CHSP grant Portal; and a paygrade adjustment for a Human Service Analyst position (\$5,195).
- 34) The increase reflects the realignment of a portion of the Housing Services Direct Emergency Assistance Program (DEAP) funding to the Active Duty Military Grant Program to maximized the number of residents and Veterans assisted based on program usage (\$62,000).

\* Increase reflects costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, workers' compensation costs, and funding for performance raises in a range of 0% - 5% based on a 3% average and the adjustment of the Living Wage from \$12 per hour to \$14 per hour. Additional costs increases are associated with the lifting of the hiring freeze and the restoration of 75% of the travel and training budgets from the FY 2021 six month travel and training freeze in response to the COVID-19 pandemic.

## Leon County Fiscal Year 2022 Tentative Budget

### Expenditures By Department and Division

#### Office of Resource Stewardship

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
35) Cooperative Extension*	494,250	442,331	448,037	1.3%	461,340	475,042	489,154	489,154
36) Facilities Management*	9,390,517	12,727,226	12,589,042	-1.1%	12,716,179	12,880,927	13,052,024	13,225,788
37) Office of Sustainability*	230,748	331,364	320,289	-3.3%	346,553	331,640	356,897	342,330
38) Parks and Recreation*	2,970,575	3,232,597	3,696,120	14.3%	3,711,153	3,767,037	3,825,382	3,886,288
39) Solid Waste*	11,463,806	13,490,865	12,292,735	-8.9%	12,724,834	13,177,776	13,652,606	14,150,384
	<u>24,549,896</u>	<u>30,224,383</u>	<u>29,346,223</u>	<u>-2.91%</u>	<u>29,960,059</u>	<u>30,632,422</u>	<u>31,376,063</u>	<u>32,093,944</u>

- 35) The increase is related to personnel and operating costs associated with the University of Florida Institute of Food and Agricultural Sciences contract.
- 36) Decrease reflects a reduction in utility and operational expenses directly related to lighting and mechanical improvements for the implementation of the Energy Savings Contract (ESCO) offset by increases to building maintenance contracts (\$56,076). Additionally, to eliminate equipment rental for related exterior lighting maintenance funding for a scissor lift and trailer (\$20,000) is included in the budget. The increase also includes funding for the Period Poverty Program that will provide menstrual products in County restroom facilities as approved by the Board at the June 8, 2021 meeting in the amount of \$25,000.
- 37) Decrease is related to FY 2022 bi-annual hosting of the Sustainable Communities Summit. The most recent summit was held in FY 2021.
- 38) Increases related for three new positions and their associated operating costs (\$172,338). Specifically, this includes a Park Attendant and a two person crew (Crew Chief I and Maintenance Technician) to maintain adequate services levels related to increased park acreage. The crew was requested for the FY 2021 budget but was deferred because of the budgetary impacts of COVID. The Park Attendant position has been planned to coincide with the completion of the cross-country amenities at Apalachee Regional Park. These positions additions were offset by position reductions in other county divisions. Other increases are related to, contractual services for tree trimming (\$92,000); seasonal temporary labor (\$83,000), controlled vegetative management burns (\$50,000); and mowing and turf management (\$36,060).
- 39) Overall decrease costs associated with the hauling and disposal contract based on a recalculation of the annual tonnage passing through the Transfer Station. The recalculation was necessary subsequent to previous years including increase waste caused by hurricanes and related debris. This is offset by increases in the hauling and disposal contract portion of the tipping fee from \$30.00 to \$32.38, the addition of a new Hazardous Waste Materials Technician position for the new drop-off site at the Public Works complex approved at the June 8, 2021 meeting, the recycling contract (\$148,000); and the hazardous waste/electronic recycling contract (\$30,000).

#### Constitutional

	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
40) Clerk of the Circuit Court	2,266,404	2,337,828	2,508,030	7.3%	2,579,317	2,652,664	2,728,130	2,797,386
41) Property Appraiser	5,051,875	5,215,123	5,350,215	2.6%	5,457,219	5,566,363	5,677,690	5,677,690
42) Sheriff	83,167,646	81,219,754	85,883,013	5.7%	90,924,512	95,976,888	101,448,230	107,340,467
43) Supervisor of Elections	5,861,544	4,413,603	4,945,661	12.1%	4,398,673	6,324,292	4,656,918	5,491,882
44) Tax Collector	5,457,683	5,802,167	5,954,527	2.6%	6,067,494	6,181,612	6,297,253	6,414,256
	<u>101,805,152</u>	<u>98,988,475</u>	<u>104,641,446</u>	<u>5.71%</u>	<u>109,427,215</u>	<u>116,701,819</u>	<u>120,808,221</u>	<u>127,721,681</u>

- 40) Increase reflects an additional \$170,202 to fund the County share of the Clerk's Finance Department, which includes funding for a new Account Payable Supervisor position requested by the Clerk to ensure timely audit schedule preparation. This is offset by a nominal decrease in Article V funding, which is state mandated funding to support the Court system.
- 41) Increase is related to personnel costs.
- 42) In addition to normal personnel costs increase the budget includes the additions of 10 new positions: three Deputies for a mental health unit, two Correctional Officers, two Community Relations Specialists, one Crime Scene Specialist, one Digital Forensic Examiner, and one Crime Analyst. The addition of these positions will assist the Sheriff in the continuation of his ALLin Leon Campaign to reduce crime rates in the County.
- 43) Increases are related to implementing new voting legislation requirements signed by the Governor after the 2021 legislative session, and the implementation of census redistricting requirements that will adjust precinct boundaries requiring countywide mailings and new voter ID cards.
- 44) Increase reflects estimated commission payments associated with an increase in property tax collections related to property values increasing by 4.05%. Increases also include commission payments for the Emergency Medical Services Municipal Services Taxing Unit, and the solid waste, fire, and stormwater special assessments.

#### Judicial

Department / Division	FY 2020 Actual	FY 2021 Adopted	FY 2022 Adopted	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
45) Court Administration*	228,971	230,364	222,868	-3.3%	229,035	234,939	241,105	247,542
46) Guardian Ad Litem	24,556	24,277	22,873	-5.8%	22,873	22,873	22,873	22,873
47) Other Court-Related Programs	546,683	681,459	640,919	-5.9%	642,156	651,829	661,285	671,107
48) Public Defender	124,440	141,745	143,645	1.3%	143,645	143,645	143,645	143,645
49) State Attorney	94,765	130,950	131,935	0.8%	131,935	131,935	131,935	131,935
	<u>1,019,415</u>	<u>1,208,795</u>	<u>1,162,240</u>	<u>-3.85%</u>	<u>1,169,644</u>	<u>1,185,221</u>	<u>1,200,843</u>	<u>1,217,102</u>

- 45) Decrease is related to personnel cost shifts between general revenue supported programs and court fee supported programs.
- 46) Reflects decrease in communication/internet costs charged to the program.
- 47) Decrease related to not funding vacant positions due to a decline in revenues related to Teen Court.
- 48) Increase is associated with communications such as internet, telephone maintenance and printer leases.
- 49) Increase is associated with communications such as internet, telephone maintenance and printer leases.

\* Increase reflects costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, workers' compensation costs, and funding for performance raises in a range of 0% - 5% based on a 3% average and the adjustment of the Living Wage from \$12 per hour to \$14 per hour. Additional costs increases are associated with the lifting of the hiring freeze and the restoration of 75% of the travel and training budgets from the FY 2021 six month travel and training freeze in response to the COVID-19 pandemic.



## Leon County Fiscal Year 2022 Tentative Budget

### Expenditures By Department and Division

		Non-Operating							
Department / Division		FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
50)	Budgeted Reserves	2,211,747	908,542	297,879	-67.2%	445,153	554,321	665,756	803,451
51)	Communications	2,462,715	3,608,376	3,841,912	6.5%	3,785,551	3,868,938	3,954,630	3,996,652
52)	Consolidated Dispatch Agency (CDA)	2,896,561	3,165,150	3,348,695	5.8%	3,516,130	3,691,937	3,876,534	4,070,361
53)	Fire Control	8,555,012	8,834,283	10,357,634	17.2%	10,490,230	10,619,121	10,770,963	10,925,047
54)	Line Item Funding	126,886	100,000	100,000	0.0%	100,000	100,000	100,000	100,000
55)	Other Non-Operating	7,506,144	8,265,232	8,730,612	5.6%	9,337,859	7,957,170	7,825,035	7,940,414
56)	Risk Allocations	1,073,250	1,149,545	1,369,688	19.2%	1,376,066	1,382,507	1,389,014	1,389,020
57)	Risk Financing & Workers Comp	4,070,146	3,842,403	4,617,064	20.2%	4,653,399	4,697,519	4,740,931	4,784,633
		28,902,461	29,873,531	32,663,484	9.3%	33,704,388	32,871,513	33,322,863	34,009,578

- 50) Reflects decrease in Solid Waste, Emergency Medical Services, Municipal Services and E-911 Emergency Communications contingencies.
- 51) Increase reflects annual adjustments in department billings for phone and internet charges.
- 52) Increase costs for the CDA are related to the County's 34% cost share of the agency and are associated with personnel costs, and the Motorola CAD system contract payment. The County's portion of these increases is \$183,545. The City funds the remaining 66% share of the CDA.
- 53) Increased costs are associated with the 15% growth in fire service costs related to personnel and equipment for the City Fire Department since FY 2016. These funds are used to fund fire rescue services in the unincorporated area of the County. This increase was deferred from FY 2021 due to the economic impacts of COVID. The County will use debt service savings to fund the costs increase in FY 2022 and FY 2023 until a new joint City/County rate study can be completed in FY 2023.
- 54) This budget provides level funding, and includes continued support in the amount of \$100,000 for the third payment of a five year agreement with the Kearney Center for the capital costs associated with the Homeless Shelter Relocation.
- 55) Increased costs are related to funding for the first year of a three-year commitment for the joint County, City and Florida State University Real Time Crime Center (\$277,777); the joint City/County 800Mhz system (\$89,641); and for the State Juvenile Justice Payment (\$115,128). These increases are offset by a decrease in Community Redevelopment Agency (CRA) payment (\$-6,034) related to a 5.74% decline in value in the Downtown District.
- 56) Reflects an increase in cost allocations to fund the rise in cost of general liability, vehicle and aviation insurance premiums, offset by a decrease in the cost for property insurance.
- 57) To properly fund the County's liability for the self insurance of workers' compensation claims, the worker's compensation budget was increased by \$600,000.

58)

		Debt Service							
Department / Division	FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected	
Debt Service	7,577,482	3,529,937	3,881,876	10.0%	3,949,187	3,946,291	3,945,972	493,371	
ESCO Equipment Lease Financing	0	0	1,202,464	100.0%	1,255,647	1,258,037	1,255,119	1,256,892	
	7,577,482	3,529,937	5,084,340	44.03%	5,204,834	5,204,328	5,201,091	1,750,263	

- 58) Debt service increase reflects a \$5.4 million loan for the acquisition of the Supervisor of Election Voting Operation Center property, and related facility improvements including the replacement of the roof and mechanical system. The Energy Saving Performance Contract (ESCO) lease financing shows the first payment of 15-years funded energy savings project that replaces lighting and mechanical equipment at the Courthouse, Annex and the Sheriff Detention Facility that is paid for by annual utility and operational savings and a capital funding match. This project also allows for an annual recurring savings of \$3.0 million in capital funding for mechanical systems that would have been necessary if not funded by the ESCO equipment lease financing.

59)

		Capital Improvement Program							
	FY 2020	FY 2021	FY 2022	Adopted	FY 2023	FY 2024	FY 2025	FY 2026	
Department / Division	Actual	Adopted	Tentative	Change	Projected	Projected	Projected	Projected	
Budgeted Capital Reserves	0	57,570	31,255	-45.7%	31,568	31,883	32,202	32,524	
Engineering Services	14,692,840	11,844,341	10,272,162	-13.3%	15,229,669	13,934,501	13,119,188	12,970,603	
Facilities Management	7,935,559	3,339,180	3,449,386	3.3%	4,328,255	3,377,536	4,064,162	1,673,800	
Fleet Management	3,293,786	2,955,660	3,413,985	15.5%	4,509,000	5,327,700	4,137,500	4,773,700	
Management Information Services	2,103,345	2,757,785	2,399,695	-13.0%	3,357,589	4,057,569	3,994,126	2,431,284	
Parks & Recreation	3,381,056	1,312,550	1,838,500	40.1%	860,107	1,515,000	1,335,000	1,035,000	
Public Works - Operations	684,345	185,200	435,200	135.0%	596,832	395,168	450,805	450,805	
Solid Waste	154,088	211,052	427,511	102.6%	150,852	150,852	150,852	300,582	
	32,245,019	22,663,338	22,267,694	-1.75%	29,063,872	28,790,209	27,283,835	23,668,298	

- 59) At the May 25, 2021 meeting, the Board approved advance funding \$2.7 million from the America Rescue Plan Act (ARPA) in revenue loss mitigation funding to address transportation and flood relief projects that were delayed or not funded because of the pandemic that include: Baum Road (\$926,000); Ben Boulevard (\$850,000); Miccosukee Road Bridge (\$567,500); and Maylor Road (\$358,500). The advance funding of these projects reduced the FY 2022 overall capital program by 1.75% from FY 2021. The FY 2022 Capital Program also includes \$4.27 million for Arterial/Collector/Local Road resurfacing to maintain County roads; \$2.54 million for continued funding of the Sidewalk Program; \$2.26 million for building roofs, maintenance, infrastructure and mechanical repairs, \$2.09 million for the Detention Center facility capital costs; \$1.18 million in EMS vehicle replacements; \$1.21 million in Public Works and General Vehicle and Equipment replacements; \$550,000 for County Compute Infrastructure; \$400,000 in support of the Library's Essential Library Initiative; and \$350,000 for Capital Parks Maintenance.

**\* Increase reflects costs associated with the County's portion of retirement rates passed by the Florida Legislature, health insurance premium rates at 6%, workers' compensation costs, and funding for performance raises in a range of 0% - 5% based on a 3% average and the adjustment of the Living Wage from \$12 per hour to \$14 per hour. Additional costs increases are associated with the lifting of the hiring freeze and the restoration of 75% of the travel and training budgets from the FY 2021 six month travel and training freeze in response to the COVID-19 pandemic.**

## Leon County Fiscal Year 2022 Tentative Budget

### Expenditures By Department and Division

		Grants Administration							
Department / Division		FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
	Grant-Economic Development	405,494	-	-	0.00%	0	0	0	0
60)	Grants EMS	216,124	60,000	60,000	0.00%	60,000	60,000	60,000	60,000
61)	Grants Housing	172,907	50,000	50,000	0.00%	50,000	50,000	50,000	50,000
62)	Grants IDA	84,835	105,497	78,454	-25.63%	79,631	80,825	82,037	83,268
63)	Grants Library	60,842	15,000	15,000	0.00%	15,000	15,000	15,000	15,000
64)	Grants LLEBG	0	40,000	38,356	-4.11%	38,356	38,356	38,356	38,356
	Grants Parks	16,280	-	-	0.00%	0	0	0	0
	Grants Public Works	1,798,565	-	-	0.00%	0	0	0	0
	Grants-Emergency Management	19,286	-	-	0.00%	0	0	0	0
		<b>2,774,333</b>	<b>270,497</b>	<b>241,810</b>	<b>-10.61%</b>	<b>242,987</b>	<b>244,181</b>	<b>245,393</b>	<b>246,624</b>

60) Reflects funds for grants received from the Florida Department of Health in support Emergency Medical Services.

61) Reflects funding for emergency housing repair assistance from the Housing Finance Authority.

62) Reflects decrease traffic fines collected for driver's education for the Slosberg Drivers' Education Fund, caused by the impacts of COVID on driving. These funds are paid to the Leon County School Board for the driver's education program. At the January 28, 2020 Board meeting, the Additional Civil Traffic Penalty ordinance was amended to increase the penalty from \$3.00 to \$5.00 which at the time was anticipated to generate additional revenue to enhance the of driver education programs; however, traffic citations declined with the due to the stay-at-home orders issued for COVID.

63) Reflects expenditures associated with the receipt of donations from the Friends of the Library.

64) Reflects anticipated Law Enforcement Block Grant funding from the Department of Justice Juvenile Assistance Grant Program (JAG).

		Transfers							
Department / Division		FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
65)	Transfers	52,003,766	39,777,008	45,227,143	13.70%	44,599,718	48,032,484	46,595,967	48,289,061
		<b>52,003,766</b>	<b>39,777,008</b>	<b>45,227,143</b>	<b>13.70%</b>	<b>44,599,718</b>	<b>48,032,484</b>	<b>46,595,967</b>	<b>48,289,061</b>

65) A budget transfer is the reallocation of funding from one fund to support expenditures in another fund usually for a dedicated purpose, such as the transfer of Building funds to the Capital Improvement Fund for the purchase of Building Department vehicles. The increase in transfers for FY 2022 is related to the increases in transfers from general revenue funds to support operations, for the Supervisor of Election, Pre-trial/Probation (due to the decline in fee revenue), and Emergency Medical Services, Solid Waste and Fire Services as part of the multi-year fiscal plan to avoid fee increases. These transfer increases are offset by decreases in transfers to the and Development and Environment Services Fund due to an increase fee revenue to support permitting operations, and the Transportation Capital Improvements Fund due to the advanced funding of capital projects planned for FY 2022 with American Recovery Act Funds during FY 2021.

		Summary Totals							
		FY 2020 Actual	FY 2021 Adopted	FY 2022 Tentative	Adopted Change	FY 2023 Projected	FY 2024 Projected	FY 2025 Projected	FY 2026 Projected
	Leon County Government	112,310,416	124,031,173	128,138,428	3.31%	132,338,438	134,301,613	137,947,875	140,798,978
	Constitutional Officers	101,805,152	98,988,475	104,641,446	5.71%	109,427,215	116,701,819	120,808,221	127,721,681
	Judicial	1,019,415	1,208,795	1,162,240	-3.85%	1,169,644	1,185,221	1,200,843	1,217,102
	Non-Operating	28,902,461	29,873,531	32,663,484	9.34%	33,704,388	32,871,513	33,322,863	34,009,578
	Capital	32,245,019	22,663,338	22,267,694	-1.75%	29,063,872	28,790,209	27,283,835	23,668,298
	Debt Service	7,577,482	3,529,937	3,881,876	9.97%	3,949,187	3,946,291	3,945,972	493,371
	ESCO Lease Financing	0	0	1,202,464	100.0%	1,255,647	1,258,037	1,255,119	1,256,892
	Grants	2,774,333	270,497	241,810	-10.61%	242,987	244,181	245,393	246,624
<b>Total Budget Net Transfers</b>		<b>286,634,278</b>	<b>280,565,746</b>	<b>294,199,442</b>	<b>4.86%</b>	<b>311,151,378</b>	<b>319,298,884</b>	<b>326,010,121</b>	<b>329,412,524</b>
	Total Operating Budget	254,389,259	257,902,408	271,931,748	5.44%	282,087,506	290,508,675	298,726,286	305,744,226
	Total Capital Budget	32,245,019	22,663,338	22,267,694	-1.75%	29,063,872	28,790,209	27,283,835	23,668,298
	Total County Budget	338,638,044	320,342,754	339,426,585	5.96%	355,751,096	367,331,368	372,606,088	377,701,585
	Total County Minus Transfers	286,634,278	280,565,746	294,199,442	4.86%	311,151,378	319,298,884	326,010,121	329,412,524

**Leon County Government**  
**FY 2022 - FY 2026**  
**Preliminary Capital Improvement Program**

Attachment #4  
Page 1 of 2

Project	Project #	FY 2021 Adjusted Budget	FY 2022 Proposed Budget	FY 2023 Planned	FY 2024 Planned	FY 2025 Planned	FY 2026 Planned	5 Year Project Total
<b>Engineering Services: Transportation</b>								
Springhill Road Bridge Rehabilitation	051008	350,500	-	-	-	-	-	-
North Florida Fairgrounds Road Milling and Resurfacing	051009	-	-	220,000	-	-	-	220,000
Smith Creek Bike Lanes	052004	1,230,844	-	-	-	-	-	-
Smith Creek Bike Lanes (Phase II)	052005	850,367	-	-	-	-	-	-
Old Bainbridge Road at Knots Lane	053008	80,914	-	-	-	-	-	-
Old Bainbridge Road North Monroe to Gadsden County Line	053009	277,370	-	-	-	-	-	-
Old Bainbridge Road I-10 to CC NW NEW	053010	453,674	-	-	-	-	-	-
Old Bainbridge Road @ Capital Circle NW NEW	053011	160,000	-	-	-	-	-	-
Baum Road Drainage Improvement	054011	1,116,782	-	-	-	-	-	-
Arterial/Collector/Local Road Resurfacing <sup>BP</sup>	056001	4,790,577	4,279,800	4,302,418	4,315,232	4,324,545	4,441,395	21,663,390
Community Safety & Mobility	056005	1,207,579	-	100,000	-	100,000	-	200,000
Public Works Design and Engineering Services	056011	184,740	100,000	100,000	100,000	100,000	100,000	500,000
Sidewalk Program	056013	3,845,699	2,545,420	2,595,191	2,647,451	2,702,324	2,759,940	13,250,326
Intersection & Safety Improvements <sup>BP</sup>	057001	4,573,183	-	-	100,000	150,000	150,000	400,000
2/3rds Tower Oaks Private Road Paving	057917	728,706	-	-	-	-	-	-
Micosukee Road Bridge Replacement NEW	057918	567,500	-	-	-	-	-	-
L.I.F.E. Rural Road Safety Stabilization	091003	275,000	100,000	100,000	100,000	100,000	100,000	500,000
L.I.F.E. Street Lighting	091005	225,000	125,000	125,000	125,000	125,000	125,000	625,000
<b>Subtotal</b>		<b>25,516,391</b>	<b>7,150,220</b>	<b>7,542,609</b>	<b>7,387,683</b>	<b>7,601,869</b>	<b>7,676,335</b>	<b>37,358,716</b>
<b>Engineering Services: Stormwater</b>								
Lake Henrietta Renovation	061001	-	240,000	1,250,000	-	-	-	1,490,000
Woodville Sewer Project	062003	6,153,834	-	-	-	-	-	-
BP Comprehensive Wastewater Treatment Project	062006	500,000	-	-	-	-	-	-
Belair/Annawood Septic to Sewer	062007	4,068,632	-	-	-	-	-	-
NE Lake Munson Septic to Sewer	062008	13,221,436	-	-	-	-	-	-
Lexington Pond Retrofit	063005	830,974	-	200,000	600,000	-	-	800,000
Killearn Acres Flood Mitigation	064001	483,177	-	225,000	-	-	-	225,000
Maylor Road Accessibility and Stormwater Management Improvements	065005	2,831,685	-	-	-	-	-	-
BluePrint 2020 Water Quality and Stormwater	067003	-	-	2,125,000	2,125,000	2,125,000	2,125,000	8,500,000
Stormwater Infrastructure Preventative Maintenance	067006	1,031,276	300,000	800,000	800,000	800,000	800,000	3,500,000
L.I.F.E. Stormwater and Flood Relief	091009	-	-	290,107	400,000	205,369	250,000	1,145,476
FDEP Springs Restoration Grant	927128	1,388,597	-	-	-	-	-	-
Small Community Wastewater Grant NEW	927129	275,041	-	-	-	-	-	-
<b>Subtotal</b>		<b>30,509,611</b>	<b>540,000</b>	<b>4,890,107</b>	<b>3,925,000</b>	<b>3,130,369</b>	<b>3,175,000</b>	<b>15,660,476</b>
<b>Engineering: Buildings</b>								
Architectural & Engineering Services	086011	60,000	60,000	60,000	60,000	60,000	60,000	300,000
Detention Facility Complex Maintenance	086031	5,614,439	2,092,000	2,107,000	2,126,000	1,860,000	1,610,000	9,795,000
Serenity Cemetery Expansion	091002	-	-	190,000	190,000	-	-	380,000
Bradfordville Volunteer Fire Department	096002	282,107	-	-	-	-	-	-
<b>Subtotal</b>		<b>5,956,546</b>	<b>2,152,000</b>	<b>2,357,000</b>	<b>2,376,000</b>	<b>1,920,000</b>	<b>1,670,000</b>	<b>10,475,000</b>
<b>Engineering Services: Other</b>								
Landfill Closure	036043	7,932,532	-	-	-	-	-	-
Apalachee Regional Park	045001	3,757,539	250,000	100,000	500,000	500,000	-	1,350,000
Chaires Park	046014	2,990,515	-	-	-	-	-	-
St. Marks Headwaters Greenways	047001	5,243,172	-	-	-	-	-	-
Essential Libraries Initiative	086085	-	400,000	300,000	300,000	300,000	300,000	1,600,000
L.I.F.E. Micosukee Sense of Place	091004	456,430	197,630	205,060	245,818	341,950	324,268	1,314,726
<b>Subtotal</b>		<b>20,380,188</b>	<b>847,630</b>	<b>605,060</b>	<b>1,045,818</b>	<b>1,141,950</b>	<b>624,268</b>	<b>4,264,726</b>
<b>Fleet</b>								
General Vehicle & Equipment Replacement	026003	300,000	617,000	776,500	525,000	678,000	447,000	3,043,500
Stormwater Vehicle & Equipment Replacement	026004	355,800	468,000	579,000	680,000	664,000	856,000	3,247,000
Public Works Vehicle & Equipment Replacement	026005	372,000	601,000	1,020,000	1,786,000	1,001,000	1,077,000	5,485,000
Fleet Management Shop Equipment	026010	-	36,500	46,000	18,700	46,500	38,700	186,400
Emergency Medical Services Vehicle & Equipment Replacement	026014	2,312,062	1,180,000	1,485,000	1,565,000	1,548,000	1,590,000	7,368,000
General Government New Vehicle Requests	026018	16,160	100,999	37,500	-	-	-	138,499
Solid Waste Facility Heavy Equip. & Vehicle Replacement	036003	388,000	-	40,000	20,000	100,000	130,000	290,000
Transfer Station Heavy Equip Replacement	036010	436,000	165,000	470,000	655,000	230,000	400,000	1,920,000
Rural Waste Vehicle and Equipment Replacement	036033	-	-	-	30,000	15,000	90,000	135,000
Hazardous Waste Vehicle and Equipment Replacement	036042	-	34,500	-	48,000	-	-	82,500
New Solid Waste Vehicles & Equipment	036044	40,200	-	-	-	-	-	-
New Vehicles and Equipment for Parks/Greenways	046007	128,309	265,986	55,000	-	-	-	320,986
<b>Subtotal</b>		<b>4,348,531</b>	<b>3,468,985</b>	<b>4,509,000</b>	<b>5,327,700</b>	<b>4,282,500</b>	<b>4,628,700</b>	<b>22,216,885</b>



**Leon County Government**  
**FY 2022 - FY 2026**  
**Preliminary Capital Improvement Program**

Attachment #4  
Page 2 of 2

Project	Project #	FY 2021 Adjusted Budget	FY 2022 Proposed Budget	FY 2023 Planned	FY 2024 Planned	FY 2025 Planned	FY 2026 Planned	5 Year Project Total
<b>Public Works: Operations</b>								
Open Graded Hot Mix Maintenance & Resurfacing <sup>BP</sup>	026006	100,000	75,000	161,632	159,968	215,605	215,605	827,810
Arterial & Collector Roads Pavement Markings	026015	135,200	160,200	135,200	135,200	135,200	135,200	701,000
Stormwater Pond Repairs	066026	100,000	200,000	300,000	100,000	100,000	100,000	800,000
<b>Subtotal</b>		<b>335,200</b>	<b>435,200</b>	<b>596,832</b>	<b>395,168</b>	<b>450,805</b>	<b>450,805</b>	<b>2,328,810</b>
<b>Solid Waste</b>								
Landfill Improvements	036002	74,601	-	-	-	-	-	-
Hazardous Waste Collection Center	036019	71,883	-	-	-	-	150,000	150,000
Transfer Station Improvements	036023	982,723	427,511	150,852	150,852	150,852	150,852	1,030,919
<b>Subtotal</b>		<b>1,129,207</b>	<b>427,511</b>	<b>150,852</b>	<b>150,852</b>	<b>150,852</b>	<b>300,852</b>	<b>1,180,919</b>
<b>Parks &amp; Recreation</b>								
Pedrick Road Pond Walking Trail	045007	30,902	-	-	-	-	-	-
Parks Capital Maintenance	046001	1,188,633	350,000	350,000	350,000	350,000	350,000	1,750,000
Playground Equipment Replacement	046006	129,114	190,000	-	180,000	-	200,000	570,000
Greenways Capital Maintenance	046009	830,909	250,000	300,000	300,000	300,000	300,000	1,450,000
Dog Parks - Unincorporated Area	046013	-	-	35,000	-	-	-	35,000
Boat Landing Improvements and Renovations(See L.I.F.E. Boating in Fund 352)	047002	213,428	448,500	-	-	-	-	448,500
L.I.F.E. Boat Landing Enhancements and Upgrades	091007	191,436	80,000	185,000	185,000	185,000	185,000	820,000
L.I.F.E.Recreational Amenities	091010	200,000	502,312	-	-	-	-	502,312
<b>Subtotal</b>		<b>2,784,422</b>	<b>1,820,812</b>	<b>870,000</b>	<b>1,015,000</b>	<b>835,000</b>	<b>1,035,000</b>	<b>5,575,812</b>
<b>Facilities Management</b>								
Huntington Oaks Plaza Bldg Improvement	083002	151,553	-	-	-	-	-	-
Courtroom Minor Renovations	086007	78,187	60,000	60,000	60,000	60,000	60,000	300,000
Courthouse Security	086016	35,000	80,000	20,000	35,000	35,000	35,000	205,000
Common Area Furnishings	086017	30,000	30,000	30,000	30,000	30,000	30,000	150,000
County Government Annex	086025	1,268,374	250,000	150,000	150,000	150,000	150,000	850,000
Courthouse Renovations	086027	660,725	108,000	40,000	40,000	40,000	40,000	268,000
Tourism Development Improvements	086065	2,237,030	-	-	-	-	-	-
Building Roofing Repairs and Replacements	086076	1,065,164	568,386	853,195	391,536	565,362	25,000	2,403,479
Building Mechanical Repairs and Replacements	086077	1,868,190	693,000	797,000	696,000	791,000	676,000	3,653,000
Building Infrastructure Improvements	086078	1,121,856	530,000	1,473,060	750,000	1,247,800	237,800	4,238,660
Building General Maintenance and Renovations	086079	1,491,377	475,000	405,000	725,000	645,000	20,000	2,270,000
Sheriff Training Facility	086080	75,424	-	-	-	-	-	-
Solar Arrays on County Buildings	086081	100,000	50,000	50,000	50,000	50,000	50,000	250,000
ESCO Capital Contribution	086082	650,000	-	-	-	-	-	-
Public Safety Complex	096016	487,030	150,000	150,000	150,000	150,000	50,000	650,000
<b>Subtotal</b>		<b>11,319,910</b>	<b>2,994,386</b>	<b>4,028,255</b>	<b>3,077,536</b>	<b>3,764,162</b>	<b>1,373,800</b>	<b>15,238,139</b>
<b>Office of Information Technology</b>								
Financial Hardware and Software	076001	82,316	25,000	25,000	25,000	25,000	25,000	125,000
Supervisor of Elections Technology	076005	123,350	50,000	50,000	50,000	50,000	50,000	250,000
County Compute Infrastructure	076008	716,127	550,000	620,000	620,000	620,000	620,000	3,030,000
Geographic Information Systems	076009	306,000	337,000	337,000	356,000	356,000	50,000	1,436,000
Library Services Technology	076011	150,000	287,030	340,030	265,030	245,030	60,000	1,197,120
Permit & Enforcement Tracking System	076015	944,683	50,000	200,000	200,000	150,000	100,000	700,000
Courtroom Technology	076023	229,485	-	130,280	130,280	130,280	130,280	521,120
User Computer Upgrades	076024	290,730	160,000	475,000	475,000	475,000	475,000	2,060,000
Mobile Devices	076042	80,000	30,450	90,914	91,391	91,883	92,389	397,027
State Attorney Technology	076047	149,615	158,215	149,615	149,615	149,615	149,615	756,675
Public Defender Technology	076051	125,154	110,500	110,500	110,500	110,500	110,500	552,500
Emergency Medical Services Technology	076058	38,428	25,000	25,000	25,000	25,000	25,000	125,000
Geographic Information Systems Incremental Basemap Update	076060	358,259	298,500	298,500	298,500	298,500	298,500	1,492,500
E-Filing System for Court Documents	076063	354,480	-	125,000	125,000	125,000	125,000	500,000
Justice Information System (JIS) Upgrade NEW	076065	-	50,000	250,000	1,000,000	1,000,000	-	2,300,000
Large Application Refreshes and Upgrades NEW	076066	-	100,000	105,000	110,000	115,000	120,000	550,000
Remote Server Center (RSC) Improvements NEW	076067	-	140,000	25,750	26,253	27,318	-	219,321
Pavement Management System NEW	076068	-	28,000	-	-	-	-	28,000
<b>Subtotal</b>		<b>3,948,627</b>	<b>2,399,695</b>	<b>3,357,589</b>	<b>4,057,569</b>	<b>3,994,126</b>	<b>2,431,284</b>	<b>15,442,942</b>
<b>Miscellaneous</b>								
L.I.F.E. Fire Safety Infrastructure	091006	-	-	125,000	-	125,000	125,000	375,000
Voting Equipment Replacement - (High Speed Tabulator/Printers)	096028	50,000	-	-	-	-	-	-
Capital Projects Reserve	305-990	-	-	-	-	-	-	-
E-911 Capital Projects	330-990	57,570	31,255	31,568	31,883	32,202	32,524	159,432
<b>Subtotal</b>		<b>107,570</b>	<b>31,255</b>	<b>156,568</b>	<b>31,883</b>	<b>157,202</b>	<b>157,524</b>	<b>534,432</b>
<b>Total CIP</b>		<b>106,611,244</b>	<b>22,267,694</b>	<b>29,063,872</b>	<b>28,790,209</b>	<b>27,428,835</b>	<b>23,523,568</b>	<b>131,074,178</b>

## FY 2022-FY 2026 L.I.F.E. Five Year Funding Program

In January of FY 2020, Leon County began collecting its share of the Blueprint 2020 sales tax extension. As previously approved by the Board, the County's ten percent share of the sales tax will be used for road resurfacing, intersection, and safety improvements.

A new component of this sales tax is the two percent dedicated to Livable Infrastructure for Everyone (L.I.F.E.). Last year a five-year L.I.F.E. Program schedule was approved by the Board during the budget process. Due to the impacts of COVID-19, sales tax revenue experienced a considerable drop in FY 2020 and 2021 due to the sharp reductions in tourism and hospitality industries. As these industries have begun to recover, there is a rebound in the revenues collected. Consistent with the other sales tax revenues, L.I.F.E. is projected to rebound to FY 2020 projections in FY 2022. Over the next five years, L.I.F.E. revenues are projected to be \$1.5 million higher than projected in FY 2021. The revised recommended five-year program is shown in Table 1.

*Table 1: FY 2022 – FY 2026 L.I.F.E. Five Year Funding Program*

Projects	FY2022	FY2023	FY2024	FY2025	FY2026	Total
Rural Road Safety Stabilization	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	<b>\$500,000</b>
Miccosukee Sense Place	\$197,630	\$205,060	\$245,818	\$341,950	\$324,268	<b>\$1,314,726</b>
Street Lighting	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	<b>\$625,000</b>
Boat Landing Enhancements & Upgrades	\$80,000	\$185,000	\$185,000	\$185,000	\$185,000	<b>\$820,000</b>
Fire Safety Infrastructure	\$0	\$125,000	\$0	\$125,000	\$125,000	<b>\$375,000</b>
Recreational Amenities	\$502,312	\$0	\$0	\$0	\$0	<b>\$502,312</b>
Stormwater and Flood Relief	\$0	\$290,107	\$400,000	\$205,369	\$250,000	<b>\$1,145,476</b>
<b>Total L.I.F.E. Project Funding</b>	<b>\$1,004,942</b>	<b>\$1,030,167</b>	<b>\$1,055,818</b>	<b>\$1,082,319</b>	<b>\$1,109,268</b>	<b>\$5,282,514</b>

The following provides details of the five-year program:

- Rural Road Safety Stabilization - Initial marketing for this new program started in August 2019. Based on current interest and viable applications received to-date, the FY 2022 budget is consistent with the FY 2021 plan to address the current interest. Additional funding can be added in subsequent budget cycles should the interest increase.
- Street Lighting – This category was originally proposed to be funded at \$125,000 a year. As a result of anticipated budget shortfalls due to COVID-19, the category was reduced by \$25,000 in FY 2021 and reduced to \$100,000 through FY 2025. This plan restores the funding to the FY 2020 project schedule amounts.
- Boat Landing Enhancements – Funding in this category has been adjusted based on current needs. This plan provides an additional \$80,000 in FY 2022 and supplements the outyear budgets by \$60,000 as the cost estimates for pier replacement is currently \$185,000.
- Fire Safety Infrastructure – The FY 2020 schedule allocated \$125,000 for FY 2021 - FY 2025. As a result of anticipated budget shortfalls due to COVID-19, the category was funded only in FY 2023 and FY 2025. This schedule includes funding of \$125,000 in FY 2026. No specific project has been identified for this funding category, meanwhile funding from the fire service fee is still available to install fire hydrants.

## **FY 2022-FY 2026 L.I.F.E. Five Year Funding Program**

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- Miccosukee Sense of Place – While the Concord School project did not receive the requested Community Development Block Grant (CDBG) funding in FY 2018 to assist with the planned remodeling, another opportunity is being sought through the CDBG Coronavirus Relief Funding (CBDG-CV) program. Consistent with program guidelines, a preapplication was submitted for technical review. The County received notification and is now well positioned for when the final application cycle is opened. The current budget is consistent with FY 2021 and pending future notification of the CDBG-CV grant status, an additional allocation of funds was added to FY 2024 and FY 2026 for this large scale project.
- Recreational Amenities – This funding is consistent with the FY 2020 and FY 2021 plans, and additional funds were added to FY 2022 to address the replacement of the boardwalk at J. Lee Vause Park.
- Stormwater and Flood Relief- This funding is consistent with the FY 2020 and FY 2021 plan, and additional dollars were added in the outyears. FY 2023 funding will address the preliminary design for Benjamin Chaires Road and outyear funding is for construction.

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 13<sup>th</sup> day of July, 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: BAB21030  
Date: 6/15/2021

Agenda Item No: \_\_\_\_\_  
Agenda Item Date: 7/13/2021

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			
127	932079	331612	000	U.S. Treasury-Emergency Rental Assistance Program	7,014,389	3,805,350	10,819,739

Subtotal: 3,805,350

### Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
127	932079	58345	554	U.S. Treasury-Emergency Rental Assistance Program	7,014,389	3,805,350	10,819,739

Subtotal: 3,805,350

### Purpose of Request:

This budget amendment appropriates \$3.8 million in additional funds from the United States Department of Treasury to provide rent and/or utility assistance to eligible low-income households experiencing financial hardship due to COVID-19. This allocation is for communities identified with a high need for assistance. These funds supplement the initial \$7 million base award for a total allocation of \$10.8 million.

Division/Department  
2625/26

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By:

Resolution



Motion



Administrator



## **FIFTH AMENDMENT TO INTERLOCAL AGREEMENT REGARDING THE PROVISION OF FIRE AND EMERGENCY MEDICAL SERVICES**

This Fifth Amendment to the Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services (“Fifth Amendment”) is made and entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2021, by and between Leon County, Florida, a charter county and political subdivision of the State of Florida (the “County”), and the City of Tallahassee, Florida, a Florida municipal corporation (the “City”), (collectively the “Parties” and each individually a “Party”).

### **RECITALS**

**WHEREAS**, the Parties entered into an Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services, dated April 16, 2009; First Amendment to Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services, dated June 9, 2009; Second Amendment to the Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services, dated September 5, 2013; Third Amendment to the Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services, dated October 21, 2013; and Fourth Amendment to the Interlocal Agreement Regarding the Provision of Fire and Emergency Medical Services, dated July 8, 2015 (collectively, the “Agreement”); and

**WHEREAS**, the Agreement establishes the funding of and payment for fire services, and the Second Term Rate Study, Exhibit F to the Agreement, is utilized to determine the amount of the special assessments and fire services fees to be imposed by the Parties during the period of the Second Term, which term expires on October 1, 2025; and

**WHEREAS**, the City, working closely with the County, has completed a detailed review and analysis of the fire department budget for Fiscal Year 2022, which found that over the immediate past six years, the costs of services have significantly increased, primarily associated

with personnel, the replacement of firefighting equipment, and the construction of a fire station, resulting in a shortfall of funding of and payment for fire services; and

**WHEREAS**, the Parties wish to authorize the development of a new rate study to uniformly charge and assess properties for fire services in both the City and unincorporated areas of the County in order to ensure that fire services are properly funded, with such rate study having being completed prior to the Fiscal Year 2024 budget development process; and

**WHEREAS**, in the interim, the County wishes to offset the increased payments for fire services in the unincorporated area by contributing an additional \$1.4 million for Fiscal Year 2022 and \$1.6 million in Fiscal Year 2023 to the Fire Services Fund utilizing sources of funding other than special assessments; and

**WHEREAS**, the City has previously approved a rate resolution, effective October 1, 2021, to offset its pro rata share of the increased payments for fire services; and

**WHEREAS**, Exhibit E, paragraph 6.A. of the Agreement provides that modifications to the Agreement may be effectuated upon written agreement of the Parties; and

**WHEREAS**, the Parties wish to further amend the Agreement to address the immediate funding shortfalls and authorize a new rate study to be undertaken.

**NOW, THEREFORE**, in consideration of the mutual covenants and promises hereinafter set forth, the Parties do agree as follows:

1. The Recitals set forth above are true and correct and are incorporated herein and by reference made a part hereof.

2. Exhibit D of the Interlocal Agreement is hereby amended to add a new paragraph 8, as follows:

8. A shortfall exists in the Fire Services Fund as a result of annual recurring costs substantially in excess of the amounts

charged, assessed and collected by the Parties pursuant to the Second Term Rate Study, and the Fire Services Reserve funds are not adequate to address the deficiency. For Fiscal Years 2022 and 2023, each Party shall offset its pro rata share of the shortfall in the Fire Services Fund as follows:

A. The City shall remit an additional \$5.3 million for Fiscal Year 2022 and \$6.3 million for Fiscal Year 2023 from funds collected pursuant to Resolution No. 20-R-33, effective October 1, 2021, or any successor rate resolution.

B. The County shall remit an additional \$1.4 million for Fiscal Year 2022 and \$1.6 million in Fiscal Year 2023 to the Fire Services Fund from sources other than fire services assessment funds received by the County. Such amounts shall be remitted by the County to the City within sixty (60) days following the commencement date of the respective Fiscal Year.

3. Not later than October 1, 2022, the Administrative Management Committee (AMC) shall authorize development of a new rate study (the "Third Rate Study"), which shall be completed prior to the Fiscal Year 2024 budget development process for consideration by the Parties' respective commissions. The Third Rate Study, the cost of which shall be paid from Fire Services funds, shall be developed utilizing a structure mutually agreed to by the AMC.

4. Except as expressly modified or amended by this Fifth Amendment, all terms and provisions of the Agreement shall remain in full force and effect.

5. Capitalized terms used but not defined herein shall have the meaning ascribed to such terms in the Agreement.

6. This Fifth Amendment shall become effective upon full execution by the Parties.

**IN WITNESS WHEREOF**, the Parties have caused this Fifth Amendment to the Interlocal Agreement to be executed by their duly authorized representatives the date first written above.



**CITY OF TALLAHASSEE**

**LEON COUNTY, FLORIDA**

By: \_\_\_\_\_

Reese Goad  
City Manager

ATTEST:

By: \_\_\_\_\_

James O. Cooke, IV  
City Treasurer-Clerk

Approved as to form:  
City Attorney's Office

By: \_\_\_\_\_

Cassandra Jackson  
City Attorney

By: \_\_\_\_\_

Vince Long  
County Administrator

ATTEST:

By: \_\_\_\_\_

Gwen Marshall, Clerk of the Court  
& Comptroller, Leon County, Florida

Approved as to form:  
Leon County Attorney's Office

By: \_\_\_\_\_

Chasity H. O'Steen  
County Attorney

# **FY2017 – FY2021 Strategic Plan**

## **Midyear Status Report**

The Board receives biannual status reports on the Strategic Plan as part of both the summer budgeting process as well as the Annual Board Retreat. The following midyear status report provides a detailed update on the FY2017 – FY2021 Strategic Initiatives, Targets, and Bold Goals.

The December 12, 2016 Board Retreat served to both close out the FY2012 - FY2016 Strategic Plan and to engage in the comprehensive plan year evaluation and development of the next five-year planning cycle. During the Retreat, the Board reestablished the Vision Statement and Strategic Priorities, adopted an organizational Mission Statement, and established new Strategic Initiatives. The new FY2017 – FY2021 Strategic Plan was enhanced by the incorporation of specific five-year Targets and Bold Goals adopted for each priority area. The Board formally adopted the FY2017 – FY2021 Strategic Plan on January 24, 2017.

The following analysis is a midyear status report on the County's Strategic Initiatives, Targets, and Bold Goals year to date as of March 31, 2021. As noted throughout this section, the progress on several strategic initiatives, targets and bold goals has been impacted by the global COVID-19 pandemic, a human tragedy of historic proportions. While Leon County has responded with organizational agility and innovation, the unprecedented economic impacts and global recession have unsurprisingly made it unlikely or impossible to achieve some of our goals in the priority area of the economy. Most notably, the necessary "Stay at Home" orders as well as limitations on travel and public gatherings have significantly impacted the tourism economy and local unemployment rates. Likewise, while the County found innovative ways to connect with citizens remotely, the pandemic led to the cancellation of several large, annual events like the Leon Works Expo, Press the Chest, and the Honor Flight Reunion which directly support several of our strategic initiatives. However, even and perhaps especially in these challenging times, the County has remained focused on the advancement of the County's strategic priorities.

### **Targets & Bold Goals**

As part of the Strategic Plan, the Board approved the adoption of specific Targets that Leon County expects to realize as an organization over the next five-year plan cycle (Exhibit #1). These Targets are aligned with each priority area and will communicate to the public and staff throughout the County the specific results that we expect to achieve through the collective execution of our Strategic Initiatives.

Additionally, the Strategic Plan includes a Bold Goal for each priority area. Bold Goals differ from Targets in that they are truly stretch goals which will be big and difficult to achieve but are worthy of staffs' best efforts because they are big and difficult to achieve. The adoption of Bold Goals is something the best organizations do because they recognize that all goals should not be tied to specific programs or current resources. Bold Goals, rather, require the County to explore new partnerships, identify new opportunities, and inspire new ideas.

The following table and narrative summaries provide a midyear status update on Leon County's five-year Targets and Bold Goals year to date as of March 31, 2021. The progress reported for each Target or Bold Gold includes data from FY2017 through the first half of FY 2021. A final status report on the progress made during FY2021 will be presented during the Board's Annual Retreat in January 2022.

YEAR TO DATE AS OF MARCH 31, 2021

# GOALS & TARGETS

PRIORITY AREAS	BOLD GOAL	PROGRESS TO DATE	5-YEAR TARGETS	PROGRESS TO DATE
<b>ECONOMY</b>	<b>Grow the five-year tourism economy to \$5 billion</b>	<b>80%</b> (\$4 Billion)	<ul style="list-style-type: none"> <li>» Attract 80 state, regional, or national championships across all sports</li> <li>» Co-create 500 entrepreneur ventures and 11,500 new jobs, including 400 high-wage job</li> <li>» Connect 5,000 students and citizens to middle skilled job career opportunities</li> <li>» Host 100,000 residents and visitors as part of the Amphitheater County Concert Series</li> </ul>	<p>100% (80 Championships)</p> <p>373 entrepreneurial ventures (75%) and 362 high-wage jobs in high tech clusters (90%)<sup>1</sup></p> <p>50% (2,522 Students and Citizens)</p> <p>39% (38,761 Residents and Visitors)</p>
<b>ENVIRONMENT</b>	<b>Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone</b>	<b>610</b> septic tank replacements are in progress	<ul style="list-style-type: none"> <li>» Plant 15,000 trees including 1,000 in canopy roads</li> <li>» Ensure 100% of new County building construction, renovation and repair utilize sustainable design</li> <li>» 75% community recycling rate</li> <li>» Construct 30 miles of sidewalks, greenways and trails</li> </ul>	<p>106% (15,697 Trees)</p> <p>On target</p> <p>57% Recycling Rate</p> <p>96% (28.9 Miles)</p>
<b>QUALITY OF LIFE</b>	<b>Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans &amp; their families</b>	<b>96%</b> (\$96.2 Million) <sup>2</sup>	<ul style="list-style-type: none"> <li>» Double the number of downloadable books at the library</li> <li>» Construct 100 fire hydrants</li> <li>» Train 8,500 citizens in CPR/AEDs</li> <li>» Open 1,000 new acres of park land to the public</li> </ul>	<p>134% (18,124 New Books)</p> <p>84% (84 Fire Hydrants)</p> <p>84% (7,148 Citizens)</p> <p>27% (272.67 new acres)</p>
<b>GOVERNANCE</b>	<b>Implement 500 citizen ideas, improvements, solutions &amp; opportunities for co-creation</b>	<b>101%</b> (506 Citizen Ideas)	<ul style="list-style-type: none"> <li>» Reduce by at least 30% the average time it takes to approve a single family building permit</li> <li>» Achieve 90% employee participation in the County's "My Rewards" Well Being Program</li> <li>» Reduce by 60% the outstanding debt of the County</li> <li>» 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence &amp; Stalking in the Workplace</li> </ul>	<p>30% Reduction (3 days faster)</p> <p>91% Participation (488 Employees Participating)</p> <p>65% Reduction</p> <p>100% of Employees Trained</p>

<sup>1</sup>) Due to the COVID-19 Pandemic, Leon County experienced unemployment as high as 8.5% resulting in a net loss of approximately 5,000 jobs since FY 2017 which will significantly impact the County's ability to meet the target for co-creating 11,000 new jobs by the end of the current fiscal year. <sup>2</sup>) Estimate based upon available data.

## ECONOMY – Analysis of Bold Goal and Targets

### **Bold Goal:** *Grow the Five-Year Tourism Economy to \$5 Billion*

Leon County currently contracts with the research firm Downs & St. Germain for tourism research services, including determining the quarterly tourism economy. In FY 2017, FY 2018, FY 2019, and FY 2020 the research firm estimated the total economic impact of tourism in Leon County at \$895.8 million, \$920 million, \$1.04 billion, and \$766 million respectively. For the first two quarters of FY 2021, the economic impact is over \$382 million, which brings the total tourism economy over the last three years to nearly **\$4 billion, 80% of the County's five-year Bold Goal.**

The tourism economy during the first half of FY 2021 is down approximately 19% compared to FY 2020, which also experienced significant declines due to the COVID-19 pandemic. Industry experts do not anticipate the tourism industry to return to previous levels until at least 2022, meaning that the pandemic will likely cause the County to fall short in achieving this five-year Bold Goal. However, the travel and tourism industry in Florida has been extremely resilient to changing market conditions, including in Leon County. Additionally, to help restore visitation levels and support businesses in the destination, the Board approved the use of \$750,000 of American Recovery Plan Act (ARPA) revenue replacement funding to support the Division of Tourism's Marketing/Advertising budget.

ARPA funds will allow the Division of Tourism to aggressively target drive-market travelers by showcasing Tallahassee-Leon County as a naturally scenic mid-sized community in Florida that is not saturated with large crowds and has an abundance of parks, greenways, inspirational art, safe events, outdoor dining options, a favorable business climate and outdoor recreation including more than 700 miles of trails for biking, hiking, paddling, and equestrian activities. To reach the targeted audience, the Division of Tourism will heavily utilize media/advertising, sports bids and events, concerts, creative asset development, and media to convey the undeniable beauty of the area and the unexpected nature of our community is better than ever.

### Targets:

#### *Attract 80 State, Regional, or National Championships across All Sports*

In FY 2017, 16 championship sporting events were held in Leon County followed by another 17 championships in FY 2018. During this time, Leon County was also selected to host several NCAA championship events at the Apalachee Regional Park (ARP) over five years including the 2018 and 2020 Division I Cross Country Regional as well as the 2021 Cross Country National Championship. The 2021 National Championship will be the first time in the race's 78-year history that it will be held in Florida. In FY 2019, an additional 22 events were held in Leon County including the prestigious Florida High School Athletics Association (FHSAA) State Cross Country Championship, which Leon County was awarded to host the event until 2024. In FY 2020, the County hosted 13 events including the FHSAA Football Championship (1A, 2A, and 3A) and the National Junior College Athletic Association's Cross-Country Region 8 Championship.

In FY 2021, the County hosted 12 championship sporting events bringing the **total to 80 championships, 100% of the County's five-year Target.** These events include the FHSAA State Cross Country Championships, 1A – 8A FHSAA State Football Championships, Amateur Athletic Union (AAU) Cross Country National Championships AAU Track and Field Regional Championships, and the American Junior Golf Association All-Star Championships.

It should be noted that an additional 8 championship sporting events scheduled to occur in FY 2020 and FY 2021 were cancelled due to the COVID-19 pandemic. These events include the following:

- Florida Conference Regional Sectionals – Ultimate Frisbee – April 11, 2020
- NCAA Women’s Basketball First and Second Round – April 13, 2020
- US National Pump Track Regional Qualifier – June 6, 2020
- AAU National Track & Field National Qualifier – June 25, 2020
- NCAA South Regionals – Cross Country– November 13, 2020
- YBOA Women’s Basketball National Championships June 6 -12 2021
- YBOA Super Regionals April 26 -28, 2021
- Babe Ruth Regional Baseball Championships July 1 – 6, 2021

*Co-Create 500 Entrepreneur Ventures and 11,000 New Jobs, Including 400 High-Wage Jobs in High Tech Clusters.*

The total entrepreneur ventures and jobs are calculated and reported to the Board on an annual basis after the Department of Economic Opportunity (DEO) has published the Local Area Unemployment Statistics (LAUS) for the year. Progress toward this Target in FY 2021 will be reported at the Annual Board Retreat in January 2022. However, the most recent data on this Target is provided in the following section.

From FY 2017 to FY 2020, Leon County co-created **373 entrepreneurial ventures (75%) and 362 high-wage jobs in high tech clusters (90%)**. However, due to the COVID-19 pandemic, Leon County experienced unemployment rates as high as 8.5%, which may impact the County’s ability to meet the target for co-creating 11,000 new jobs by the end of the current fiscal year. It should be noted that, previous to the pandemic, Leon County was experiencing growth in the job market. In FY 2017, at the start of the current five-year Strategic Plan, almost 147,000 jobs were located in Leon County. By the end of FY 2019, the number of jobs grew to almost 154,000. By the end of FY 2020, the local job market shrunk to approximately 142,000, a net loss of approximately 5,000 jobs since FY 2017.

An entrepreneurial venture is a new business formation that is in the early stages of getting capitalized and then developing, organizing and managing a business toward initial profitability. New entrepreneurial ventures are reported to OEV by partner organizations such as Domi Station, Innovation Park, and the Jim Moran College of Entrepreneurship. Through these partnerships, 373 entrepreneurial ventures have started in Leon County.

The reported high-wage jobs in high tech clusters are the result of businesses participating in the Qualified Target Industry (QTI) program as well as other local initiatives. Since FY 2017, 123 high-wage, high-tech jobs have been created through the QTI program, which was sunsetted by the Florida Legislature in June 30, 2020. Danfoss was a past participant of QTI creating 120 jobs for their 2017 research and development expansion which aligns with the applied science and manufacturing target industries. OEV also worked with Millennium Integrated Electronics on site location needs which resulted in the creation of three high-wage tech jobs, which aligns with the IT target industry. Additionally, on December 23, 2020, it was announced that Danfoss is expanding its production facility which will create 239 new manufacturing and research jobs over the next 10 years. The IA Board voted to provide \$1.4 million for the Targeted Business Program (TBP) to support the company’s expansion.

The total job loss reported in Leon County since FY 2017 is a preliminary estimate based upon the LAUS data published by the Department of Economic Opportunity (DEO). All preliminary estimates are subject to revision the following month and at the end of the year by DEO, and annual revisions can go back several years due to methodological or geographic changes.

*Connect 5,000 Students and Citizens to Middle Skilled Job Career Opportunities*

Since the start of FY 2017, **2,522 students and citizens have been connected to middle skilled job opportunities, 50% of the County's five-year Target.** This progress was achieved through initiatives such as the EMS Student Internship Program as well as the Leon Works Expo and Junior Apprenticeship Program. Also in support of this Target, the County committed to expanding the 2019 Leon Works Expo as a regional event, which was attended by both Gadsden and Wakulla County students. However, multiple emergency events have impacted the County's progress toward this goal. In FY 2018, the Leon Works Expo was cancelled as a result of Hurricane Michael. Additionally, due to the COVID-19 pandemic, both the Leon Works Expo and Junior Apprenticeship Program were cancelled during FY 2020. County staff are currently coordinating with Leon County Schools, CareerSource, and the Tallahassee Chamber to host a virtual Leon Works Expo in fall 2021. The Junior Apprenticeship Program is also scheduled to resume at the start of the fall semester.

*Host 100,000 Residents and Visitors as Part of the Amphitheater County Concert Series*

During FY 2017 and FY 2018, the County hosted six concerts with a total of 11,203 attendees at the Capital City Amphitheater in Cascades Park: (1) Lisa Loeb & Joan Osborne (Word of South), (2) Shovels & Rope (Word of South), (3) The Avett Brothers, (4) Florida Jazz & Blues Festival, (5) the Tedeschi Trucks Band, and (6) the band Train. One additional concert featuring Lynyrd Skynyrd was scheduled for FY 2018 but was cancelled due to a medical emergency involving Gary Rossington, one of the original members of the band.

In FY 2019, Leon County hosted nine concerts with a total attendance of 17,014, a 220% increase from the previous years. One additional concert, the Florida Jazz and Blues Festival, was cancelled by the organizers. The other concerts included the 2019 Word of South Festival featuring artist Shakey Graves (1,500 attendees) and the sold-out concert of JJ Grey and Mofro (3,314 attendees). The remaining seven concerts were part of the Free and Family Oriented Sundown Concert Series in partnership with the Tallahassee Downtown Improvement Authority (DIA).

During FY 2020, the County hosted four concerts with a total of 10,544 attendees, which brings the current total to **38,761 attendees, 39% of the County's five-year Target.** The concerts in FY 2020 featured the following artists:

- Third Eye Blind w/special guests Smallpools (1,800 attendees)
- Countdown Downtown! New Years Eve at Cascades Park featuring Tallahassee Nights Live and Fried Turkeys (6,000 attendees)
- Dennis DeYoung: The Grand Illusion 4th Anniversary Tour (674 attendees)
- Boyz II Men (2,070 attendees)

Due to the COVID-19 pandemic, a concert featuring the Newsboys UNITED and the Downtown Improvement Authority's Sundown Summer Concert Series was cancelled. Four additional concerts were also rescheduled for FY 2021 or FY 2022.

During the first half of FY 2021, Leon County remained in Phase 2 of the COVID-19 Response and Re-opening Plan during which large gatherings like concerts were not scheduled. However, on May 11, 2021, the Board directed the County Administrator to implement Phase 3 of the Plan which allows for concerts to resume. The next Leon County-sponsored concert at the Capital Cascades Amphitheater is J.J. Grey & Mofro, scheduled for September 10, 2021.

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## ENVIRONMENT – Analysis of Bold Goal and Targets

### Bold Goal: *Upgrade or Eliminate 500 Septic Tanks in the Primary Springs Protection Zone*

Since 2019, a total of **186 septic tanks were eliminated through the completion of the Woodside Heights Septic to Sewer Project and launch of the Advanced Septic System Pilot Program. An additional 424 are planned or in progress, for a total of 610 which is 122% of the five-year Bold Goal.**

By partnering with the State of Florida, the County plans to upgrade or eliminate a total of 610 septic tanks in the primary springs protection zone. To help achieve this goal, Leon County has aggressively pursued state grant funds in addition to leveraging Blueprint water quality funds approved as part of the early passage of the sales tax extension. These funds will help eliminate approximately 520 septic tanks in the Woodside Heights, Northeast Lake Munson, and Belair/Annawood neighborhoods:

- 179 septic tanks were eliminated as part of the Woodside Heights Septic to Sewer Project
- 63 septic tanks will be eliminated through construction of the Annawood and Belair Phase I projects which began in August 2020.
- 278 septic tanks will be eliminated through the Northeast Lake Munson and Belair Phase II projects which are currently in design and permitting.

In addition, Leon County has worked closely with Florida Department of Environmental Protection and was awarded a stand-alone grant to implement an Advanced Septic System Pilot Program for the Wilkinson Woods Subdivision and the Wakulla Springs Basin Management Action Plan Priority Focus Area which will assist homeowners with replacing or repairing failing septic tanks with passive technology higher performing nitrate-reducing systems. This program will remove or replace an additional 90 septic tanks, of which eight (8) were completed in calendar year 2020. An additional 50 replacements or repairs are expected in 2021, and the remaining 32 are planned for completion in 2022.

Finally, Leon County is implementing the Woodville Septic to Sewer Project through the preliminary design of a central sanitary sewer collection system and transmission system from Woodville to the City of Tallahassee collection system at Capital Circle SE. Like the other projects, the Woodville Project is funded through sales tax, an FDEP grant, and American Rescue Plan Act (ARPA) funding as approved by the Board at the May 25, 2021 Budget Workshop. The completion of the construction portion of the Woodville project will eliminate an additional estimated 1,000 septic tanks, however, this is projected to occur outside of the current five-year strategic plan time horizon.

### Targets:

#### *Plant 15,000 Trees Including 1,000 in Canopy Roads*

In FY 2017, Leon County planted 702 trees, of which 18 were planted along canopy roads. To support the planting of 1,000 trees in the canopy roads, the FY 2018 adopted budget included \$75,000 to implement an active tree planting program.

In FY 2018, Leon County planted 2,122 trees, of which 73 were planted along canopy roads. These trees were planted as part of several planned construction projects, as well as programs the County coordinates annually, such as the Adopt-A-Tree Program, Arbor Day plantings, and the Canopy Road Committee's active tree planting program. During FY 2018, Public Works also identified and prepped planting sites for over 400 trees which were planted along canopy roads in 2019.



In FY 2019, an additional 9,455 trees were planted, including 496 trees along canopy roads. These trees were planted as part of several projects include a 30-acre reforestation project at the J.R. Alford Greenway and plantings at the Apalachee Regional Park. Trees planted along canopy roads were part of the Canopy Road Program as well as the Miccosukee Road Drainage Improvement Project.

In FY 2020, 1,774 trees were planted, including 522 trees along canopy roads. The majority of these trees were planted as part of the Adopt-A-Tree Program (400 trees), Arbor Day plantings (777 trees), and plantings along Miccosukee Road as part of the Canopy Road Program (522 trees).

Thus far in FY 2021, the County has planted 1,644 trees, including 117 trees along canopy roads. This brings the total to **15,697 trees with 1,226 trees planted in canopy roads, 106% of the County's five-year Target.** Plantings were completed this year as part of the following County programs and projects: Adopt-A-Tree Program (450 trees); Apalachee Regional Park – Phase 1 Construction (59 trees); Memorial Tree Program (8 trees); J. Lee Vause Park Fruit Tree Beautification Project (10 trees); and the Canopy Road Program (117 trees along Miccosukee Road and Meridian Road). Additionally, the County partnered with Sustainable Tallahassee to plant 1,000 long leaf pine tree seedlings at Apalachee Regional Park.

#### *Ensure 100% of New County Building Construction, Renovation and Repair Utilize Sustainable Design*

Leon County is on track to achieve this Target by the end of FY 2021 through the implementation of policies and procedures that will ensure sustainable design is utilized in 100% of new construction, renovation, and repair. For instance, staff has integrated sustainable design standards into the Facilities Design Guidelines which are used for new construction and large-scale renovations. For small renovations such as painting and carpet installation, material standards have also been implemented. In addition, internal design staff have received new training in sustainable design standards. Finally, in FY 2020, the Office of Resource Stewardship and the Department of Public Works began integrating Green Building criteria into the County's Facilities Design Guidelines, which will be revised and presented to the Board at the September 28, 2021 meeting.

#### *75% Community Recycling Rate*

Annual county recycling rates for the previous year are calculated and published by the Florida Department of Environmental Protection (FDEP) each summer. In July 2021, Leon County will receive recycling rates for 2020. Recycling rates for past years are provided as follows.

For 2016, Leon County had a recycling rate of 55%, making it one of only 20 counties in the state to achieve a rate of 50% or higher. In 2017, the County achieved a recycling rate of 66%, the ninth highest rate in the state. This increase was due in part to staff's efforts to work with several local construction companies who recycle and use crushed concrete and asphalt. In 2018, the County achieved a recycling rate of 62%. Despite the slight decrease in the recycling rate from 2017, Leon County had the third highest traditional recycling rate in the state and the 10th highest overall recycling rate.

**In 2019, Leon County's recycling rate was 57%,** a 5% decrease from the previous year. This rate decrease was due to a notable decrease in construction and demolition material recycling, specifically a decrease in one local contractor's recycled asphalt material, which had a 4% impact

on the County's rate. The DEP recycling rate calculation is based on weight of materials, thus materials such as construction and demolition debris and yard debris make up a large percentage of the annual recycling and waste tonnage. In past years, including 2019, changes in construction and demolition recycling tonnage have heavily impacted the County's overall recycling rate.

Despite the slight decrease in recycling rate in 2019, Leon County still achieved the 9<sup>th</sup> highest traditional recycling rate (which excludes waste-to-energy) in the state and the 14<sup>th</sup> highest rate overall. This is no small accomplishment given that many counties with higher recycling rates incinerate their waste and thus receive additional waste-to-energy recycling credits. Most of the counties in Florida that had recycling rates above 70% in 2019 and are most likely to meet the State's recycling goal in 2020, have waste-to-energy facilities. These counties receive a significant portion of their recycling credits from this alternative landfill diversion operation. For example, in 2019, Lee County had a traditional recycling rate of 59% (compared to Leon County's 56%), and yet achieved an 80% overall recycling rate when waste-to-energy credits were included. Leon County does not have a waste-to-energy facility yet has consistently achieved high recycling rates in the state in recent years.

Based on the most current data, Leon County is 18% away from achieving the 75% community recycling goal, which is not unexpected given the aforementioned factors. While it is unlikely that Leon County will reach this Target by the end of the year, efforts to increase community recycling by as much as possible will go on. For example, at the November 2020 meeting, staff presented the findings of Single-Stream Recycling Study which concluded that negotiating a new agreement with Marpan was the most financially advantageous and best value option among all of the potential alternatives reviewed. As a result, the Board authorized the County Administrator to renegotiate the contract with Marpan, which was approved in March 2021. Other strategies being explored were outlined in the Annual Sustainability Program Status Report presented to the Board at the December 2020 meeting. These initiatives include diverting landfill waste through increased community composting, engaging the business community in waste reduction efforts, and expanding community education to include a Master Recyclers Training, Single Use Plastics Campaign, and single-stream recycling audits.

#### *Construct 30 Miles of Sidewalks, Greenways and Trails*

In FY 2017, Leon County constructed 8.73 miles of sidewalks, greenways, and trails followed by an additional 9.7 miles in FY 2018, 1.86 miles in FY 2019, and 8 miles during FY 2020. During the first half of FY 2021, an additional 0.2 miles of trail were constructed as part of the Magnolia Drive Trail project. As part of Phase 1 of the improvement to Apalachee Regional Park, an additional .3 miles of sidewalk and 0.2 miles of trail were also constructed. This brings the total to **28.9 miles of sidewalks (12.7 mi), greenways (6.5 mi), and trails (9.7 mi), 96% of the County's five-year Target.**

### **QUALITY OF LIFE – Analysis of Bold Goal and Targets**

#### **Bold Goal:** *Secure More Than \$100 Million in Veteran Affairs Benefits for Leon County Veterans and their Families*

The Department of Veterans Affairs (VA) for Leon County calculates and publishes the amount of Veterans Compensation & Pension and Medical Care Expenditures annually. Progress toward this Target in FY 2021 will be reported at the Annual Board Retreat in January 2022. However, data from previous years is provided as follows.

For FY 2017, over \$38.6 million in Veteran Affairs benefits were secured for Leon County veterans and their families. This spike in funding is due in part to the opening of the Tallahassee Health Care Center, a new VA clinic opened in Leon County in October 2016. In FY 2018, \$18.2 million in Veteran Affairs benefits were secured followed by an additional \$20.2 million during FY 2019.

For FY 2020, staff estimates that approximately \$18.9 million in Veteran Affairs benefits were secured. This brings the current total to **\$96.2 million, 96% of the County's five-year Target**. The estimate for FY 2020 is based on the projected number of Veterans Compensation & Pension and Medical Care Expenditure reported by the Department of Veterans Affairs (VA) for Leon County and adjusted for the unique clients served by the County's Veterans Office.

Targets:

*Double the Number of Downloadable Books at the Library*

In FY 2017, Library Services added 10,002 downloadable books to their collection. This substantial increase was the result of Leon County joining the Panhandle Library Access Network (PLAN), which allows regional libraries to cooperatively purchase E-Books, Audiobooks, EMagazines, and other electronic products. In FY 2018, an additional 1,769 books were added to the Library's collection followed by an additional 2,505 books in FY 2019 and 2,305 new books in FY 2020.

During FY 2021, the Library has so far added 1,543 new books, which brings the Library's the total to **18,124 new downloadable books purchased since FY 2017, 134% of the County's five-year Target**. The net total of downloadable books currently available through Leon County Libraries is now over 30,000.

*Construct 100 Fire Hydrants*

In FY 2017, 15 fire hydrants were constructed in the unincorporated area. To increase the number of hydrants constructed annually, during the June 2017 Budget Workshop, staff recommended and the Board approved revisions to Policy No. 14-2, "Criteria for the Placement of Fire Hydrants on Current Water Systems" and increased funding to implement a new cost sharing program. With the new program, a citizen or Homeowners Association (HOA) may make a request directly to the County for a fire hydrant. In FY 2018, 17 additional fire hydrants have been constructed, including one hydrant which was installed under the County's cost sharing program, followed by an additional 16 hydrants in FY 2019 and 20 hydrants in FY 2020.

During the first two quarters of FY 2021, 16 new hydrants were constructed in the unincorporated area, which brings the total to **84 hydrants, 84% of the County's five-year Target**. To meet this Target, Public Works is working with Talquin Electric Cooperative to expedite installation of fire hydrants on the Prioritization List. Talquin has agreed to use an outside contractor to perform installations, which will expedite installations so the County can achieve this target by the end of the fiscal year.

*Train 8,500 Citizens in CPR/AEDs*

Leon County EMS held over 40 trainings in FY 2017 during which 1,572 citizens were trained in CPR/AEDs. During FY 2018, EMS held an additional 38 trainings for 1,768 citizens, and in FY 2019, EMS 59 trainings were held for 2,111 citizens. In 2020, prior to the start of the pandemic, EMS held 23 training for 718 citizens. This total does not include the 2020 Press the Chest event, which was cancelled due to the pandemic.

In the first half of FY 2021, the County helped train 966 citizens, which brings the total to **7,148 citizens trained in CPR/AEDs, 84% of the County's five-year Target.** This total includes several virtual trainings as well as distribution of American Heart Association CPR kits which include a CPR learning mannequin, visual guides, and a DVD training video.

*Open 1,000 New Acres of Park Land to the Public*

Since 2017, **272.67 acres of park land have opened to the public, 27% of the County's five-year Target.** The new park lands include the following:

- Northeast Running Trail: The Northeast running trail was completed in January 2018, making 43 new park acres open to the public.
- St. Marks Headwaters Greenway: In late January 2018, the first phase of the St. Marks Headwaters Greenway trail was completed making 161 of the total 754 acres of the park open to the public. Additional park acreage will be opened to the public over the next several years as subsequent phases are implemented.
- Broadmoor Pond: In June 2019, the County took ownership of Broadmoor Pond, a 27-acre passive park around a stormwater pond with a paved walking trail, informational kiosk, portable restroom, and benches.
- Orange Avenue - Meridian Street Park: In September 2019, a vacant lot at the corner of Orange and Meridian was revitalized to serve as a temporary park until the construction of a StarMetro Superstop can be completed.
- Bradfordville Community Center Dog Park: In October 2019, Leon County opened the first off-leash dog park in the unincorporated area making 13.26 new park acres open to the public.
- J. Lee Vause Dog Park: In February 2020, Leon County opened a 1.5-acre dog park within the existing J. Lee Vause Park. Amenities include a drinking fountain with a dog water bowl attachment, a log tunnel, jumping hoops, and benches.
- Apalachee Regional Park: As part of the Apalachee Regional Park Master Plan, the County relocated the remote-control airfield from the lower cross country area to the adjacent parking cell. The new airfield is approximately 21 acres and was opened to the public in March 2020.

In total, the County now maintains 2,999 acres of greenways and parks that are open to the public. Additional park land is or will be under construction during FY 2021 including the Chaires Baseball Field, Debbie Lightsey Nature Park, Phase 2 enhancements to Apalachee Regional Park, and Phase 2 of the St. Marks Headwaters Greenway project which will aid the County in meeting the five-year Target. In addition, the Killearn Acres Homeowners Association is currently considering donating two neighborhood parks to the County: (1) Pimlico Park, located at 4811 Pimlico Drive and (2) Man O War Park, located at 0 Man O War Trail.

## GOVERNANCE – Analysis of Bold Goal and Targets

### **Bold Goal:** *Implement 500 Citizen Ideas, Improvements, Solutions and Opportunities for Co-Creation*

Since the start of FY 2017, the County has implemented **506 citizen ideas, improvements, solutions and opportunities for co-creation, 101% of the County's five-year Target.** Included in this list are 112 recommendations voiced by citizens during LEADS Listening Sessions, 53 recommendations from citizens regarding the Welaunee Master Plan, and 16 recommendations from the post-hurricane Listening Sessions. Several ideas were proposed by individual citizens such as Library patrons, campground visitors, and community center users. Other improvements were submitted by community organizations or citizen committees like the Woodville Little League, the Miccosukee Sense of Place Working Group, and the Blueprint Citizen Advisory Committee. A list of implemented citizen ideas, improvements, and solutions is included as Exhibit #2.

### **Targets:**

*Reduce By At Least 30% the Average Time It Takes to Approve a Single Family Building Permit*  
Average permitting times are calculated and reported to the Board on an annual basis to determine the percent reduction in permit times. Progress toward this Target in FY 2021 will be reported at the Annual Board Retreat in January 2022. However, the most recent data on this Target is provided as follows.

In FY 2017, average permit times were reduced from 11 to 10 days. In FY 2018 and 2019, permit times reduced again to an average of 9 days. The reductions were achieved through the launch of the Project Dox software for online plans review, expansion of automatic email notification services to applicants, contracting with private sector plans reviewers to expedite the permit approval process, as well as the recruitment of a new chief building official.

**In 2020, the County reached the five-year Target to reduce by 30% the time it takes to approve a single family building permit by achieving an average permit time of 8 days.** During this year, DSEM issued a total of 5,796 building permits that included 414 new single-family homes. Reductions in average permitting times during FY 2020 are due to the flat fee modification approved by the Board in November 2019 as well as improvements to the electronic plan review software. Staff anticipates further efficiencies in permit review times as a result of additional automation through software improvements.

### *Achieve 90% Employee Participation in the County's "My Rewards" Well Being Program*

The My Rewards Program is an incentive-based wellness program designed to help employees participate in healthy lifestyle behaviors. Employees who successfully complete the My Rewards Program each calendar year will receive a 2.5% discount off their annual health insurance premium contribution for the following year. Participation in the program is reported annually as employees have until October 31<sup>st</sup> to complete the tasks/activities required for participation.

In FY 2017, 496 employees participated in the program and in FY 2018, 90% participation was achieved with 502 employees participating. In FY 2019, the County maintained this level of participation with, 507 employees participating. **During FY 2020, 488 employees participated in the Program, which is 91% of eligible County employees.** To continue to achieve this level of participation, staff has adopted several new strategies including calculating and advertising the actual dollar savings for each health plan, offering a paper version of the application form,

providing Division Directors with a report of employees who had not yet taken advantage of the program, and attending staff meetings in divisions with the largest number of employees who do not participate in the My Rewards program.

*Reduce By 60% the Outstanding Debt of the County*

The County's outstanding debt, including principal and interest, is calculated annually at the end of each fiscal year. Progress toward this Target will be provided at the Annual Board Retreat in January 2022. However, the most recent data available for this Target is provided as follows.

**From FY 2017 – FY 2020, the County has reduced its debt from \$48.6 million to \$17.2 million, a 65% reduction.**

Based on the current debt service schedule and recent refinancing, the County is on pace to far exceed this Target. In FY 2021, staff anticipates that the County will pay \$546,618 worth of interest and make principal payments totaling \$3.2 million, for approximately 7.7% debt reduction. Bonds issued to acquire the Leon County Government Office Annex Building were paid off in FY 2020, significantly reducing the amount of remaining debt.

*100% of Employees Are Trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace*

Currently, **100% of Leon County employees have been trained**. Since FY 2017, 969 employees have been trained in Customer Experience; 944 employees have been trained in Domestic Violence, Sexual Violence & Stalking in the Workplace; and 926 employees have received Diversity in the Workplace training. To ensure all employees received all three (3) trainings, Human Resources developed a quarterly schedule and website for County trainings and worked with department directors to schedule their employees' attendance. Human Resources will continue to provide these training to new County employees.

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### Strategic Initiatives Strategic

Initiatives are program or area specific projects that align with the County's Strategic Priorities to serve and strengthen the community. Leon County's first five-year Strategic Plan grew to include 154 Strategic Initiatives, 148 (96%) of which were completed between FY 2012 and FY 2016. The remaining six (6) Initiatives that were still in progress were included as part of the next five-year plan.

At the December 2016 Board Retreat, the Board adopted 44 Strategic Initiatives as part of the FY2017 – FY2021 Plan. An additional 14 Strategic Initiatives were adopted at the December 2017 Board Retreat, followed by 17 at the December 2018 Board Retreat, and then another 13 at the January 2020 Annual Retreat. At the most recent Annual Retreat in January 2021, 16 new initiatives were adopted bringing the current total 104 Strategic Initiatives. As shown in Table #1, as of the writing of this mid-year status report, a total of 92 (88%) of the Strategic Initiatives have been completed, with the remaining 12 (12%) in progress.

**Table #1 – Status of the Strategic Initiatives**

	<b>Complete</b>	<b>In Progress</b>	<b>Total</b>
<b>Status as of Preparation of July 2021 Summary Report</b>	92 (88%)	12 (12%)	104
<b>Status by Main Strategic Priority Alignment</b>			
Economy	21	1	22
Environment	21	2	23
Quality of Life	25	5	30
Governance	25	4	29

Please note that many of the Initiatives recorded as “Complete” do not “stop” - rather they are ongoing and will require ongoing resources and support. These items require no further Board direction and will be carried out as part of staff's work plan.

The following is a list of completed Strategic Initiatives (and the balance of those still “in-progress”) with further detail included:

### **Economy - Completed**

(2016-1) Utilizing a portion of the BP settlement funds, identify solutions for weatherization of the Capital City Amphitheater stage, inclusive of potential sound mitigation elements.

- 2018: At the February 13, 2018 meeting, proposed weatherization modifications were presented to the Board and subsequently approved. Modifications include the design and construction of the Amphitheater canopy extension, drainage improvements to the back of the stage, and the purchase of sound mitigation panels.
- 2020: Construction on the Amphitheater began in June 2020 and was completed in July 2020.

(2016-2) Continue to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County's financial and programming roles and participation for future Board consideration.

- *2017: County staff served on FSU's selection committee for a master plan consultant.*
- *2018: During the IA Board Workshop on the Office of Economic Vitality's Programs, Actions and Implementation of the Economic Development Strategic/Work Plan, staff provided a status report on the Civic Center District Master Plan and funding strategies for a new FSU Convention Center. The IA voted to authorize staff to commence the bond financing process for the issuance of up to \$20 million toward the convention center as early as October 2020 (FY2021), subject to the IA Board's final approval of the scope, size, and operations plan for the hotel and convention center.*
- *2019: Blueprint and OEV staff collaborated with FSU on the scope of the market feasibility study for a new convention center.*
- *2020: During the March 12, 2020 meeting, the IA Board voted to accept the market feasibility study for the proposed Convention Center project and direct the staff to proceed with developing and executing a Memorandum of Understanding with FSU to formalize the development, operational, and maintenance responsibilities for the new convention center. Additionally, staff were directed to work with FSU to conduct a cost feasibility analysis and visioning session with community partners.*
- *2021: During the May 27, 2021 workshop, the IA Board was presented with a status report on negotiations with FSU for a joint convention center project. At this time, the IA Board directed staff to discontinue the MOU negotiations with FSU on the convention center project and at a later date analyze, assess, and identify new convention center project opportunities.*

(2016-3) Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities in order to levy a sixth cent to support the convention center and arena district.

- *2017: The revision of Sec. 125.0104, F.S. was adopted as part of the Board's 2017 Legislative Priorities. As the proposal was not amended into an existing bill during the legislative session, it was again included in the Board's 2018 Legislative Priorities.*
- *2018: The proposal was not amended into an existing bill for the second year in a row. The Board adopted the proposal as part of the 2019 State and Federal Legislative Priorities program.*
- *2019: The proposal was not amended into an existing bill for the third year in a row. The Board adopted the proposal as part of the 2020 State and Federal Legislative Priorities program.*
- *2020: The proposal was not amended into an existing bill for the fourth year in a row. The Board adopted the proposal as part of the 2021 State and Federal Legislative Priorities program.*
- *2021: Leon County's legislative team worked closely with Capitol Alliance Group, our local legislative delegation, as well as Florida State University throughout the session to advocate for this policy request. Despite the County's effort, the proposal was not amended into an existing bill for the fifth year in a row.*



(2016-4) Continue to pursue opportunities for workforce development including:

(A) Based upon the projected unmet local market for middle skill jobs, continue to host Leon Works Exposition in collaboration with community and regional partners and launch Leon County's Jr. Apprenticeship Program.

- 2017: *The third annual Leon Works Expo was held on October 20, 2017 at the FSU Civic Center and, in December 2017, the second class of high school students successfully completed the Junior Apprenticeship Program.*
- 2018: *Due to the impacts of Hurricane Michael, the fourth annual Leon Works Expo was rescheduled to March 8, 2019 at the FSU Civic Center. In December 2018, the fourth class of high school students successfully completed the Junior Apprenticeship Program. Additionally, the Program was recognized by the National Association of Counties (NACo) for exceptional county programs and services.*
- 2019: *The Leon Works Expo was held on March 8th with 130 exhibitors and nearly 500 students from Leon, Gadsden and Wakulla County. In December 2019, the sixth class of high school students successfully completed the Junior Apprenticeship Program.*
- 2020: *Due to the COVID-19 pandemic, the 2020 Leon Works Expo and Junior Apprenticeship Program were cancelled.*
- 2021: *County staff are coordinating with Leon County Schools, CareerSource, and the Tallahassee Chamber to host a virtual Leon Works Expo in fall 2021. The Junior Apprenticeship Program is also scheduled to resume at the start of the fall semester.*

(B) Work with partners, such as The Kearney Center and Leon County Schools, to increase access to training programs, apprenticeships, and other programs promoting middle-skilled jobs.

- 2017: *In FY 2017, the County partnered with CareerSource to fund Junior Apprenticeship positions for low-income students with barriers to employment. During this time, County staff in skilled career fields also began participating in Career Luncheons at Leon County School's Success Academy at Ghazvini Learning Center.*
- 2018: *OEV established the Elevate Florida's Capital for Business: Catalyzing Workforce Development Opportunities program. This grant provides funding to local organizations that demonstrate new, innovative strategies, or replicate effective, evidence-based strategies that align available assets, organizations, and resources towards shared economic growth objectives that strengthen our local workforce.*
- 2019: *County staff met with a Kearney Center representative to identify ways to connect Library patrons experiencing homeless with available services including employment resources. As a result, the Library implemented the following changes:*
  - *Literacy Services staff are participating in Big Bend Continuum of Care meetings to ensure service providers are aware that the Library offers free adult literacy tutoring.*
  - *The Big Bend Continuum of Care's Homeless Resource Guide is available at all County Libraries.*
  - *A link to Big Bend 211 has been added to all Library computers.*
- 2020: *Through the Tallahassee-Leon County COVID-19 Economic Recovery Stakeholder Group, the Office of Economic Vitality supported Tallahassee Community College and Lively Technical College in their efforts to match employees who have been laid off as a result of COVID-19 with in-demand skills and trades around which training programs can be developed.*
- 2021: *As part of the Essential Libraries Initiative, the County is working with local partners, including Lively Technical College, to establish a heavy equipment simulator lab at the Main Library.*

(2016-5) Continue to work with FSU to bid and host NCAA cross country national and regional championships at Apalachee Regional Park (ARP).

- *2017: In April 2017, the NCAA announced that the ARP venue will host the 2018 and 2020 South Regional as well as the 2021 D1 Cross Country Championships.*
- *2018: In partnership with Florida State University, Leon County submitted a bid and was selected to host the 2019 NCAA South Regionals at ARP.*
- *2019: In August 2019, Tourism staff traveled to the NCAA annual conference to learn more about future bid process to host cross country championships for the 2022-2026 Championship bid cycle.*
- *2020: Tourism staff, in coordination with FSU Athletics, submitted several bids to the NCAA in February 2020. Bids were submitted for the 2022, 2023, and 2024 NCAA Cross Country South Regional Championships as well as the 2025 NCAA Cross Country National Championships.*
- *2021: Unfortunately, Leon County was not selected to host NCAA Cross Country National Championships for the 2022-2026 bid cycle. However, the County may still be selected to host regional cross country championships which the NCAA will announce in fall 2021.*

(2016-6) Implement the Economic Development Strategic Plan as adopted and may be revised by the Intergovernmental Agency.

- *2017: On February 20, 2017, the Blueprint Intergovernmental Agency Board adopted the Economic Development Strategic Plan with an associated timeline and metrics for evaluation.*
- *2018: On September 20, 2018, the Office of Economic Vitality presented a two-year report on the Economic Development Strategic Plan.*
- *2019: An end-of-year report was presented at the IA Board meeting in September 2019 and included an update on the Economic Development Strategic Plan.*
- *2020: A Strategic Planning Workshop was held in March 2020 during which the updated Strategic Planning Goals and Objectives were presented and approved by IA Board.*
- *2021: The Office of Economic Vitality has begun working with VisionFirst Advisors to update the Economic Development Strategic Plan.*

(2016-7, rev. 2020, 2021) Complete and implement the joint County/City disparity study and enhancements to the MWSBE program and conduct an update to the study in 2021.

- *2019: On June 27, 2019, the Blueprint Intergovernmental Agency Board was presented with the 2019 Disparity Study. The IA Board accepted the study and directed staff to work with industry stakeholders, City Procurement, and County Purchasing to develop uniform policies and procedures and review the 2019 Disparity Study recommendations. Staff were also directed to bring back apprenticeship and mentor/protégé programs for consideration by the IA Board.*
- *2020: At the January 30th IA Board meeting, the Office of Economic Vitality and the Disparity Study consultant, MGT of America, presented a Consolidated MWSBE Policy. On February 25th the County Commission approved the new joint policy and revised County Policy No. 96-1, "Purchasing Policy" to reflect this change. The MWSBE Division has developed online materials to help project managers and vendors become familiar with the new policy and associated forms.*
- *2021: Currently, MGT of America has completed the collection of County data for the update to the disparity study. It is anticipated that the consultants will present an update to the IA Board in July. In addition, the B2GNow Contract compliance Software provider*

*continues to set-up the P-Card module per the recommendation of the 2019 Disparity Study.*

(2016-8) Expand our economic competitiveness by coordinating with regional partners to host an Americas Competitive Exchange on Innovation and Entrepreneurship (ACE) conference.

- *2017: Leon County was one of five (5) Florida communities selected to host the Americas Competitive Exchange Tour held from December 3-9, 2017.*
- *2018: The OEV Director, Cristina Paredes, was selected as an ACE Ambassador for the 10th ACE Tour in Northern California.*
- *2019: The Director of PLACE, Ben Pingree, was selected as an ACE Ambassador for the 11th ACE Tour in Puerto Rico.*

(2016-9) Evaluate sunsetting the Downtown CRA and correspondingly evaluate the effectiveness of the Frenchtown/Southside CRA including the County's partnership with the City.

- *At the May 8, 2018 meeting, the Board voted to approve amendments to the Interlocal Agreement with the City of Tallahassee and the Community Redevelopment Agency to restructure the County's participation in the Downtown District and Frenchtown/Southside District. In addition, the Board voted to accept the Finding of Necessity for the Expansion of the Frenchtown/Southside Community Redevelopment Area CRA District to include the South City, Orange Avenue and Springhill Road areas.*

(2016-10) Enhance sports tourism through the exploration of an NFL Preseason game and other possible events at Doak Campbell Stadium.

- *2017: Through the Tourism Development Council, Leon County assisted FSU in funding the first Doak After Dark Concert in Doak Campbell Stadium. The Concert featured performances by Blake Shelton and Jake Owen. Additionally, in the fall of 2017, County staff held a conference call with FSU Athletics to present the benefits of hosting a preseason NFL game.*
- *2018: Leon County continued to work with FSU to fund and promote two Doak After Dark concerts. The first concert was held in April after the Spring Game and featured artists Vanilla Ice, Salt-N-Pepa and Rob Base. The second concert was held in October and featured Big Boi and T-Pain. In October 2018, Tourism staff met with the Senior Partnership Director for the Jacksonville Jaguars about future collaboration including a potential preseason game at FSU.*
- *2019: Tourism staff worked with FSU to help fund and promote a Doak After Dark concert after the Spring Game in Doak Campbell Stadium. The concert was held on April 6, 2019 and featured artists MC Hammer, Tone Loc, and Color Me Badd.*
- *2020: Due to the COVID-19 pandemic, both the 2020 Spring Game and Doak After Dark concert were cancelled. The Division of Tourism continued to work with FSU to schedule concerts and other events at Doak Campbell Stadium including the 2020 Class 1A - 8A Florida High School Athletic Association (FHSAA) Football State Championships held on December 16 – 19, 2020 which attracted nearly 40,000 visitors to Leon County.*
- *2021: Due to the pandemic, FSU again cancelled its Doak After Dark concert series for 2021, but plan to resume holding concerts in 2022. Additionally, County staff continued to meet with FSU Athletics to discuss the possibility of hosting an NFL game; however, a final determination has yet to be made and FSU has not yet identified an NFL team to participate.*

(2016-11) To address issues of economic segregation and diversity, evaluate establishing a microlending program for small, minority and women-owned businesses.

- 2018: *OEV staff developed a Disaster Supplemental Application in collaboration with Apalachee Regional Planning Council to re-seed a Revolving Loan Fund with federal Economic Development Administration (EDA) dollars. The capital pool would be deployed to create and retain jobs at MWSBEs in Leon County and the region, with further emphasis on business resilience to hurricanes.*
- 2019: *OEV submitted the application for EDA funding following IA Board Approval in September 2019.*
- 2020: *In June 2020, EDA awarded funding for the Revolving Loan Fund. The fund - called "REVIVE!" in marketing efforts - is managed by a Loan Administrator housed under Apalachee Regional Planning Council. Performance Indicators for the fund include minority and women-owned businesses receiving loans, as well as job creation.*

*Also in FY 2020, following revised guidance from the us Treasury, the Board voted to allocate \$1 million from CARES Act Funding for a revolving loan program, known as the SmartSteps Program, to be administered by the FAMU Federal Credit Union. The Florida Division of Emergency Management began encouraging counties to also use this strategy, and the Florida Association of Counties shared and recommended it to counties throughout the state.*

- 2021: *The SmartSteps Program launched in February 2021. Since that time, approximately \$883,0000 in loans have been administered through the program as of April 2021. To extend the program and further support the needs of growing MWSBE business, the Board allocated \$1.1 million in ARPA funds. The City has also allocated \$0.9 million to the program for microloans to businesses in the Greater Bond, Griffin Heights, Frenchtown, and Providence neighborhoods.*

(2016-12) Further enhance our competitiveness in attracting national and regional running championships by making additional strategic investments at the Apalachee Regional Park (ARP).

- 2017: *On October 24th, staff recommended, and the Board approved the Apalachee Regional Park Master Plan, which includes several enhancements to the cross country area. The total estimated project costs are \$5.1 million and will be supported by a combination of general revenues and tourist development taxes. Enhancements to the cross country area include restrooms and operations facility with outdoor seating; events and awards stage; and improvements to the existing visitor parking for expanded overflow event parking and runner warm up area.*
- 2018: *As part of the ARP Master Plan, Tourism, Parks, and CMR staff worked to design a park logo and signage. Additionally, Tourism and Parks staff continued to meet with the cross country and community partners to discuss the design and enhancement of the cross country area.*
- 2019: *The engineering design phase of the project was completed, and the construction phase was put out for bid.*
- 2020: *On January 28, 2020 the Board approved the bid award to Mejia International Group Corporation for construction of Phase 1 ARP facility improvements. In May 2020, the design of Phase 2 improvements began.*
- 2021: *In March 2021, Phase 1 of the improvements was completed including a multipurpose building/restroom facility, stage, finish line structure, sidewalk, landscaping, signage, and three wildlife viewing platforms. Additionally, on April 13, 2021, the Board approved the bid award to Shaffield Building Specialties for construction of Phase 2 ARP*

*facility improvements. Phase 2 improvements include the construction of a signature entry road with a roundabout, two new entrance signs with associated landscape and irrigation, and the milling and resurfacing an existing asphalt entry roadway. The project also includes construction of a Kayak Launch and Boardwalk. Phase 2 improvements are scheduled for completion in August 2021.*

(2017-1) Evaluate expanding Leon Works as a regional event and to different segments of the community.

- *2019: By partnering with the Gadsden and Wakulla County school districts and chambers of commerce, the 2019 Leon Works Expo was expanded as a regional event with participation from a broader range of regional businesses and schools. Participation by schools in Leon County was also expanded with the attendance of students from both FAMUDRS and Florida High.*
- *2020: Due to the COVID-19 pandemic, the 2020 Leon Works Expo was cancelled. However, prior to its cancellation, schools in the following surrounding counties had committed to attend: Calhoun, Gadsden, Gulf, Jefferson, Liberty, Madison, Putnam, Taylor, and Wakulla.*
- *2021: County staff are currently coordinating with Leon County Schools, CareerSource, and the Tallahassee Chamber to host a virtual Leon Works Expo in Fall 2021, which will be open to high school students from surrounding counties.*

(2017-2) Explore the creation of local Enterprise Zone incentives to be managed by the Office of Economic Vitality in support of economic growth and development.

- *2018: On December 5, 2017, the Blueprint Intergovernmental Agency approved a proposal for the Urban Vitality Job Creation Pilot Program which is aimed at creating jobs in economically distressed areas of Leon County. The Program specifically offered targeted assistance to Southside businesses to help generate more employment opportunities. Employers that were located or intended to relocate to the Southside community were eligible to participate. These employers were required to pay an average annual wage at or above 75% of Leon County's average annual wage.*
- *2019: To market the Pilot Program, staff completed a direct mail campaign to all the businesses in the area, however the incentive met with minimal applicants. During a performance review and update, three key updates were enacted: geographic limitations were removed, making the incentive available county-wide; industry limitations were removed, making the incentive available to all business types; and eligibility became open to businesses hiring recent completers of Bethel, CareerSource, TEMPO, and CESC training programs at ALICE or better wages (11.00/hr). Additionally, a new awareness and promotion effort was mounted that included social media, email, and physical materials sent to OEV's extensive list-host and obtaining thousands of views via Facebook. The program was also promoted by MWSBE and Business Development staff through business consultations and other radio and television appearances.*
- *2020: Despite the 2019 updates to the program and increased promotional efforts, business interest in the program remained insufficient to warrant a second round of updates. With low barriers to entry, the program appeared not to carry a high enough financial incentive, and to raise the incentive would have made the social return on investment difficult to justify. Furthermore, a collaboration between the MIT Sloan School of Management and Leon County found that the funds could have greater impact if directed toward ecosystem training partners directly – that is, to assist in expanded trainings offered by entities such as ReFire Culinary and the DISC Village LIFT program. Thus, the Urban Vitality Jobs*

*Pilot sunset at the end of FY 2020 and further workforce development support for ecosystem partners was utilized. For example, to address the impacts of COVID-19 on local businesses, OEV implemented the COVID-19 Economic Disaster Relief (CEDR) Grant for business, the Local Emergency Assistance for Nonprofits (LEAN) Grant for nonprofits, and the Leon CARES Small Business Assistance Program. Staff continues to review the findings of the MIT study recommendation and explore opportunities and partnerships to address this workforce need.*

(2017-3) Continue to partner with Shop Local 850 to promote Leon County's local businesses and entrepreneurs and develop new data sources to analyze the economic impacts of shopping local.

- *2018: Shop Local 850 held their first "Shop Local Weekend" on December 8-10, 2017. In support of the campaign, Leon County promoted the event through print, radio, and social media. CMR also issued a news release and participated in a press conference for the campaign.*
- *2019: The organization Shop Local 850 has since become inactive; however, OEV continued to promote shopping local through an annual Small Business Saturday campaign. To support this campaign, staff produced three videos highlighting the broad range of local businesses that call Tallahassee-Leon County home. The videos were released in conjunction with the week of Thanksgiving, leading up to Small Business Saturday on November 30th. Following authorization by the IA Board at the September 5, 2019 meeting, OEV also contracted with Buxton Company to deploy its data platform toward the understanding and benefit of local small businesses. The platform provides detailed consumer segment data within custom drive times that inform buying power, socio-economics, and psychographic profiles around a given business. It also can analyze customer profiles for visitors to a specific business over a given timeframe.*
- *2020: OEV implemented several new strategies to support shopping local during the COVID-19 pandemic. This included sponsoring the "For the Love of Tally" campaign led by local startup Swellcoin as well as establishing the "Open 4 Takeout" map. In addition, OEV continued its annual Small Business Saturday campaign for the second year in a row.*
- *2021: OEV launched the Love Your Local campaign during the 2020 holiday season as a year-long campaign to promote supporting local in Tallahassee-Leon County. The campaign is still on-going as the team has stood up a webpage, a social media campaign, and continues to distribute yard-signs and other marketing materials. Additionally, OEV is currently planning its 4th annual Small Business Saturday, incorporating the Love Your Local brand.*

(2017-4) Explore ways to expand how local businesses can do business outside of the community.

- *2017: Leon County was one of five (5) Florida communities selected to host the Americas Competitive Exchange (ACE) Tour held from December 3-9, 2017. The purpose of the ACE tours is to build cooperation networks throughout the Americas and beyond to create better innovation and entrepreneurship ecosystems that promote sustainable and inclusive economic development and increased trade*
- *2018: Since FY 2018, OEV has partnered with the International Trade Administration to assist Tallahassee-Leon County companies that want to sell their products and services abroad. A federal expert on global trade now regularly provides free help and resources to local businesses seeking to become export ready for the global economy. Additionally, subsequent to the completion of the Targeted Industry Study, a marketing and communications plan was developed to build business interest in Tallahassee-Leon County*

*as a great place to locate and/or grow a business. The plan includes marketing tactics on a local, regional, national, and international basis.*

- *2019: In 2019, OEV partnered with the MagLab to promote the “Magnetic Capital of the World” campaign to support project recruitment. The campaign launched in March and included billboard ads on I-10 and Capital Circle, as well as promotions through digital platforms, trade shows, and industry events.*
- *2020: In 2020, the Big Bend Manufacturers Association (BBMA) was created with the signing of a MOU between OEV and Florida Makes and the development of a 501c6 non-profit organization. Organizational by-laws and articles were written, and member recruitment began.*
- *2021: The BBMA Board has been created and includes business leaders from local manufacturing and finance organizations. The BBMA board is currently working to define their resource systems (website, social media, etc.) platforms, and plans for membership recruitment are being finalized. include Both virtual and in-person events are being planned to explain the association benefits and recruit new members.*

**(2017-5) Raise awareness of County trails through the Division of Tourism Strategic Plan.**

- *2018: In May 2018, Leon County launched Trailahassee.com 2.0 and initiated targeted outreach to prominent outdoor media outlets. Site traffic and engagement increased 33% as a result. The County also participated in an International Mountain Biking Association (IMBA) Trail Lab to learn from industry experts about how to build and promote a model community trail system.*
- *2019: In partnership with the Tallahassee Mountain Bike Association, Leon County was awarded the bid to host the Southern Off-Road Biking Association (SORBA) Summit in March of 2020. Additional efforts included, on a monthly basis, featuring trails throughout the community on Trailahassee.com, VisitTallahassee.com, and Tourism’s bi-weekly publication titled “What’s Happening in Tallahassee.”*
- *2020: Due to the COVID-19 pandemic, the 2020 SOBRA Summit was cancelled. This event would have brought over 150 top bikers from their designated associations across the southeast to see the County’s trails.*
- *2021: During the April 2021 Budget Workshop, the Board approved the use of \$750,000 of American Recovery Plan Act (ARPA) revenue replacement funding to support the Division of Tourism’s Marketing/Advertising budget. ARPA funds will allow the Division of Tourism to aggressively target drive-market travelers by showcasing the more than 700 miles of trails for biking, hiking, paddling, and equestrian activities.*

**(2018-1) To further promote Leon County as a biking community, pursue the International Mountain Biking Association (IMBA) Designation.**

- *2018: The Tourism Sports Council formed an IMBA work group to pursue the designation. Leon County Parks and Recreation also began working to design and construct single track trails at Alford Greenway and Apalachee Regional Park, which will increase the community’s inventory and assist with receiving the IMBA designation.*
- *2019: Tourism and Parks and Recreation completed and submitted the required IMBA Self-Assessment.*
- *2020: In March 2020, IMBA staff were scheduled to visit Leon County to conduct a final trail assessment before determining whether the designation would be awarded. However, due to the COVID-19 pandemic, IMBA site visits were postponed and conducted in November 2020.*

- *2021: IMBA staff provided the County with the draft results of the site visit, which determined the community was 13.5 points away from the 60 points needed to receive the IMBA Designation. Once IMBA provides their final report and findings, County staff will prepare an analysis and recommended improvements to receive the Designation.*

(2020-1) Conduct an updated market feasibility study and evaluation of the Fairgrounds relocation/modification.

- *At the July 9, 2020 workshop, the IA Board directed Blueprint staff to fund an updated market study on the Fairgrounds in FY 2021 as well as integrate this project into Blueprint's five-year Capital Improvement Program (CIP). At the September 17, 2020 meeting, the IA Board approved the FY 2021 - 2025 CIP budget, which included full funding for the Fairgrounds project. At that same meeting, the IA Board authorized procurement activities for an updated market feasibility study for the Fairgrounds site to include an evaluation of relocating the Fairground activities. Consistent with this direction and as authorized by the IA Board, Blueprint utilized a continuing services agreement for planning consult services to contract with HDR, Inc. to perform the study. It is anticipated that the updated market feasibility study and alternative site analysis will be completed in December 2021.*

(2020-2) Work with the City of Tallahassee to develop a branding strategy for the community's trail system.

- *During the May 26, 2020 IA Board meeting, staff presented the results of the rebranding survey for the Capital City to the Sea regional trail network. The IA Board directed Blueprint to share the top 3 recommendations from the rebranding survey with the Capital Regional Transportation Planning Agency (CRTPA) for further consideration. As of the writing of this agenda item, the CRTPA has not yet agendaed the recommendations for consideration.*

(2021-1) 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

- *Immediately following the enactment of the American Rescue Plan Act (ARPA), Leon County conducted an extensive evaluation of the specific statutory and administrative requirements for these funds, local government best practices, and conducted extensive community outreach with local nonprofits, human service agencies, public health and healthcare partners, and the local business community to identify any community recovery needs that remain unmet following the extensive relief provided by Congress over the past year. Using this feedback, staff developed a proposed expenditure plan for the County's \$57.0 million allocation of Coronavirus State and Local Fiscal Recovery Funds under the American Rescue Plan Act (ARPA), which was presented and adopted by the Board during the April 2021 Budget Workshop. Also during this Workshop, the Board accepted \$7.01 million in additional federal funding from the U.S. Treasury for Emergency Rental Assistance (ERA 2) to pay rent and/or utilities (including internet services) for eligible applicants.*



## Economy – In Progress

- (EC2, EC4) 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 (2021-2).

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## Environment – Completed

(2016-13) Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment.

- *To date, a total of \$75.3 million is committed by the State and County in support of Leon County's Tentative Water Quality and Springs Protection Infrastructure Improvement Plan. This includes \$3 million for the Woodville Sewer design and an additional \$34.4 million for construction. At the June 19, 2018 meeting, the Board authorized staff to contract for design and engineering services with Infrastructure Solution Services (ISS). Based on the engineer's current construction cost estimates, the County is able to address 1,000 septic tanks.*

*As part of the seven-year Tentative Leon County Water Quality and Springs Protection Infrastructure Improvement Plan, FDEP has committed to providing approximately \$31.9 million in grants through FY 2024 for wastewater projects in Leon County. This includes \$4.6 million from the Springs Restoration Grant Program for the Northeast Lake Munson project and \$1.75 million for the Belair/Annawood Sewer System Project. In addition, the County was awarded a four-year Federal Section 319(h) Educational Grant totaling \$60,000 with a \$40,000 match requirement. As part of this grant, Leon County will educate citizens on proper operation and maintenance of septic tanks and impacts to groundwater if not properly maintained.*

*In addition, Leon County staff participated in the FDEP Onsite Sewage Treatment and Disposal Systems (OSTDS) Committee and as a result, in January 2019, FDEP adopted an updated BMAP for Wakulla Springs, which includes an OSTDS Implementation Plan.*

(2016-14) Develop strategies to increase recycling and reuse rates.

(2016-14) Develop strategies to increase recycling and reuse rates.

- *2018: Leon County reached a recycling rate of 66%, an 11% increase over the previous year. This increase is due in part to staff's efforts to work with several local construction companies who recycle and use crushed concrete and asphalt.*
- *2019: To continue to increase the County's recycling rates, staff worked with Sustainable Tallahassee to develop educational materials for commercial properties in the unincorporated area which do not currently have a recycling account. Sustainability and DSEM staff began evaluating strategies to ensure that all new commercial development includes adequate space for a recycling dumpster on site. Additionally, a recycling bin and dumpster inventory is was conducted to ensure proper recycling at all County facilities and parks.*
- *2020: Marpan Recycling, the single-stream recycling provider for both Leon County and the City of Tallahassee, indicated that the continued decline in the global recyclables market had rendered its single-stream recycling operation financially unsustainable. In response, on February 11, 2020, the Board authorized the County Administrator to execute an amendment to the contract with Marpan Recycling for single-stream recycling services. Additionally, the Board approved jointly hiring a consultant with the City to analyze options and long-term strategies.*

*The consultant's final report and recommendations were presented to the Board on November 17, 2020. The study concluded that negotiating a new agreement with Marpan was the most financially advantageous and best value option among all of the potential alternatives reviewed. As a result, the Board voted to authorize the County Administrator*

*to renegotiate a contract with Marpan Recycling for single-stream recycling services and to present a draft agreement to the Board for approval in early 2021*

- *2021: On March 9, 2021, the Board approved a new contract with Marpan Recycling in order to ensure the continuation of the County's single-stream recycling program. Additionally, as part of the Annual Sustainability Program Status Report, the Board was presented with proposed waste reduction and recycling initiatives. Several of these initiatives are in progress or have been implemented including a pilot composting drop-off site at the Solid Waste Facility and a backyard and counter-top compost bin sale which were launched in March 2021.*

(2016-15) Implement the Apalachee Landfill closure process in an environmentally sensitive manner which complements the master planning for the site.

- *2017: Public Works worked to identify projects that could be performed internally to eliminate over \$4.5 million in expenses associated with closure construction.*
- *2018: On October 10, 2017 and April 10, 2018, the Board awarded Phase I and Phase II of the Landfill Closure Capital Improvement Project respectively. Additionally, during FY 2018, Public Works completed hauling of 222,200 cubic yards of soil from F.A. Ash Borrow Pit to the Landfill Site.*
- *2019: As part of the preliminary phases of the closure process, staff and the project vendor identified hazardous site conditions and determined that design modifications were necessary to ensure the landfill is closed in the most environmentally sensitive manner. At the request of the vendor, the Board amicably terminated the agreement for the Landfill Closure Construction Project, which allowed the vendor to pursue other work opportunities while the design modifications are ongoing.*
- *2020: In September 2020, the County submitted the Florida Department of Environmental Protection (FDEP) permit with 90% design plans. The County subsequently received and responded to a request for additional information from FDEP in October 2020.*
- *2021: The County is currently in the process of issuing a request for proposals to hire a consulting engineer to evaluate the planned approach for closing the landfill and ensure the process is being done in the most environmentally sensitive and cost efficient manner.*

(2016-16) Convene the Leon County Sustainable Communities summit on a bi-annual basis.

- *2017: The 2017 Summit, "Exploring Our Backyard," included two different events. On February 8, 2017, an industry workshop was held for approximately 50 businesses and stakeholder groups. The community conference was held on February 18, 2017 with over 220 participants.*
- *2019: The 2019 Summit was held on March 23, 2019 at the J.R. Alford Greenway. The event featured hands-on activities, workshops, tours, and an opportunity to provide input on the County's Sustainability Action Plan.*
- *2021: The 2021 Sustainable Community Summit: Sustainability in Action was held in April and featured eight virtual events on topics including composting, beekeeping, integrating sustainability into your work, and more. The Summit also included limited in-person sessions on topics including composting and bird watching.*

(2016-17, rev. 2020) In partnership with the Canopy Roads Committee, update and implement the long-term management plan for the Canopy Roads including an active tree planting program.

- *2017: During the April 25, 2017 Budget Workshop, the Board approved including \$75,000 in the FY 2018 budget to develop an active tree planting program that will support the County's Target to plant 1,000 of trees in canopy roads.*

- 2018: *Public Works and the Canopy Road Citizen Committee worked collaboratively to establish goals for the update of the Canopy Road Management Plan, including identification of target areas for replanting within the Canopy Road Protection Zones.*
- 2019: *In March 2019, the Board and the City Commission approved the updated Canopy Roads Management Plan.*
- 2021: *To date, Leon County Public Works has planted over 1,200 trees in support of the active tree planting program on Canopy Roads. During 2021, the Canopy Roads Committee also worked with the Planning Department to develop a proposed policy and criteria for adding County roads to the canopy road system, which will be presented to the Board at the July meeting.*

(2016-19) Successfully launch a commercial and residential Property Assessed Clean Energy (PACE) program and identify opportunities, including the Leon County Spring Home Expo, to train industry professionals on sustainable building practices for participation in the PACE program.

- 2017: *On August 8, 2017, Leon County announced the launch of the residential PACE.*
- 2018: *In August 2018, Leon County launched the commercial PACE program with Greenworks Lending and the Florida Development Finance Corporation (FDFC). Training on the PACE program was incorporated into the 2018 Leon County Spring Home Expo held on April 28, 2018. Staff also worked with the Office of Economic Vitality to continue promoting the commercial and residential PACE program and exploring diverse strategies to reach new audiences.*
- 2019: *To promote the PACE program, a press release and article in the Democrat were published announcing the expansion of the program to include commercial properties. Presentations were provided to the Tallahassee Builders Association and the Tallahassee Board of Realtors. Additionally, the County's vendor for the PACE program participated in the 2019 Sustainability Summit.*
- 2020: *The County's first two commercial PACE (C-PACE) projects began in FY 2020. Both projects are local hotels and have a total project value of \$2,349,808.*
- 2021: *To date, three commercial PACE (C-PACE) projects have been completed in Leon County with a cumulative project amount of \$3,558,938. In addition, there are three potential commercial projects being considered for this year. Finally, since the launch of residential PACE program, 134 homes have been improved with a total project value of \$1,774,888.*

(2016-20) Add environmental education kiosks, trail markings/mapping at Greenways and Parks.

- 2017: *In coordination with Community & Media Relations, a standard kiosk design was developed and installed at the Jackson View Boat Landing and Miccosukee Greenway.*
- 2018: *Kiosks were installed at both Lake Henrietta Park and St. Marks Greenway. Installations of trail markings/mappings were completed for Northeast Park Trail and a trail assessment for the J.R. Alford Greenway was completed in April 2018 to determine locations of trail markings, related signage, and mapping.*
- 2019: *New trail markings and signage were included in J.R. Alford Greenway trail construction project, which was awarded in August 2019 and scheduled for completion in spring 2020. At Fred George Greenway, mapping of the routes was also completed in preparation for the installation of markers in spring 2021.*
- 2020: *Installation of trail markers at J.R. Alford Greenway was completed in December 2020.*

- 2021: Two new kiosks were installed at J.R. Alford Greenways, and installation of trail markers at Fred George Greenway is scheduled for completion by the end of 2021.

(2016-21) Explore new opportunities for solar on County facilities.

- 2017: The Office of Resource Stewardship's building (South Monroe) was identified as the initial location for a solar array installation. A budget of \$50,000 was set for the project.
- 2018: In August 2018, installation of a 19kW solar array on the Office of Resource Stewardship was completed. Additionally, at the April Budget Workshop, the Board voted to approve using the \$190,000 from the BP Oil Spill settlement to pay for the installation of demonstration solar energy improvements on the following County buildings: Leon County Courthouse, the Transfer Station, the Northeast Branch Library and the restroom facility at the Apalachee Regional Park.
- 2019: Installation of two solar arrays on the Northeast Branch Library and the Transfer Station were completed in October 2019. Solar panels were also integrated into the construction plans for the new restroom facilities at Apalachee Regional Park. Additionally, as part of the April 2019 Budget Workshop, the Board approved \$50,000 in solar funding for FY 2020.
- 2020: The County established a partnership with the FSU-FAMU College of Engineering to analyze new opportunities for innovative solar arrays at County facilities. As part of this partnership, which began in the fall 2020 semester, students will also design a solar array for installation at a County facility or park. Depending on the outcome of the engineering students' project, the funds in FY 2021 could be used to install their designed solar array.
- 2021: In March 2021, Leon County released an RFP for a solar array for the Fleet Management building. It is anticipated that a vendor will be selected in April 2021 and installation will begin in summer 2021. Additionally, In April 2021, FSU-FAMU College of Engineering students concluded their year-long project and proposed an innovative solar shade array that could be installed in a County park. Staff is further analyzing the potential of this project for implementation.

(2016-22) Support the protection of Lake Talquin.

- 2020: On November 17, 2020, the County Attorney presented a memorandum to the Board providing an update on the County's efforts to address the impaired status of Lake Talquin. The memo also requested Board authorization for the Chair to send a letter to the U.S. Environmental Protection Agency supporting a direct water quality based effluent limitation (WQBEL) process on the BASF plant in Attapulgus, Decatur County, Georgia, which is largest single source contributor of Lake Talquin pollutants. The Board voted to provide authorization to the Chair and a letter was sent on November 20, 2020. In addition, the County solicited and received letters of support from both U.S. Representative Al Lawson and State Representative Ramon Alexander.
- 2021: In March 2021, the County was notified that the EPA had declined to exercise its authority to initiate the WQBEL process. However, FDEP held a public technical workshop on March 31, 2021 to receive comments on the final model set for Lake Talquin and the contributing watershed. Once the model set is finalized, it will be used to derive the TMDL for Lake Talquin. It is anticipated that FDEP will initiate the process to adopt the TMDL rule later this year.

(2016-23) Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost effective and financially feasible ways including:

(A) Develop a septic tank replacement program.

- 2019: *At the July 9, 2019 meeting, the Board adopted Policy No. 19-4, Springs Restoration Grants and Septic System Upgrades which outlines the selection of existing septic tanks in the Wakulla Springs Priority Focus Area for upgrade to advanced nitrogen reducing systems. During 2019, the County also began accepting applications from property owners.*
- 2020: *During FY 2020, approximately 125 applications for the program were received and eight (8) septic tanks were installed using advanced treatment.*
- 2021: *An additional 10 applications for the program were submitted to Public Works and 14 systems have been installed so far in 2021.*

(2017-6) Work with Sustainable Tallahassee and community partners to evaluate developing a community-wide climate action plan.

- 2018: *On May 22, 2018, as recommended by staff, the Board authorized the County to participate in the Capital Area Sustainability Compact (CASC). The Board also authorized staff to participate on the CASC Executive Committee and approved proceeding with a new Greenhouse Gas inventory of County operations to update the Sustainability Action Plan for County operations. On December 11, 2018, the Board was presented with an update on the proposed compact and authorized the County Administrator to sign the finalized compact document. Other members of the compact include the City of Tallahassee, Tallahassee Memorial Healthcare, Capital Regional Medical Center, Florida State University, Florida A&M University, Tallahassee Community College, and Leon County Schools.*
- 2019: *As part of the April 2019 Budget Workshop, the Board received an update on the Compact including the progress being made by the CASC Executive Committee to establish general direction for CASC, as well as working groups focused on specific topic areas. The Compact Steering Committee, Energy Working Group, Waste Working Group, and Transportation Working Group continue to meet every six weeks.*
- 2020: *On November 17, 2020 the Board was presented with a status update on the Capital Area Sustainability Compact Administrator Role. At this time, the Board voted to ratify the recommendation of the Compact members to approve the Apalachee Regional Planning Council as the Compact Administrator and allocate \$4,970 for the role. Additionally, the Board directed \$3,830 to Sustainable Tallahassee in one-time support to assist the organization through the transition of the administrator role and a new strategic planning process.*
- 2021: *In January 2021, the Compact Steering Committee began meeting to set targets and focus areas for the year. The Committee determined that the year's project would be to help member organizations who have not yet done so to conduct an organizational greenhouse gas inventory. Additionally, as part of the FY 2022 budget, the Board allocated \$8,800 to the Apalachee Regional Planning Council to continue acting as the Compact Administrator.*

(2017-7) Continue to work with the State as a host community in evaluating pilot technologies for new advanced wastewater treatment septic tanks.

- 2017: *On October 24, 2017, the Board accepted a grant of \$750,000 from FDEP's Springs Restoration Grant Program for the Passive Onsite Sewage Nitrogen Reduction Pilot Project in the Wakulla BMAP.*

- 2018: On September 4, 2018, the Board accepted an additional FDEP matching grant of \$750,000 for the construction of advanced passive on-site sewage treatment and/or disposal systems in the Wakulla Basin Management Action Plan Primary Focus Area 1 in the southeast region of the county.
- 2019: At the July 9, 2019 meeting, the Board adopted Policy No. 19-4, Springs Restoration Grants and Septic System Upgrades which outlines the selection of existing septic tanks in the Wakulla Springs Priority Focus Area for upgrade to advanced nitrogen reducing systems. During 2019, the County also began accepting applications from property owners.
- 2020: In April 2020, the Board awarded the bid for Septic Services, Continuing Supply to Brian's Septic Service, and Apalachee Backhoe and Septic Tank LLC. These contracts will primarily be used to repair or replace on-site septic systems associated with the Advanced Septic System Pilot Project. The first eight (8) installations of advanced wastewater treatment septic tanks were completed in calendar year 2020.
- 2021: A total of 135 applications for the program have been submitted to date. During calendar year 2021, an additional 14 systems were installed by June 1.

(2017-8) Continue to work with the State to seek matching grants to convert septic to sewer systems.

- 2017: In FY 2017, Leon County was awarded a matching grant of \$1.5 million from the Springs Restoration Grant Program for the Woodville Sewer Design.
- 2018: In FY 2018, Leon County was awarded three additional matching grants from the Springs Restoration Grant Program: (1) \$17 million for the Woodville Sewer construction; (2) \$4.5 million for the Northeast Lake Munson and Belair/Annawood Sewer System Projects; and (3) an additional \$350,000 for the Woodside Heights Wastewater Retrofit Project.
- 2020: In FY 2020, Leon County was awarded two additional matching grants from the Springs Restoration Grant Program: (1) \$3.75 million for Phase 1A of the Woodville Sewer System Project and (2) \$1.85 million for the Northeast Lake Munson Sewer System Project.
- 2021: To date, a total of \$75.3 million is committed by the State and County in support of septic projects. The County has committed \$2.0 million in existing sales tax funding, \$28.4 million from the Blueprint 2020 sales tax, and \$12.6 million in American Rescue Plan Act (ARPA) funds for a total of \$43 million. The State has committed \$32.3 million in grant funding, including the \$444,000 grant amendment for the Belair/Annawood Sewer System Project presented for the Board's consideration as part of a separate agenda item.

(2018-2, rev. 2020) Develop and enact the County's Integrated Sustainability Action Plan to further reduce the County Government's carbon footprint.

- 2019: During the April 2019 Budget Workshop, the Board approved the proposed Integrated Sustainability Action Plan (ISAP), a sustainability strategic plan that contains specific goals and strategies for a variety of topics, including energy, water, waste, and transportation. In preparation for the development of an updated Integrated Sustainability Action Plan) staff conducted a greenhouse gas inventory of county operations; reviewed action plans from numerous other municipalities; and engaged the community to seek their feedback on individual action items. This cumulative effort resulted in an Action Plan that contains 18 goals and 94 action items. Collectively these action items are intended to foster a more sustainable future in areas such as waste reduction, fleet operation and energy reduction as well as reduce the County's GHG emissions 30% by the year 2030.

- *2020: As part of the Annual Sustainability Program Status Report presented to the Board each December, staff provided an update on ISAP initiatives in the areas of Resource Conservation, Policy and Program Administration, Civic Engagement and Community Partnerships. At this time, the County had completed 3 of the 18 goals and 36 of the 94 action items outlined in the ISAP.*
- *2021: Sustainability staff continue to work with County departments to implement the goals set forth in the ISAP and will provide a progress update in December 2021 as part of the Annual Sustainability Program Status Report.*

(2018-3) To increase information available to the public regarding blue-green algae blooms, fishing advisories, invasive species, and general water quality, add education kiosks at Leon County boat landings.

- *2019: The Office of Resource Stewardship conducted a kiosk inventory to determine the quality of existing kiosks, identify additional kiosk locations, and prioritize installation of new kiosks. CMR and Public Works worked in collaboration to develop content and design the kiosks, the first of which were installed at the Lake Jackson landings. Kiosks were then placed at 15 County boat landings.*
- *2020: By the end of January 2020, an additional 17 kiosks were placed at County boat landings and other passive park facilities.*

(2018-4) Pursue NACo's SolSmart designation.

- *2019: County staff contacted a SolSmart representative in December 2018 to obtain feedback on the SolSmart application. It was determined an Ordinance addressing solar energy systems would satisfy a number of criteria needed for SolSmart designation.*
- *2020: In June, Leon County was awarded the SolSmart Gold Community Designation, the program's highest honor recognizing how local governments find innovative ways to make going solar faster, easier and more affordable. Leon County was only the third county in Florida to be recognized as a SolSmart Gold community.*

(2020-4) To further reduce litter and trash in rural areas and the Apalachicola National Forest, launch a targeted public outreach effort encouraging the use of County Rural Waste Service Centers.

- *As part of the June 2019 Budget Workshop, the Board voted to eliminate fees at the Rural Waste Service Centers and fund the centers entirely with general revenue beginning in FY 2020. This action was taken to incentivize households to use the County's waste disposal sites and reduce illegal dumping and roadside litter. To ensure the public was aware of this change, Community & Media Relations launched a public awareness campaign including a press release, social media posts, and updating the Rural Waste Service Centers' printed information rack card to highlight that services are now free of charge.*

*To further encourage use of the County's Rural Waste Service Centers as a means to reduce littering and illegal dumping in the Apalachicola National Forest, additional strategies were implemented in January 2021. These strategies were all targeted to households bordering the Forest and included designing and mailing an informational postcard, social media posts using the Nextdoor app, and printed materials placed at branch libraries.*



(2018-5) Ensure County's water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County's adopted strategic priority: to protect the quality and supply of our water.

- *2019: In October, the Board was presented a comprehensive report on the County's holistic approach to protect watersheds through land use planning, regulatory measures, water quality monitoring, and capital improvements for needed infrastructure. The report also provided an overview of all the County's programs and initiatives related to water preservation and described the continuity of the policy-making process to identify environmentally sensitive areas, enforce regulatory requirements, test and measure water quality, and invest in infrastructure for the protection of local water bodies to ensure that these resources can be enjoyed by future generations.*
- *2020: In December 2020, the Board was presented with two reports on water quality including the Review of Leon County Stormwater Management Facilities and the Annual Leon County Water Quality Monitoring Program Status Report. At this time, the Board directed staff to prepare two agenda items for consideration. The first item will include a review of other counties' maintenance schedules, testing, metrics for commercial and residential stormwater ponds, including their intergovernmental coordination with cities, and seek input from the Water Resources Committee to identify innovative strategies for stormwater management. The second requested item will explore options for a comprehensive watershed management plan that addresses both quality and quantity, in collaboration the City and counties in the region, to include an analysis of the ponds in historically minority neighborhoods.*
- *2021: The two requested agenda items regarding water quality will be presented to the Board at the July 13, 2021 meeting.*

(2018-6) Develop and enhance communications strategies to inform citizens of the County's overall water quality and stormwater policies, as well as emergent issues impacting individual water bodies or ground water.

- *Following the adoption of this Strategic Initiative at the 2018 Annual Board Retreat, staff began developing communication strategies to better inform citizens of the emergent issues impacting individual water bodies and ground water. At the October 15, 2019 meeting, the Board was presented with an update on these communication tools which included the installation of new educational kiosks at County boat landings, annual On-The-Water Clean Up events, and the Clean Water and You School. At this time, the County also launched LeonCountyWater.org, a one-stop water resources website with all the environmental, recreational, and instructional information related to water bodies in Leon County. The website identifies the various laws, regulations, and jurisdictions responsible for area water bodies, safe drinking water, stormwater, wastewater, and flood prevention. The "Leon County Water" website is designed with an emphasis on the user experience which encourages the exploration of the County's rivers, lakes and campsites, as well as providing convenient access to water quality reports across multiple agencies and interactive water maps that demonstrate how personal pollution carried by a single drop of water impacts water quality.*

(2020-3) Implement zoning changes that allow for solar energy farms in the unincorporated area while preserving the rural character of our community.

- *On January 28, 2020, the Board adopted an Ordinance Amending Section 10-1.101 of the Land Development Code, Entitled "Definitions" and Creating a New Section 10-6.820, Entitled "Solar Energy Systems." The amended Ordinance provides specific standards*

*within the Leon County Land Development Code (LDC) for proposed solar energy systems. Following the first public hearing for the Ordinance, the Board directed staff to meet with solar industry stakeholders who expressed concerns over some of the proposed setback requirements. Staff met with interested parties and a consensus was reached by the group to recommend utilization of a tiered system for requiring setbacks for utility-scale systems and revisions to the accessory ground-mounted provisions to require additional standards and limitations.'*

(2021-3) Develop a policy and criteria for adding County roads to the canopy road system.

- *As part of a separate item on the July 13, 2021 meeting agenda, the Board will be presented with a proposed policy that formalizes a process for determining eligibility and recommending new qualifying roads to the County and/or City Commissions for designation as canopy roads. The policy was developed by the Planning Department in collaboration with the Canopy Roads Citizens Committee (CRCC), Leon County Development Support and Environmental Management, Leon County Public Works, City Growth Management, City Community Beautification, and County and City Attorneys' Offices.*

(2021-4) Develop a Sustainable Business Recognition Program.

- *Following the adoption of this Strategic Initiative at the 2021 Annual Board Retreat, staff reviewed other similar recognition programs around the country and drafted recognition criteria lists for review by partners, businesses, and the Office of Economic Vitality. After integrating the feedback provided by these partners, the Sustainable Business Recognition Program – also known as Sustainabiz – was launched on Earth Day, April 22, 2021. Two businesses, Square Mug Café and Architects Lewis + Whitlock, have been recognized through the program. The Office of Sustainability is currently working to encourage additional businesses and organizations to participate in the program and have developed a website with resources to assist with meeting the program criteria.*

## Environment – In Progress

- (EN3) Complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees. (2016-18)
- Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost effective and financially feasible ways including:
  - (EN1, EN2) Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2016-23B)

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## Quality of Life - Completed

(2016-24) Continue to expand recreational amenities to include:

(A) Develop and implement a master plan for the Apalachee Regional Park.

- 2018: *At the October 24, 2017 Workshop, the Board approved Stage I of the Apalachee Regional Park Master Plan and directed staff to move forward with Stage I of the Plan as presented. The total estimated project costs are \$5.1 million and will be supported by a combination of general revenues and tourist development taxes.*
- 2019: *In accordance with the ARP master plan, the FY 2019 adopted budget and carryforward included an additional \$991,627 in funding for the implementation of the plan. During this time, the engineering design phase of the project was also completed. The scope of work and proposed improvements included a multipurpose building/restroom facility, stage, finish line structure, sidewalk, landscaping, signage, and three wildlife viewing platforms located throughout the Apalachee Regional Park.*
- 2020: *On January 28, 2020, the Board awarded the construction contract for Phase 1 of the Apalachee Regional Park Cross Country Facility improvements to Mejia International Group Corporation. Construction began in March 2020.*
- 2021: *In March 2021, Phase 1 of the improvements was completed including a multipurpose building/restroom facility, stage, finish line structure, sidewalk, landscaping, signage, and three wildlife viewing platforms. Additionally, on April 13, 2021, the Board approved the bid award to Shaffield Building Specialties for construction of Phase 2 ARP facility improvements which is scheduled for completion in August 2021.*

(B) Develop a program to establish a signature landscaping feature with a regular blooming season.

- 2017: *At the April 2017 Budget Workshop, the Board approved staff's proposed planting program of the native Southern Crab Apple at Pedrick Pond Park and \$35,000 was included in the FY 2018 capital budget.*
- 2018: *Sample plantings of the Southern Crab Apple and two (2) hybrid varieties were completed off-site to evaluate growth patterns and assist staff in developing maintenance procedures.*
- 2019: *Planting of 125 Southern Crab Apple trees was completed at Pedrick Pond Park.*
- 2020: *As part of the 2020 Arbor Day tree planting, Southern Crab Apple trees were planted at Martha Wellman Park. Four additional signature trees were planted at the entrance to the Canopy Oaks Park tennis courts as part of the court renovation project.*
- 2021: *In January 2021, five Southern Crab Apple trees were planted as part of the new cross country construction projects at Apalachee Regional Park.*

(C) Implement the Tallahassee-Leon County Greenways Master Plan.

- 2017: *At the February 2017 Intergovernmental Agency Board meeting, the IA Board approved funding the planning and design of five greenways projects included in the Greenways Master Plan. During the June 2017 Budget Workshop, the Board also approved funding to open additional greenway acreage at St Marks Park and Fred George Park.*
- 2018: *The "Capital City to Coast" greenway and trail network was completed with the opening of the 0.4-mile segment of Capital Cascades trail in late August 2018. This project from Pinellas Street to Gamble Street expands the local greenways network through central Tallahassee and completes the connection to the St. Marks Regional Trail. Additionally, Blueprint secured design services for Capital Circle Southwest Greenways, including Broadmoor Spur Trail, Golden Aster Trail, and Debbie Lightsey Nature Park.*

- 2019: On February 28, 2019 the IA Board authorized Blueprint to proceed with procurement of planning and design services for the Lake Jackson and Lake Jackson South Greenways project. Once completed, this project will create a 3.3-mile connection from Lake Jackson Mounds State Park to Lake Ella at Fred O. Drake Park in Midtown Tallahassee. The design is anticipated to be completed by the end of 2022 with construction beginning in 2024. In addition, the CRTPA approved a Bike-Ped Masterplan for Leon County which will be used to develop an implementation plan for funding and constructing additional Greenways projects.
- 2020: An agenda item providing a status update on the implementation of the Tallahassee-Leon County Greenways Masterplan (GWMP) and criteria for prioritizing projects included in the GWMP was considered by the IA Board at their May 26, 2020 meeting. At this meeting, the IA Board approved the proposed prioritization criteria and directed Blueprint to develop a draft prioritized greenways project list for IA Board consideration at a future meeting.
- 2021: During the May 27, 2021 workshop, the IA Board approved the Proposed FY 2022 Greenways Masterplan Work Plan. The FY 2022 allocation for this project is \$760,000, which will contribute towards design and construction of the greenways components of the Lake Jackson Greenways, and construction of portions of the Southwood Trail.

(D) Evaluate additional trail expansion opportunities.

- 2017: In partnership with the Florida Greenways & Trails Foundation, Leon County convened a meeting of county administrators and staff from counties along the proposed Nature Coast Regional Connector Trail. On July 11th, the Board adopted a resolution supporting the development of the Nature Coast Regional Connector Trail from Tallahassee to Dunnellon including support for the allocation of state funds to assist in designing, building, and maintaining the trail system.
- 2018: Supporting the SunTrail Network including the Nature Coast Regional Connector was included in the Board's 2018 State Legislative Priorities. The Nature Coast Regional Connector is currently included as a "priority" trail segment in the most recent FDEP trail plan. Leon County staff continues working with the Florida Greenways and Trails Foundation to support funding for the SunTrail Network and future opportunities to connect Leon County to the statewide trail network.
- 2019: The County hosted public meetings to refine the scope and award bid for Phase II of the St. Marks Headwaters Greenway, which includes the design of a trail head on Buck Lake Rd with approximately 30 parking spaces; permanent restroom; construction of two boardwalks and a pedestrian bridge; and approximately 4 miles of trails. Additionally, the design of approximately five miles of single-track trail at the Alford Greenway was completed.
- 2020: Construction of the single-track trail at the Alford Greenway was completed in August 2020. The design of a 1.1 mile trail segment connecting the Southwood Trail to the County's Tram Road project was initiated this year with construction scheduled for 2021. Construction of this trail is funded through a cost-sharing agreement with the City of Tallahassee. The County also entered design and permitting phase of the St. Marks Headwaters Greenway project which includes four (4) miles of trail. Additionally, during FY 2020, the IA Board approved the proposed concepts for the Capital Circle Southwest Greenways, including Broadmoor Spur Trail, Golden Aster Trail, and Debbie Lightsey Nature Park.
- 2021: During the May 27, 2021 workshop, the IA Board approved the proposed FY 2022 Bike Route System Work Plan, which includes multiple proposed trail projects for

*implementation. Additionally, several projects that include trails are currently in the design phase including the St. Marks Headwaters Greenway project, the Capital Circle Southwest Greenways, and the Lake Jackson and Lake Jackson South greenway projects.*

(F) Identify opportunities to create dog parks in the unincorporated area.

- *2017: On October 24, 2017, the Board approved Phase I of the Apalachee Regional Park Master Plan, which includes a large and small breed dog park to be funded in out years.*
- *2018: As part of the FY 2019 Capital Improvement Program (CIP) budget, the Board approved \$30,000 to construct a new dog park at J. Lee Vause Park. The CIP included out year funding to complete an additional two dog parks in the unincorporated area.*
- *2019: In November 2019, the County opened its first dog park in the open space adjacent to the Bradfordville Community Center. Improvements to the space were made through the realignment of existing funding. The CIP includes annual funding of \$30,000 to construct two additional dog parks in the unincorporated area of the County.*
- *2020: In February 2020, Leon County opened the J. Lee Vause Dog Park. The new dog park is located inside the existing J. Lee Vause Park and provides 1.5 acres of space within the park's wooded area. Amenities include a drinking fountain with a dog water bowl attachment, a log tunnel, jumping hoops and benches.*
- *2021: Robinson Road Park has been identified as the third site for a dog park with construction planned to begin in FY 2023.*

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

- *2017: EMS continued to evaluate new emergency medical response strategies through ongoing efforts including participation in the Tallahassee Care Consortium and multidisciplinary quality meetings with local hospitals.*
- *2018: In addition to all ongoing efforts, EMS partnered with the FSU College of Medicine to study outcomes for cardiac arrest patients treated with an IV or an IO. The research was accepted for presentation at the National Association of EMS Physicians Annual Meeting and Scientific Assembly and was published in the Prehospital Emergency Care Journal. Leon County was also awarded \$52,053 in Florida Department of Health EMS Matching Grants to improve and enhance pre-hospital emergency medical services. EMS used the funds to purchase of 20 video laryngoscopes, which will provide visual aid to paramedics assisting patients who are experiencing difficulty breathing and will result in improved primary intubation success rates.*
- *2019: In addition to all ongoing efforts, EMS began a comprehensive medical protocol update which was completed in December 2020.*
- *2020: In partnership with the FSU College of Medicine, EMS staff studied outcomes for cardiac arrest patients treated with a supraglottic airway device or an endotracheal tube. The research was accepted for presentation at the National Association of EMS Physicians Annual Meeting and Scientific Assembly. During FY 2020, EMS was also awarded two program grants from the Florida Department of Health. The first project is to implement operations monitoring software that will assist in the management of the EMS system and provide additional quality assurance. The second project is to implement an intersection traffic light pre-emption system that allows ambulances to obtain green lights in their path of travel thereby improving response and transport times and decreasing the risk of an intersection accident.*
- *2021: Coinciding with release of American Heart Association recommendations, EMS completed an update of all medical protocols to reflect best practices.*

(2016-27) Work with the City of Tallahassee to develop a new CHSP process in light of the United Way's decision to conduct a separate funds distribution process.

- *On December 12, 2017, the Board approved a revised Memorandum of Understanding with the City of Tallahassee on the Community Human Services Partnership (CHSP). The new MOU memorialized the County and City's continued support and commitment to the CHSP; defined the roles and responsibilities of the County and City Commissions, citizens serving on the Citizen Review Teams, and County and City staff; included policies adopted by the County and City Commissions for the CHSP (e.g. eligible organizations, the CHSP funding categories, two-year funding cycle, etc.); and, established a timeline for review of the CHSP funding categories by the County and City Commissions.*

(2016-28, rev. 2017) Implement the Joint County-City Affordable Housing Work Group's recommendations to develop a holistic plan for the redevelopment of a multifamily affordable housing project and identification of additional transitional housing opportunities through community partnerships.

- *2017: On October 26<sup>th</sup>, the County and City held a Joint Workshop on the Affordable Housing Workgroup Final Report. The meeting included a presentation of the Workgroup's recommendations, staff's analysis, and opportunities for greater collaboration among County and City governments and affordable housing stakeholders. Both the County and City Commissions accepted the final report and approved 13 staff recommendation to support the recommendations of the Workgroup.*
- *2018: On June 19<sup>th</sup>, the Board was presented with a status report on the Workgroup's recommendations. In support of several of the Workgroup's recommendation, the Board voted to take the following actions:*
  - *Approve a budget amendment allocating one-time funding of \$5,000 for United Human Services Partnership to provide administrative support to the Tallahassee-Leon County Housing Leadership Council.*
  - *Authorize the County Administrator to issue a request for qualification in conjunction with the City of Tallahassee and the Housing Finance Authority of Leon County to identify an organization that may serve as a community land trust*
- *2019: On July 9<sup>th</sup>, the Board the voted to authorize the County Administrator to negotiate an agreement with the Tallahassee Lender's Consortium to serve as the Community Land Trust for Leon County and bring back a proposed agreement to the Board for final consideration and approval.*
- *2020: On March 10<sup>th</sup>, the Board approved the agreement with Tallahassee Lenders' Consortium to serve as the Community Land Trust. As part of the agreement, the Tallahassee Lenders' Consortium will be required to submit an annual report to the County by October 1 of each year.*
- *2021: As part of the March 23, 2021 Workshop on Affordable Housing Initiatives in Leon County, the Board was presented with an update on the implementation of the Affordable Housing Work Group's recommendations including the establishment of a Community Land Trust, creation of a Housing Leadership Council, and partnership with Purpose Built Communities on the redevelopment of Orange Avenue Apartments*

(2016-29) Continue to serve our seniors through programs and partnerships, including:

(A) As Florida's first Dementia Caring Community, support the Florida Department of Elder Affairs in the further development of the pilot program, provide enhanced paramedic training and engage local partners in making the County a more dementia-friendly community.

- *2017: In support of this Strategic Initiative, the Department of Elder Affairs, Leon County and the City of Tallahassee jointly established the City of Tallahassee/Leon County Dementia Care and Cure Advisory Council. The Council was responsible for developing best practices, training programs and materials that other communities could use. As a result, Leon County launched a public education campaign to increase awareness of dementia and the available services and provided ongoing dementia sensitivity training for EMS staff.*
- *2018: On October 29, 2018, the County received a correspondence from the Department of Elder Affairs (DOEA) indicating that Advisory Council had achieved its intended goals and transitioned to operationalized local Dementia Care and Cure Initiative (DCCI) task forces. Consequently, the Department of Elder Affairs recommended that the Advisory Council be dissolved. On November 20, 2018, the Board was presented a status report on this Strategic Initiative and approved the dissolution of the Advisory Committee.*

(B) Exploring opportunities to address fraud/scams targeted towards seniors.

- *2017: Staff arranged for shredding services to be available twice a year at each community center and will continue to work with the Senior Outreach Program to co-promote the opportunity to shred sensitive documents free of charge.*
- *2018: The Senior Outreach Program hosted several Lunch & Learns focusing on identify theft and other fraud/scams targeted towards seniors. These events were hosted with partner organizations such as the Florida Department of Business and Professional Regulation, Florida Public Service Commission, Florida Department of Financial Services, Florida Department of Elder Affairs, Bureau of Elder Rights, AARP, Consumer Protection Division, Office of Attorney General, and the Florida Department of Agriculture and Consumer Services.*
- *2019: To provide timely presentations to Leon County seniors on current fraud attempts and scams, the County continues to partner with the Leon County Sheriff's Office, the Florida Attorney General's Office (Consumer Protection Division), the Florida Department of Business and Professional Regulation, the Florida Public Service Commission, the Florida Department of Agriculture and Consumer Services, as well as AARP.*
- *2020: During the COVID-19 pandemic, the Senior Outreach Program's Lunch & Learn series was temporarily suspended. However, Community & Media Relations and Emergency Management compiled several online resources for detecting and reporting scams related to pandemic and other disasters.*
- *2021: In accordance with the Board's decision to transition to Phase 3 of the County's Re-Opening Plan, the County has resumed in-person programming including the Senior Outreach Program's Lunch & Learn series, which frequently includes presentations and resources to avoid fraud and scams.*

(C) To continue to support Choose Tallahassee's efforts to market our community as a retirement destination.

- *2017: Per the joint project services agreement with Choose Tallahassee, Tourism Development provided administrative support to the organization including marketing expertise and guidance to support their marketing efforts.*

- 2018: In December 2017, the Board approved a revised agreement with Choose Tallahassee to reflect a renewed marketing and staffing approach desired by their organization. Under this agreement, Leon County provides Choose Tallahassee with \$10,000 annually to support various marketing initiatives and Tourism staff serves on their Executive Committee, but no longer provides administrative staff support.
- 2019: Tourism staff continued to provide Choose Tallahassee with technical support to develop their annual marketing plan and attended the organization's Executive Team meetings. The County provided \$10,000 to support the organization's annual marketing plan.
- 2020: Tourism staff continued to serve on Choose Tallahassee's marketing committee and as ex officio members of the Board of Directors providing marketing insight and technical support. The County provided \$10,000 to support the organization's annual marketing plan.
- 2021: On January 26, 2021, the Board was presented with a status update on the joint project services agreement with Choose Tallahassee. At this time, the Board voted to authorize a three-year continuation of the agreement and allocate \$10,000 annually to support Choose Tallahassee's marketing plan. Additionally, the County is currently coordinating with the City to pursue designation as an AARP Age-Friendly Community.

(2016-30) Identify and evaluate pretrial alternatives to incarceration for low level and nonviolent offenders through regional partnerships and state and national efforts, including data-driven justice initiatives.

- 2017: Leon County took part in several ongoing initiatives, such as participation in NACo's biweekly Data Driven Justice conference call; collaboration with CareerSource Capital Region to offer monthly on-site Resume Writing Workshops and increase employability opportunities to pre and post sentenced offenders; training with NAMI (National Alliance on Mental Illness) for staff development regarding management of offenders with mental health illness; and collaboration with 2-1-1 Big Bend to provide staff training on suicide prevention based on literature that individuals in the criminal justice system have a higher rate of suicide.

*In partnership with the State Attorney's Office (SAO), Leon County facilitated modifications to the adult civil citation program by working with local law enforcement agencies and other agencies throughout the 2nd judicial circuit to support a uniform circuit-wide program. A memorandum of understanding establishing the program was signed by all parties in April 2017, and a Status Report on the Adult Civil Citation Program in Leon County was presented to the Board at the November 28, 2018 meeting.*

- 2018: Efforts in support of this Strategic Initiative include Intervention and Detention Alternatives staff completing the Ohio Risk Assessment System training to develop enhanced case management plans for offenders participating in Mental Health and Veterans Treatment Courts. Leon County also partnered with the Florida Department of Corrections and the United States Probation Office to hold an Employment and Community Resource Fair on April 18, 2018. The goal of this event was to help connect offenders with local employers and other resources to develop a foundation for their success.

*Additionally, in April 2018, representatives from IDA, Leon County Sheriff's Office, 2nd Judicial Court Administration, and the local behavioral health service provider attended the Best Practices Implementation Academy sponsored by SAMHSA to learn about efforts*



*throughout the nation to reduce the number of individuals with behavioral health issues in the criminal justice.*

- *2019: The FY 2019 budget included the State Attorney's Office request of \$20,000 to implement a diversionary program aimed at addressing "minor offenses through making strong interventions without unintended lasting lateral collateral consequences." This funding was used to cover the costs in the form of a "scholarship" for indigent offenders to enter the program. IDA also coordinated with criminal justice stakeholders to assist Apalachee Center in their submission for and award of \$1.2 million in funding through the Criminal Justice Mental Health and Substance Abuse Reinvestment Grant. Additionally, County staff were accepted into FUSE (Frequent Users System Engagement), a pilot learning community, sponsored by the Corporation for Supportive Housing (CSH).*
- *2020: IDA staff participated in Refuge House's "We Know Prostitution Hurts" Community Conversation and Training, which helped to advance staff's understanding of the connection between prostitution, mental health, substance abuse, and other criminal offenses. In addition, the training identified resource and services necessary to stopping the cycle of prostitution. During FY 2020, the County was also selected to participate in MIT's Sloan School of Management's USA Action Learning Lab for the purpose of exploring opportunities to further enhance re-entry efforts. Additional details about the USA Action Learning Lab is provided under a separate Strategic Initiative (2017-2).*
- *2021: IDA continues to work with community partners to review and implement the recommendations from the MIT's Sloan School of Management's USA Action Learning Lab. For example, IDA is currently coordinating the with the Big Bend After Re-Entry Coalition to encourage local employers to hire returning citizens.*

*(2016-31) Work with community partners to expand appreciation of local veterans including recognition of National Pearl Harbor Remembrance Day.*

- *2017: In partnership with Honor Flight Tallahassee, an Honor Flight Reunion Dinner recognizing National Pearl Harbor Remembrance Day was held on Thursday, December 7, 2017.*
- *2018: The second annual Honor Flight Reunion Dinner was held on December 7, 2018 at the Florida National Guard Armory.*
- *2019: The third annual Honor Flight Reunion Dinner was held on December 5, 2019 at the Florida National Guard Armory.*
- *2020: In compliance with CDC guidelines and the County's COVID-19 Response and Re-opening Plan, the 2020 Honor Flight Reunion was cancelled.*
- *2021: The County is currently coordinating with community partners to plan the annual Honor Flight Reunion Dinner on Pearl Harbor Remembrance Day, December 7, 2021.*

*(2016-32) Increase safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage.*

- *2017: On February 7, 2017, staff recommended, and the Board adopted the proposed Policy, "Street Lighting Eligibility Criteria and Implementation" and, as part of the FY 2018 budget process, \$125,000 was included annually in the five-year capital improvement plan to support the street lighting program.*
- *2018: In FY 2018, streetlight installations were completed at seven (7) intersections.*
- *2019: In FY 2019, streetlight installations were completed at nine (9) intersections and along one (1) road segment.*
- *2020: In FY 2020, streetlight installations were completed at nine (9) intersections.*

- *2021: Street lighting projects are scheduled for completion in FY 2021 at the following locations: Bannerman Road at Meridian Road, Apalachee Parkway at Chaires Cross Road, Aeon Church Road at Blountstown Highway, Edenfield Road at Mahan Drive, and Centerville Road at Pimlico Drive. The Board will receive an update on these projects as part of the Annual Street Lighting Program Status Report presented in December.*

(2016-33) Improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies.

- *2017: In April 2017, Leon County conducted the first neighborhood sweep to provide education and voucher disbursements. Staff continues to work with community partners to schedule regular sweeps in the unincorporated areas.*
- *2018: During the June 2018 Budget Workshop, the Board approved a funding request from Be the Solution, Inc. (BTS) for \$16,626 to pay for an increased number of spay and neuter community vouchers. Additionally, in FY 2018, Leon County assisted community partners in developing a spay and neuter transport program which provides rides for pet owners who could not otherwise transport their animals to a clinic.*
- *2019: During the April 23, 2019 meeting, the Board was presented with a report on the Tallahassee Animal Services Shelter Operational Assessment conducted by the University of Florida Maddie's Shelter Medicine Program and Team Shelter USA.*
- *2020: Leon County Animal Control continued to work with community partners to assist with the distribution of low/no cost spay and neutering vouchers.*
- *2021: In collaboration with the City and the nonprofit It's Meow or Never, the County launched an educational campaign on what to do when stray animals are found in a neighborhood. Materials developed for the campaign include information regarding local spay and neuter programs. County staff are also coordinating with the Animal Shelter Foundation as it plans to open a new low cost spay/neuter clinic in the summer.*

(2016-34) Continue County support of primary healthcare through participation in Carenet in order to increase access to affordable healthcare for those in need.

- *2017: The adopted FY 2017/2018 budget included \$1.7 million to support the primary healthcare program. In addition, at the April 2017 Budget Workshop, staff presented a status update on the Healthcare Competitive Provider Reimbursement Pool including several recommendations to enhance the efficiencies and effectiveness of the Carenet Program; all of which were adopted by the Board.*
- *2018: In accordance with the approved recommendations, healthcare providers were provided with revised contract agreements including definitions for the types of patient visits eligible for reimbursement and provisions in which repayment to the County would be required. County funds were utilized to draw down an additional \$440,903 in Low Income Pool funding from the federal government. The FY 2019 budget also included \$1.7 million to support the primary healthcare program.*
- *2019: County funds were utilized to draw down an additional \$696,341 in Low Income Pool funding from the federal government. The FY 2020 budget also included \$1.7 million to support the primary healthcare program.*
- *2020: County funds were utilized to draw down an additional \$1.3 million in Low Income Pool funding from the federal government. The FY 2021 budget also included \$1.7 million to support the primary healthcare program.*
- *2021: County funds were utilized to draw down an additional \$679,739 in Low Income Pool funding from the federal government. The FY 2022 budget also includes \$1.7 million to support the primary healthcare program.*

- (2016-35) Explore opportunities to increase to high-speed internet access through a “mobile hot spot” library lending program.
- *2018: The FY 2018 budget included \$13,250 to support a “mobile hot spot” pilot project that was launched in June 2018. At any of the Library’s locations, one of the 24 mobile hot spot devices with a limit of 2.5 GB could be reserved and checked out for two weeks. Continued funding of the program was included in the FY 2019 budget.*
- *2019: Continued funding of the program was included in the FY 2020 budget and allowed or the purchase of 11 additional devices to meet demand.*
- *2020: During the pandemic, the Library promoted its mobile hot spot program as option for households in need of internet for working or going to school remotely. During FY 2020, mobile hot spots were checked out almost 400 times.*
- *2021: The Library is currently applying for funding through the FCC Emergency Connectivity Fund to Close the Homework Gap in order to expand the mobile hot spot program so more of the devices are available for students in homes without internet access.*

(2017-9) 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: Leon County began coordinating with the Florida Department of Transportation (FDOT) to add streetlights at intersections included in the Street Lighting Project List. In addition, Leon County coordinated with FDOT to complete safety enhancements on several roads including Lafayette Street, Old Bainbridge Road and Knots Lane, and Old Bainbridge Road from S.R. 63 (U.S. 27) to the Gadsden County line.*
- *2018: Leon County coordinated with FDOT to implement safety enhancements on Smith Creek Road from South of the Fire Department to State Road 20 and on Woodville Highway from Old Woodville Highway to the Wakulla County line. Additional enhancements began on Oak Ridge Road and Wakulla Springs Road and North Monroe from Harriet Drive to Clara Kee Boulevard.*
- *2019: Leon County coordinated with FDOT to complete safety enhancements on Woodville Highway from Old Woodville Highway to the Wakulla County line, Oak Ridge Road and Wakulla Springs Road, and on North Monroe from Harriet Drive to Clara Kee Boulevard.*
- *2020: Staff continued to explore grant opportunities through FDOT's Safe Routes to School Program to complete the Safe Routes to School sidewalk list. In January 2020, Public Works began the required survey and data collection process in anticipation of the grant cycle opening from September – December. Additionally, on November 17, 2020, the Board approved a Resolution in support of an FDOT grant application to construct Safe Route to School Sidewalk projects on Woodville Highway, Canyon Creek Road, Shumard Road, Westway Road and Sherborne Road*
- *2021: Design commenced in April 2021 for FDOT-funded safety enhancements on Old Bainbridge Road at Capital Circle Northwest. After the design is completed in early 2022, another agreement will be brought back to the Board to receive funding from FDOT for construction. Additionally, on June 8, 2021, the Board approved a new State Highway Lighting, Maintenance, and Compensation Agreement with FDOT. The Agreement specifies the County’s responsibilities to maintain the lighting and/or lighting systems on the State Highway System in the unincorporated area of Leon County and authorizes the County to receive annual reimbursement for maintenance costs.*

(2017-10) As part of sense of place initiative for Miccosukee, evaluate the opportunity to combine activities from the existing community center into the Old Concord School.

- *2018: At the April 2018 Budget Workshop, the Board accepted the Miccosukee Rural Community Sense of Place Plan, including objectives such as consolidating and enhancing the County's Miccosukee Community Center with the amenities at the Concord School site and centralizing the available public services in the area by incorporating the community center function into the Concord School. In addition, the Board adopted a funding strategy to support renovation of the Old Concord School.*
- *2019: Staff continued to support and assist the Miccosukee Working Group in identifying the needs of its community and evaluating the future of the community center. In support of several other goals of the Miccosukee Sense of Place Plan, the Department of State and Florida State University engaged the Miccosukee Working Group to archive and conduct oral histories. Initial discussions about Future Land Use, Zoning, and the Residential Preservation Overlay were led by staff, as well as a public open house held on the Future Land Use Element Update of the Comprehensive Plan.*
- *2021: On February 16, 2021, the Board accepted the final status report on the Miccosukee Sense of Place Plan, which included several recommendations regarding the Old Concord School. Following the Board's acceptance of the status update, staff proceeded with identifying a project architect to develop multiple concept designs and oversee implementation of the renovation. Additionally, staff developed an engagement plan with the architect to ensure community input is considered throughout the project's design. The concept designs will ensure the building meets current building codes, is visually appealing, and can meet versatile programming uses. After incorporating community feedback, a final design, project timelines, and estimated cost will be developed. At minimum, the renovation will include building systems such as air conditioning, plumbing and electrical along with a new visual appeal of flooring, paint, windows, and furniture.*

(2018-7) Enhance partnership with CareerSource to increase job and economic opportunities for local veterans.

- *Since the December 2018 Board Retreat, staff from various departments including Human Services and Community Partnerships, Human Resources, Library Services, Office of Economic Vitality (OEV), and the Office of Intervention and Detention Alternatives have been collaborating with CareerSource Capital Region to enhance the County's partnership in support of the newly adopted Strategic Initiative. The County and CareerSource are continuing several on-going efforts in this area such as OEV's discussions of opportunities that exist for talent development for local veterans during business consultations; Career Coaching and Resume Review sessions available throughout the library branches to reach all areas of the community; partnership with Veterans Treatment Court in collaboration with the 2nd Judicial Circuit; and the multitude of services and referrals provided by the Veteran Services Division.*

*The County's partnership with Career Source Capital Region has also been strengthened through the implementation of new programs or services designed to increase job and economic opportunities for local veterans. In April 2019, Human Resources began sending welcome letters to veterans applying for employment with the County to first, thank them for their service to their country and community and secondly, to provide information on programs and services available to them at the local, state, and federal levels. To effectively measure the impact of these initiatives, CSCR has developed a local code in the state's Employ Florida database that will identify individuals served, provided services,*

*and participant outcomes for veterans referred from Leon County Government to CSCR for assistance.*

*As the County continues enhancing this partnership, staff have collaborated with CareerSource to highlight national events for veterans such as “National Hire A Veterans Day” as well as local events such as CSCR’s “Veterans Connect Sessions” providing an environment for veterans to network, talk, and learn about benefits.*

(2018-8) Develop a formal policy to implement the private dirt road safety stabilization program to be funded through L.I.F.E. (2% of sales tax extension).

- *2019: During the June 2019 Budget Workshop, the Board approved a proposed L.I.F.E. Rural Road Safety Stabilization Program Policy and an associated Resolution establishing the Program as a paramount public purpose. The Policy established uniform procedures to ensure proper accountability and legal consistency in administering and managing the roadway improvements associated with this program. The application cycle was subsequently opened to the public in August 2019.*

*Given the significant limited financial ability of some neighborhoods to properly maintain their roads, the Policy and the associated Resolution established the paramount public purpose to dedicate a portion of L.I.F.E. funding for the repair and improvement of private dirt roads in which property owners are deemed low-income without sufficient financial means to properly maintain their roads to a safe minimum standard.*

- *2020: Public Works and CMR implemented several promotion and outreach strategies for the Rural Road Stabilization program including, news advisories, targeted Facebook and Nextdoor ads, printed door hangers, and rural County Library displays. Public Works staff continues to provide information on the program with citizens who currently utilize the County’s private road repair program. However, the COVID-19 pandemic halted a door-to-door outreach campaign which would have targeted neighborhoods that could potentially be eligible for the program. Despite these barriers, the County was able to complete three projects during FY 2020.*
- *2021: To date, the County has received 25 applications for the program, of which four projects have been completed and one is currently in progress:*
  - *Mamie Lane (.138 miles);*
  - *Daniel Lee Trail (.091 miles);*
  - *Johnherb Lane (.092 miles);*
  - *Willie Frances Trail (.135 miles); and*
  - *Backforest Lane (.30 miles; Currently in progress)*

*Of the remaining 20 applications, seven (7) did not meet the minimum program eligibility criteria and 13 are pending further evaluation. Public Works staff is currently working with these applicants to submit the required right-of-entry and income verification forms.*

(2018-9) Conduct a comprehensive human service needs assessment in order to align CHSP funding with the highest human services needs in the community.

- *On January 28, 2020, the Board was presented with the CHSP Needs Assessment Report that was conducted by the Center for Health Equity (CHE), along with several options prepared by County staff to improve the CHSP process and to optimize our limited human services funding to address the greatest human services needs of the community. The item also included a peer review of the needs assessment conducted by Dr. Gary VanLandingham, Professor at the Askew School to provide an additional independent evaluation of the needs assessment’s methodology and findings. According to the Peer*

*Review, the needs assessment utilized a reasonable approach and methodology for collecting data. However, the peer review found insufficiencies with the methodology utilized for developing the funding allocations and ultimately recommended additional analysis should be conducted to determine the highest human service needs in the community and offered technical assistance that could be provided by the Askew School to perform the additional analysis. At that time the Board did not move forward with the recommendation of the Peer Review to engage the Askew School and instead approved the following options:*

- Create a new CHSP Promise Zone category funded by both the County and City by expanding the Promise Zone area to include additional high poverty census tracts (generally found in the 32304 area), and direct staff to provide options for the level of County funding for CHSP and the Promise Zone to be considered as part of the upcoming budget process.*
- Refine the outcome measures presented in the Needs Assessment with human service stakeholders to be implemented in the second year of the upcoming cycle.*

*It is important to note that with the exception of the Promise Zone category, the Board's action maintained the existing CHSP human service categories and current funding allocations assigned to each category.*

*Subsequently, on January 29, 2020, the City Commission was presented the CHSP Needs Assessment Report and provided similar options by City staff as presented in the agenda item. The City Commission approved the following options:*

- Direct the City Manager that the current CHSP human service categories and funding formulas for those categories be maintained for the upcoming CHSP funding cycle.*
- Approve the proposed expansion of the Promise Zone boundaries to include additional low-income census tracts with the condition that the County provides additional funding to support Promise Zone funding category.*
- Direct the City Manager to coordinate with the County to review the proposal from the Askew School of Public Policy to develop additional analysis and recommendations regarding the Needs Assessment and provide the City Commission with any recommendations for further action.*

*On February 11, 2020, the Board requested a status report on the options approved by the Board and the City Commission. On February 25, 2020 following several requests from UPHS, the Board directed staff to draft an agenda item for consideration of coordinating with the City to engage the FSU Askew School of Public Policy to conduct a peer review of the Needs Assessment, evaluate the programs funded by CHSP, and provide recommendations for uniform outcome measures to determine the effectiveness of the programs in addressing the highest human service needs in the community.*

(2018-10) Implement practices and strategies to further enhance the response to mass casualty incidents; including, the delivery of Stop the Bleed campaign training which teaches citizens how to assist someone suffering from major bleeding.

- 2018: At the February 27, 2018 meeting, the Board accepted a \$15,000 grant from the Big Bend Health Care Coalition for equipment and supplies which assist EMS in providing medical response in the event of a mass causality incident. At this time, Leon County EMS also incorporated Stop the Bleed training in community CPR trainings, where appropriate.*

*Information about the Stop the Bleed campaign and training were incorporated into the County's social media messages.*

- *2019: Stop the Bleed Kits were placed at AED sites throughout County facilities and, in November 2019, the County's Leadership Team participated in Stop the Bleed training.*
- *2020: In partnership with the Big Bend Healthcare Coalition and Leon County Schools, additional Stop the Bleed kits have been deployed to all K-12 schools. EMS has implemented changes to standard operating guidelines and continues to work with first response agencies in the development of a hostile event response strategy as well as joint training exercises.*
- *2021: EMS staff continues to plan joint training and exercises with partner first response agencies which had been delayed due to COVID-19. Additionally, in May 2021, EMS was awarded a grant from the Big Bend Healthcare Coalition to purchase a trailer to transport a mass casualty shelter and specialty response equipment.*

(2018-11) Continue to evaluate the effectiveness of our existing County supported re-entry programs, explore other opportunities to further enhance re-entry efforts, and work with the Supervisor of Elections to assist former felons with registering to vote.

- *2019: At the April 2019 Budget Workshop, the Board was provided with a status report on the Supervised Pretrial Release Program including an analysis on the impacts of eliminating pretrial release program fees. Additionally, IDA implemented the Pretrial Assessment Tool (PAT) of the Ohio Risk Assessment System (ORAS), coordinated with Department of Children and Families to provide Trauma Informed Care to Probation/Pretrial Officers, and participated in monthly Big Bend After Reentry Coalition (BBARC) meetings to stay informed on services and events available through community partners.*  
*To support the Supervisor of Elections' efforts to assist former offenders with voter registration, Supervisor Early was invited to present at the Board's February 12, 2019 meeting. During the presentation, Supervisor Early advised the Board that no additional guidance from the Legislature was needed for his office to proceed with voter registration; however, his office will continue to work with the Legislature and the State in providing data. IDA also collaborated with the Supervisor of Elections Office to distribute information regarding voter rights restoration in the IDA office and website.*
- *2020: On July 14, 2020, the Board approved a grant match of in-kind contributions required for the establishment of Apalachee Center's Forensic Intervention and Re-Entry Services Team (FIRST) to increase mental health services to individuals involved in the criminal justice system. The County contributed approximately \$207,000 utilizing existing staff and office space to meet the required match of in-kind contributions and support the objectives of FIRST.*
- *2021: To support this Initiative, IDA continues to provide the Public Safety Coordinating Council (PSCC) with quarterly reports from programs receiving funding through the Board approved diversionary account. The updates ensure services and outcomes align with the County's goal to reduce recidivism and the inmate population.*

(2018-12) Implement a minimum grid bicycle route network.

- *In furtherance of implementing the minimum grid bicycle route network, the Tallahassee-Leon County Planning Department coordinated with Blueprint Infrastructure to develop a Facilities Gap Analysis that identified approximately 150 miles of potential facilities gaps in between existing and planned bicycle facilities, that can be further vetted through the public process and evaluated for feasibility, appropriate facility type, and potential*

*alternatives. After further coordination between the two departments, Blueprint presented a proposed FY 2022 work program for the Blueprint 2020 Build the Bike Route System (BRS) project to the IA Board at their May 27, 2021 Budget Workshop. This work program will provide funding to Greenways Master Plan projects with bicycle facility components, as well as guide implementation activities on 10.7 miles of previously approved and proposed BRS projects. On July 15, 2021 the IA Board will be presented with an agenda item to ratify the FY 2022 Budget Workshop, including the FY 2022 BRS work program.*

(2020-5) Implement text-to-911 in coordination with the Consolidated Dispatch Agency so that individuals in emergency situations may text 911 call takers.

- *In June 2021, Leon County launched text-to-911, a service that allows citizens to send a text message directly to 9-1-1 for assistance in the event they are unable to make a voice call. Over the last six months, the County and the Consolidated Dispatch Agency worked with the text-to-911 vendor to complete the installation of technical infrastructure and provide training to staff. Currently, County Community & Media Relations and the Consolidated Dispatch Agency are working jointly on a public information campaign to educate residents about how and when to use text-to-911 services.*

(2020-7) Coordinate with community partners to implement training for parents and students on the safe use of online applications.

- *To support Leon County youth and adults in starting a conversation and practicing safe online behavior, the Library has developed a list of resources on the “Parent’s Page” of its website. These resources are grouped according to their intended age range (elementary or middle & high school) and include links to websites like NetSmartz, a project of the National Center for Missing & Exploited Children which aims to help children to become more aware of potential online risks and empowering them to making safer choices on- and offline. In addition, in December 2020, the Library and Community & Media Relations launched a public information and awareness campaign stressing online and digital safety in advance of the holidays when a large number of youth and teens receive new devices. To continue building upon these efforts, the Library is exploring possible partnerships with local law enforcement agencies that typically offer in-person training on this topic but have temporarily suspended these programs due to the pandemic.*

(2021-5) 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.

- *On March 10, 2020, the Board was presented with an agenda item providing an overview of the AARP Network of Age-Friendly States and Communities, including a review of the application process, membership requirements, and options for joining the network. At this time, the Board directed staff to pursue the designation in coordination with the City of Tallahassee. Following the Board’s direction, staff began coordinating with relevant community partners to develop a draft workplan and successfully complete the application process this summer. Representatives from AARP will present Leon County with the AARP Age-Friendly Designation during the Board’s July 13, 2021 meeting.*

(2021-6) 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.

- *During the January 26, 2021 meeting, the Board authorized the County Administrator to initiate selling the parcel of property at Proctor Road and Thomasville Road and negotiate for the purchase of the parcel on Centerville Road adjacent to the Montford Middle and Roberts Elementary Schools for the purpose of developing a Northeast Park subject to the*



*Blueprint IA Board's approval to modify the location of the Northeast Park project description. On April 8, 2021, the IA Board held the second and final public hearing to approve the amendments to the Northeast Park project description. At the May 27, 2021 Budget Workshop, the IA then voted to advance the full funding of the project through planned bond issuances at \$10 million within the FY 2022 – 2026 Capital Improvement Plan.*

(2021-7) Evaluate and implement options to address chronic speeding and traffic issues in the Northeast and along Deer Lake Road.

- *On February 16, 2021, the Board adopted a new Traffic Calming Program Policy which revised the criteria to allow traffic calming on minor collector roads such as Deer Lake Road. Following the Board's decision, the new Policy and program requirements were submitted to the Killearn Lakes Homeowners Association (HOA). At this time, an HOA representative advised County staff that the HOA Board of Directors did not want to proceed with traffic calming on Deer Lake Road at this time. As of the writing of this report, the County has not received petitions from 75% or more of the property owners abutting Deer Lake Road, which is required by the Policy to participate in the Traffic Calming Program.*

*However, the County has been able to move forward with some traffic safety enhancements that do not require a petition. For example, asphalt curbing was installed from Killearn Point Ct south to Deer Lake Elementary School to separate the sidewalk from the edge of pavement. In addition, a speed study was performed by staff and considers the installation of speed feedback signs at the bottom of the hill between Golden Eagles entrance and Kinhega Drive to make drivers more aware of their speed.*

(2021-8) Implement targeted outreach and education to minority communities to encourage vaccinations.

- *On January 26, 2021, the Board approved the coordinated public health communications plan to build trust and confidence in the COVID-19 vaccine and authorized the County Administrator to execute any related public relations agreements. As detailed in the plan, the campaign is intended to target minority and disadvantaged communities. For campaign creation and dissemination, CARES funding was allocated in the amount of \$175,000.*

*On March 9, 2021, the Board then voted to authorize the County Administrator, in working with community partners, to immediately utilize an additional \$500,000 to support targeted outreach and engagement in communities of color in order to build trust and confidence in the COVID-19 vaccine. Immediately following Board's decision, the County began convening coordinating calls with the Vaccination Community Education and Engagement Task Force, Bond Community Health Center, Neighborhood Medical Center, and Florida Department of Health in Leon County. As a result of these meetings, the group established the goal of reaching 10,000 households in in targeted neighborhoods that FDOH has identified in their vaccine hesitancy assessment.*

*Additionally, in the less than a week following the Board's direction, County staff executed an agreement with Dr. Elaine Bryant to administer the outreach program and employ 30 community health advocates in street teams. Leon County also amended the agreements with Bond and Neighborhood for COVID-19 testing to include vaccination clinics in targeted communities. As a result of these efforts, the County has reached over 23,500*

*households, vaccinated more than 4,500 people in underserved communities, and reached almost 5,000 attendees at expos, town halls, and other community meetings.*

*During the May 25, 2021 Budget Workshop, the Board approved the expenditure of \$331,000 in American Rescue Plan Act (ARPA) funds to continue supporting vaccine hesitancy engagement and promotion efforts in partnership with the Vaccination Community Education and Engagement Task Force. The City has also allocated \$269,000 for a total of \$600,000 to support this initiative until December 30, 2021.*

(2021-10) 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.

- *On April 13, 2021, the Board approved a Resolution to establish a 12-member Citizens' North Monroe Corridor Task Force with members appointed by both the County and the City. The Task Force is anticipated to hold immersive sessions throughout the summer and early fall months. Lead up to the sessions, staff will perform data and information gathering intended to be shared as an introduction to the topic during sessions. The goal of each session will be to present information from field expert(s), receive input from Task Force participants, and identify specific findings and guidance (or further exploration) to be compiled into a report to be presented to the Board in December 2021.*

### Quality of Life – In Progress

- (2016-24) Continue to expand recreational amenities to include:
  - (Q1, Q6) Work with partners to utilize rights-of-way and utility easements to further expand the trail system. (2016-24E)
- (Q5) Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan, including a review of inclusionary housing. (2016-25)
- (Q4) In coordination with the Leon County Health Department, work to identify an operator for a local Syringe Exchange Program. (2020-5)
- (Q4, Q5) Develop a plan to address poverty and inequities in 32304 in collaboration with the City and other community partners. (2021-9)
- (Q4) 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. (2021-11)

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## Governance – Completed

(2016-36) Alongside community partners, engage citizens of diverse backgrounds, education, and age on issues that matter most to them through the Citizen Engagement Series and Club of Honest Citizens.

- *2017: Events during FY 2017: CES Let's Balance, CES Disaster Preparedness, Longest Table, three (3) Library Lecture Series, FSU's the Big Event, Created Equal and a number of Village Square events.*
- *2018: Events during FY 2018: Created Equal, The Big Event, Longest Table, four (4) Library Lecture Series, CES Disaster Preparedness, two (2) Village Square events, and the Let's Balance Budget Game as part of Leadership Tallahassee's program.*
- *2019: Events during FY 2019: Created Equal "Ode to Understanding," three (3) Library Lecture Series events, Eric Klinenberg: Palaces for the People event, Let's Balance Budget Game as part of Leadership Tallahassee's program, "How Do We Grow from Here" event with Village Square, CES Disaster Preparedness, and The Big Event.*
- *2020: Events during FY 2020: Created Equal "60th Anniversary of Tallahassee Lunch Counter Sit-ins," two (2) in-person Library Lecture Series events featuring local musician Royce Lovett and the other award-winning science fiction author Jeff VanderMeer, and one (1) virtual Library Lecture Series event "The Great Spaces Summit with Suzanne Nienaber" held in partnership with the Center for Active Design, the Knight Creative Communities Institute (KCCI) and the Knight Foundation.*
- *2021: Events during FY 2021: the Village Square Annual Town Hall, Created Equal: "Stretching Towards Freedom, A Conversation about Florida Emancipation Day," and one (1) virtual Library Lecture Series event "The Queens English: The LGBTQIA+ Dictionary of Lingo & Colloquial Phrases."*

(2016-37) Continue to Support Commissioner Desloge during his term as NACo President.

- *Staff continued to assist Commissioner Desloge as needed until his term ended on July 24, 2017. Staff provided assistance with large events including NACo's 2017 Legislative Conference and 2017 Annual Conference in addition to hosting the 2016 NACo Fall Board meeting.*

(2016-38) In accordance with the Leon County Charter, convene a Charter Review Committee to review the Leon County Home Rule Charter and propose any amendments or revisions which may be advisable for placement on the general election ballot.

- *The 2017/2018 Leon County Citizen Charter Review Committee conducted six (6) meetings and three (3) public hearings between November 9, 2017 and February 8, 2018. The Committee's Final Report and recommendations were presented to the Board on February 27, 2018. The Board voted to place on the 2018 General Election ballot one charter amendment requiring the adoption of a Code of Ethics by Ordinance. On November 6, 2018, the charter amendment passed with support from approximately 77% of voters.*

(2016-39) Implement migration from Groupwise to Microsoft Outlook to better integrate with other software applications that utilize automated notifications, workflows and approvals.

- *2018: During the April 2018 Budget Workshop, the Board approved the proposal for migration to Microsoft Outlook. To determine the requirements for configuration planning, MIS met with Technical Liaisons for all County Agencies and Departments. The migration was completed in December 2018.*

- 2019: MIS continues to provide training and assistance to employees including Lunch and Learn events as well as extensive reference guides and information videos available through the County's Intranet site. In addition, MIS has begun to replace other paid software with available Outlook software products. For example, Survey Monkey has been replaced with Outlook Forms and Dropbox has been replaced with Outlook One Drive. The transition to the latter will provide a cost savings of approximately \$16,000 - \$30,000.
- 2020: MIS launched and provided staff training for Microsoft Teams, a unified communication and collaboration platform that allows for video meetings, file storage, and application integration.
- 2021: MIS is currently evaluating options to streamline the agenda review process with the Microsoft software OneDrive and Flow.

(2016-40) Continue the deployment of an updated permitting system that is modernized to use mobile and online technologies.

- 2017: In January 2017, DSEM implemented the new Accela Citizen Access (ACA) permit tracking and enforcement software including the mobile application for Building Inspection staff and for public use. In addition, all inspectors were outfitted with smartphones and tablet devices to utilize the software in the field.
- 2018: In FY 2018, code compliance was integrated into the ACA software.
- 2019: DSEM and MIS worked to complete several additional enhancements to the permitting system intended to further improve customer service and reduce plan review times. These include:
  - Contracting with private sector plans reviewers to expedite the permit process.
  - Modifications to allow for online submission of commercial as well as residential permits
  - A flat fee methodology for residential building permits and an online building fee estimator (developed with stakeholders in FY 2018 and approved by the Board in early FY 2019).
  - A Permits Issued Report and a Days to Approval Report which allow tracking of permit turnaround times.
  - A "Waived Fee" payment type for Veterans Preference permits as well as permits related to Hurricane Michael and Baum Road Tornado damage.
  - Launch of ProjectDox, an online plan review software.
  - Automated scheduling of inspections when a permit application is submitted.
  - Automated email notifications to environmental inspectors when an electrical release is requested.
  - Automated email notifications for expiring permits.
- 2020: DSEM and MIS continued to implement enhancements to the system including GIS mapping of Leon County permits over the last 10 years and automated generation and emailing of the Certificate of Completion and Certificate of Occupancy to the applicant.
- 2021: Several enhancements to the permitting system are currently underway including the launch of Selectron and ePermits Hub. Selectron that will add interactive text messaging capabilities, and the ePermits Hub will streamline the permitting process and revolutionize how developers coordinate and communicate with DSEM by allowing remote applications, collaboration, tracking, and permitting.

(2016-41) Continue County sponsorship of employees' participation in the Certified Public Manager (CPM) training.

- 2017: Four (4) Leon County employees graduated from FSU's CPM Program in 2017.

- 2018: Four (4) new employees began participating in the CPM program.
- 2019: Three (3) Leon County employees graduated from FSU's CPM Program in 2019.
- 2020: A new class of five (5) employees began the two-year program. These employees are slated for graduation in 2022 due to the COVID-19 pandemic.

(2016-42) Seek opportunities for partnerships through NACo and FAC's enterprise programs.

- Leon County continues to participate in several NACo and FAC enterprise programs including:
    - NACo's Live Healthy Program which offers residents prescription, dental, and other health discounts at no cost or for a small monthly fee;
    - NACo and FAC's joint Deferred Compensation Program with Nationwide Retirement Solutions;
    - NACo and FAC's Life Insurance Program with Boston Mutual;
    - NACo's U.S. Communities Government Purchasing Alliance; and
    - The Florida Municipal Insurance Trust Property and Workers Compensation Program, a partnership with FAC and the Florida League of Cities.
- Leon County Administration also continues to regularly discuss and evaluate new opportunities for partnership through their respective enterprise programs.

(2016-43) Continue to explore opportunities for efficiency and cost savings through intergovernmental functional consolidation where appropriate.

- 2017: In May 2017, staff pursued working with the City to evaluate the overall consolidation of animal control and/or animal shelter operations. Several preliminary meetings were conducted to discuss this matter; however, City staff indicated that the City has other higher priorities it is focused on and is unable to commit the resources to discuss this issue further with the County. The County and City of Tallahassee also collaborated on two new joint efforts: (1) the shared Animal Abuser Registry and (2) the Tallahassee-Leon County Affordable Housing Workgroup.
- 2018: During FY 2018, through the consolidated Minority, Women and Small Business Enterprise (MWSBE) office, the County and City of Tallahassee implemented a joint disparity study. The County and City also proceeded with establishing a new CHSP agreement in light of the United Way's decision to conduct a separate funds distribution process. In addition, both the City and County collaborated on a Joint Alternative Mobility Funding Systems Study.
- 2020: In FY 2020, as recommended by the joint disparity study, the Board approved a consolidated MWSBE policy with the City of Tallahassee. During this year, the County and City also jointly contracted with SCS Engineers to identify alternative long-term strategies for the future of the Single-Stream Recycling program in addition to implementing a cost sharing agreement to finance the purchase of a Bell 505 Ranger Helicopter for the Sheriff's Office Aviation Unit.
- 2021: In FY 2021, the County implemented several efficiencies in coordination with the Sheriff. First, the County is currently partnering with the Sheriff to launch a pilot video visitation and family literacy program at the Main Library. Additionally, maintenance of the Detention Facility was consolidated under the County's Facilities Management Division. As outlined in the July 2020 Budget Workshop, the County historically provided funding to the Sheriff to perform maintenance at the Detention Facility. This funding included nine positions and related operating costs such as utilities. To increase operational efficiencies with the Detention Facility maintenance, the existing Sheriff facility maintenance staff were transferred to Leon County Facilities Management.

*During the first half of the year, the County also worked extensively with the City to identify any remaining community needs resulting from the COVID-19 public health emergency. As a result, the County and City worked to develop and jointly fund several programs on a countywide basis. The cost-sharing arrangement with the City allows both entities to leverage a significant portion of their American Rescue Plan Act (ARPA) funding to address food insecurity, small business needs, and homelessness support as part of a highly coordinated, communitywide plan.*

(2016-44) Evaluate establishing a living wage for County employees and continue to provide opportunities for industry certifications and training for those employees in skilled craft, paraprofessional, and technician positions.

- *2017: As part of the FY 2018 budget process, the Board established a living wage of \$12.00/hour..*
- *2018: Human Resources launched the new Leon Learns Training Portal which connects county employees to training opportunities being offered by Human Resources as well as local and national training institutions. Through this system staff may sign-up for training, see training offered by outside entities and request specific training. Human Resources is developing several professional development courses and launched two new trainings this year: New Supervisor Training (0-3 years) and "Dealing with Difficult People."*
- *2019: As a part of the FY 2020 budget process, the County evaluated the EMS Pay Plan and made adjustments to align the plan with the market. Additionally, at the April 23, 2019 Budget Workshop, the Board directed staff to review establishing a \$13 per hour living wage for County employees as part of the FY 2021 budget process.*
- *2020: During the November 2020 General Election, Florida voters approved Amendment #2, which gradually raises the Florida minimum wage to 15.00/hour by 2026. Since Leon County's living wage was still above the published minimum wage for Leon County and in light of the State's planned minimum wage increase, the Board kept the County's living wage at \$12/hour.*
- *2021: At the May 25, 2021 Budget Workshop, the Board was presented with an analysis and recommendations regarding staff pay adjustments. At this time, the Board voted to establish a minimum living wage of \$14/hour effective October 1, 2021 for all Leon County employees.*

(2017-11) Partner with the Federal Alliance for Safe Housing (FLASH) to become the nation's first #HurricaneStrong county.

- *2018: During the National Hurricane Conference on March 28, 2018, FLASH declared Leon County as the Nation's first #HurricaneStrong Community. During the year, Leon County Emergency Management continued to partner with FLASH on the County's annual hurricane preparedness activities including hosting a new Business Ready Workshop.*
- *2019: The 2019 Hurricane Season Kickoff press conference was held on May 31, 2019 and included participation from FLASH. Additionally, Assistant to the County Administrator Mathieu Cavell was selected to serve on the FLASH National Outreach Advisory Council.*
- *2020: Leon County staff coordinated with FLASH to present at both the National Hurricane Conference in April and the National Disaster Resilience Conference in November 2019.*
- *2021: Leon County continues to coordinate with FLASH on the County's annual hurricane preparedness activities.*

(2017-12) As part of Leon County's Citizen Engagement Series, conduct an annual "Created Equal" event to strengthen the County's commitment in tackling difficult subjects.

- 2017: On January 4, 2017, the County hosted the second Created Equal event with the Village Square at the Moon. Over 500 citizens were in attendance.
- 2018: On January 9, 2018, Leon County hosted the third annual Created Equal event with the Village Square at The Moon. Over 630 people registered to attend the event. Per the Board's direction, on February 13, 2018, staff presented, and the Board approved, a proposal to collaborate with the Tallahassee Symphony Orchestra and The Village Square to host the 2019 Created Equal event and approved an additional \$10,000 be included in the FY 2019 budget. The FY 2019 budget included a total of \$20,000 for Leon County to be the title sponsor of the event.
- 2019: On March 31, 2019, Leon County hosted "Ode to Understanding" in partnership with the Tallahassee Symphony Orchestra and the Village Square. The event was held at the Ruby Diamond Concert Hall and sold out with 1,200 attendees.
- 2020: On February 13, 2020, Leon County hosted the fifth annual Crated Equal event, which focused on the 60th Anniversary of Tallahassee Lunch Counter Sit-in. More than 1,000 people registered for the event, which was held at the Moon.
- 2021: On May 21, 2021, Leon County hosted the sixth annual Created Equal event titled "Stretching Towards Freedom, A Conversation about Florida Emancipation Day." The event was held virtually and featured speakers from across the state of Florida, including historians and community leaders in a conversation on the significance of Emancipation Day to Florida citizens.

(2017-13) Continue to support Commissioner Maddox in his efforts to become Florida Association of Counties President.

- In support of Commissioner Maddox, staff provided assistance at the FAC conferences leading up to his swearing in at the 2019 Annual Conference on June 11-14, 2019 in Orlando. In addition, staff also worked with Commissioner Maddox's office to coordinate the presentation of the FAC Presidential Scholarship to the child of a Leon County Government employee. Staff continued to assist Commissioner Maddox as needed until his term ended in June 2020.

(2017-14) Implement the recommendations of the Hurricane Irma After-Action Report.

- During the May 22, 2018 Board meeting, a status update on the implementation of Hurricane Irma After-Action Report was presented. The status update announced that all 65 recommendations have been completed.

(2018-13) Develop an emergency management plan for controlled release of water at the C. H. Corn hydroelectric dam.

- 2018: Leon County Emergency Management performed a site visit with City of Tallahassee at the C.H. Corn Hydroelectric dam to discuss emergency notification of area residents during rain events, as well as any recorded emergency procedures for high water and water release.
- 2019: In March 2019, the City of Tallahassee decommissioned the dam and returned day-to-day operation to the State of Florida. In preparation for this transition, Emergency Management staff met with the Florida Department of Environmental Protection and the Leon County Sheriff's Office to draft a plan and develop procedures. At the June 18, 2019 Board meeting, staff presented an emergency management plan that outlined actions specific to the height of water at the C.H. Corn Hydroelectric dam, including the pre-

*deployment of barricades, notification of nearby residents who could be affected by a controlled water release, and a public safety response plan.*

- *2020: A table top exercise to test the public safety response plan was conducted in March 2020.*

(2018-14) Implement the recommendations of the Hurricane Michael After-Action Report.

- *During the May 28, 2019 Board meeting, a status update on the implementation of Hurricane Michael After-Action Report was presented. The status update announced that all 68 recommendations have been completed. When including the Hurricane Hermine and Hurricane Irma After-Action Reports, the County has implemented a total of 213 recommendations.*

(2018-15) Pursuant to the approved ballot initiative amending the County Charter, adopt an Ethics Ordinance by December 2019.

- *On June 18, 2019, the Board adopted the proposed Ethics Ordinance and directed staff to review several recommendations from the organization Common Cause Florida. A revised Ethics Ordinance was presented to and adopted by the Board on December 10, 2019.*

(2018-16) Explore ways to promote and build upon Leon County's success in citizen engagement by identifying additional ways to increase the quantity and quality of citizen input opportunities.

- *During the March 12, 2019 meeting, the Board was presented with and approved the County's action plan to implement this Initiative. The plan included the Club of Honest Citizens event in May 2019 "How Do We Grow from Here" as well as hosting sit-downs on social media with various County staff. As part of the plan, the County began connecting with Leon County neighborhoods through the NextDoor app and customer service feedback surveys were added to the County's Citizen Connect portal as well as DSEM's permitting system. To reach "cord cutters" a Roku channel was launched to stream Leon County television programming. The County also plans to engage a consulting firm to develop a community-wide survey that would be conducted in 2021 to assist with developing the next five-year Strategic Plan.*

(2020-9) Implement the Leon County Essential Libraries Initiative. (2020-9)

- *During the May 25, 2021 Budget Workshop, the Board approved a proposed plan to implement the Essential Libraries Initiative, a re-envisioning of the Leon County Public Library System to address the changing needs of residents and trends in library use. The plan includes several enhancements to the Library such as new programs and services as well as capital improvements. As part of the plan, the Board also approved the realignment of existing positions to hire a licensed social worker to serve as the Library's first Community Resources Specialist. Additionally, several policy revisions were adopted to support the Essential Libraries Initiative including an updated Library Code of Conduct and an Enabling Resolution to add three new members to the Library Advisory Board: (1) the Director of Florida State University's Florida Center for Reading Research or a designee; (2) the Dean of FAMU's College of Education or a designee; and (3) the Developer of Instruction Technology (Lead Media Specialist) for Leon County Public School or a designee.*



To celebrate Leon County/Tallahassee bicentennial in 2024, the County will coordinate and enhance local planning efforts with government agencies, businesses, organizations, and citizens. (2020-10)

- *A Bicentennial Committee has been formed and includes representatives from the County, City, Tallahassee Historical Society, and other community organizations and leaders. Per the County's program funding agreement with the Council on Culture and Arts (COCA), the organization will also be a major stakeholder in the community's 2024 Bicentennial by facilitating, implementing, coordinating, supporting and promoting Bicentennial activities among cultural organizations.*

*In August 2020, the Bicentennial Committee held its first meeting, via Zoom to brainstorm ideas and discuss next steps. The next meeting of the Committee is planned for June 28, 2021.*

(2020-11) Participate in the MIT Sloan School of Management USA Lab to explore opportunities to further enhance re-entry efforts.

- *In 2020, Leon County was selected to participate in the MIT Sloan School of Management USA Lab. As part of the program, a team of four MIT graduate students worked with Leon County staff to evaluate reentry programs for people transitioning from incarceration as well as identifying best practices and innovative models for the reentry process. The team planned initially on spending two weeks working on-site; due to the COVID-19 pandemic, the four students pivoted to virtual meetings. Leon County staff coordinated virtual meetings with more than 50 community stakeholders over a three-week period.*

*The program concluded in May 2020 with County staff attending a final virtual discussion with the students, faculty, and other community hosts on the long-lasting impacts of Coronavirus on America both socially and economically. The student teams also presented their final reports detailing their findings and recommendations on best practices and improvements to local reentry efforts. Intervention & Detention Alternatives (IDA) staff presented the final report to stakeholder groups to assist in implementing strategies to improve local reentry efforts such as more actively working with employers to hire returning citizens. Additionally, as recommended in the report, IDA began coordinating with the Big Bend AFTER Reentry Coalition (BBARC) and the Leon County Detention Facility's Reentry and Inmate Programs for the planning and implementation of the Sheriff's Reentry Innovative Services & Empowerment (RISE) Center. The RISE Center will provide a centralized location for returning citizens to receive case management services and provide direct connections with community organizations for services such as housing, transportation, and employment assistance.*

(2020-12) In coordination with community partners, celebrate the centennial of women's right to vote by conducting a multimodal public information/education campaign culminating with a special community event.

- *In January 2020, Community & Media Relations launched a social media campaign to celebrate the centennial anniversary of women's suffrage. Beginning in March, during Women's History Month, posting frequency was increased. Additionally, the County coordinated with the League of Women Voters and the Supervisor of Elections to support their ongoing voting awareness campaign. Staff also began working with Village Square to plan a community event celebrating the anniversary; however, the event was cancelled due to the COVID-19 pandemic.*

(2020-13) Support the Complete Count Committee in educating the community and promoting the 2020 Census.

- *As part of the June 2019 Budget Workshop, the Board adopted a resolution establishing a 27-member Complete Count Committee (CCC) to increase awareness and participation in the 2020 Census. The Committee consisted of 12 citizens appointed by each of the County and City Commissioners as well as 10 representatives from historically hard to enumerate communities. To lead the 2020 CCC in fulfilling their charge, five (5) staff from the County, City, as well as the joint offices of Planning and Economic Vitality were also identified to serve on the Committee. Staff convened the Committee four times beginning with a first meeting in October 2019 to discuss outreach strategies. Staff continued to support Committee members with their efforts as the deadline to complete the Census was extended to October due to the COVID-19 pandemic. As a result of the Committee's work, Leon County achieved a census self-response rate of 63.5%. The U.S. Census Bureau anticipates publishing the National Summary File of Redistricting Data in September 2021.*

(2021-13) 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.

- *On November 17, 2020, the Board approved the County's membership with GARE and authorized the use of 2,000 in contingency funds for membership fees. At this time, the Board also directed staff to bring back a status report in six months evaluating the GARE toolkit in the CHSP process and exploring the possibility to expand the use of the GARE toolkit to other County Departments. On June 8, 2021, the Board accepted a status update on integrating GARE strategies. The status update recommended several changes that will be made to the CHSP process including:*

- *Mandatory diversity, equity, and inclusion training for Citizen Review Teams (CRTs) and agencies;*
- *Requiring agencies to provide narrative descriptions of how racial equity is being advanced within its organization, programs, and services;*
- *Recruiting citizens with professional or personal experience in the development, adoption, and/or implementation of policies that promote racial equity, including equity officers and workplace trainers, to serve on CRTs; and*
- *Providing agencies with comments and recommendation related to diversity, equity, and inclusion in the CHSP award letters.*

*As staff continues to explore and incorporate the Toolkit into the CHSP process, where opportunities are found that might serve other departments or Countywide, HSCP will share resources and invite other departments to participate in training opportunities. For example, while exploring the GARE website, staff shared an issue brief with the Library that GARE produced, Advancing Racial Equity in Public Libraries, that identifies best practices undertaken by public libraries to advance equity in its policies and procedures. More information in the use of these practices will be provided in future updates regarding the Essential Libraries Initiative.*

(2021-14) In working with community partners, bring greater community awareness of Florida Emancipation Day (May 20th).

- *As in years past, County staff attended regular meetings with Knott House and other area cultural and historical organizations to bring greater community awareness to Florida Emancipation Day. Planning meetings were chaired by the Knott House and included*

*representatives from the John G. Riley Center/Museum, 2nd Infantry Regiment United States Colored Troops Living History Association, City of Tallahassee, Leon County Libraries, Leon County Community and Media Relations, Leon County Property Appraiser's Office, Goodwood Museum, Florida Department of State, The Grove Museum, State Archives of Florida, and the State Library of Florida.*

*Leon County promoted the calendar of events for Florida Emancipation Day hosted by these organizations. The County also held its own Emancipation Day events including a virtual Created Equal event in coordination The Village Square and the Florida Humanities Council. Additionally, the Library launched Poets for Freedom, a program where citizens submitted videos or recordings of original poems on the topic of freedom. Book & media displays were also installed at all libraries, and staff curated a list of downloadable e-books, e-audio and online films on the topic of emancipation.*

(2021-15) Provide the Children Services Council a loan to support its initial operations.

During its May 19, 2021 meeting, the Children's Services Council of Leon County (CSC) authorized its Chairman to request a loan from the County to support its initial operations, and work with County staff to determine the terms of an interlocal agreement. On June 8, 2021, the Board was presented with an agenda item outlining the proposed terms developed in coordination with the CSC Chairman. At this time, the Board voted to authorize the County Administrator to execute an interlocal agreement, to provide the CSC with a loan of up to \$400,000 for operating expenses. As of the writing of this item, an agreement is being drafted and will be presented for the CSC's consideration at one of its future meetings

## **Governance – In Progress**

- (G3, G5) Evaluate incorporating social infrastructure into the comprehensive plan land use element update. (2018-17)
- (G5) Complete an updated Building Permit fee study. (2020-8)
- (G1) Conduct the redistricting process as mandated by the Florida Constitution to ensure Leon County's Commission districts reflect the results of the 2020 Census. (2021-12)
- (G1, G3) 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)

### Exhibits:

1. Baseline Date for Bold Goals and Targets
2. List of Implemented Citizen Ideas

## Baseline Data for FY 2017 – FY 2021 Bold Goals and Targets

### ECONOMY

#### **Grow the Five-Year Tourism Economy to \$5 Billion**

In FY2012 - FY2016, the economic impact of tourism in Leon County totaled \$3.8 billion. The 32% increase by FY2021 will require aggressive marketing, strategic partnering and public relations to leverage community assets related to sports tourism, cultural, historical and nature based amenities and targeted marketing to increase visitors from the region/state.

#### **Attract 80 State, Regional, or National Championships across All Sports**

In FY2012 - FY2016, a total of 64 state, regional and national championships were hosted in Leon County. The 25% increase by FY2021 was projected based on trends in utilization of the Apalachee Regional Park and continued success of the aggressive bids, continued strengthening of partnerships with local universities, clubs and community organizations, in addition to creating new diverse sporting events.

#### **Co-Create 500 Entrepreneur Ventures and 11,000 New Jobs, Including 400 High-Wage Jobs in High Tech Clusters.**

The Target for co-creation of entrepreneur ventures, new jobs overall, and new jobs in the high-tech industry, was developed through analysis of like-sized communities conducted as part of the Tallahassee – Leon County Economic Development Strategic Plan as well as staff analysis of 2017-2021 employment growth projections from EMSI (labor force analytics modeling software).

#### **Connect 5,000 Students and Citizens to Middle Skilled Job Career Opportunities**

In FY 2016, over 500 students and citizens were connected to middle skilled job career opportunities. From FY 2017 to FY 2021, the County will work to connect 1,000 students and citizens annually for a total of 5,000 in five years.

#### **Host 100,000 Residents and Visitors as Part of the Amphitheater County Concert Series**

In FY 2014 – FY 2016, the Amphitheater hosted 18 concerts with a combined total attendance of over 30,000 residents and visitors. By the end of FY2021, the County projected that the Amphitheater will host 35 – 40 concerts with a combined total attendance of 100,000 residents and visitors which requires average attendance between 60% and 80% for the concerts.

### ENVIRONMENT

#### **Upgrade or Eliminate 500 Septic Tanks in the Primary Springs Protection Zone**

In FY 2012 – FY 2016, there were no upgraded or eliminated septic tanks in the Primary Springs Protection Zone (PSPZ). Through planned sewer connection projects, state grants, future sales tax funding, and possible Ordinance revisions requiring passive advanced wastewater treatment systems for new construction, the County is targeting the upgrade or elimination of 500 septic tanks in the PSPZ by FY 2021.

#### **Plant 15,000 Trees Including 1,000 in Canopy Roads**

From FY 2012 – FY 2016, an annual average of approximately 1,800 trees were planted. In FY 2017 – FY 2021, over 10,000 trees are slated for planting as part of planned reforestation efforts, Arbor Day plantings and other park landscaping. An additional 5,000 trees will be planted through the Adopt-A-

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Tree program, other landscaping initiatives, and partnerships with the Canopy Roads Citizen Committee in the implementation of a canopy road replanting program.

**Ensure 100% of New County Building Construction, Renovation and Repair Utilize Sustainable Design**

By 2021, the County will implement new policies and procedures for utilizing sustainable design in all new construction, renovation, and repair.

**75% Community Recycling Rate**

In FY 2016, the County reported that 54% of solid waste had been diverted from the landfills for other uses. To increase diversion rates, additional programs related to increased commercial recycling, cardboard diversion, composting and elimination of mixed loads at the transfer station will be evaluated and implemented.

**Construct 30 Miles of Sidewalks, Greenways and Trails**

In FY 2012 – FY 2016, the County constructed 14.1 miles of sidewalk and 7.7 miles of greenways and trails for a total of 21.8 miles. By 2021, the target will be accomplished through the continued implementation of the dedicated County Sidewalk program, the Blueprint greenways/trails capital project and other transportation capital projects.

## QUALITY OF LIFE

**Secure More Than \$100 Million in Veteran Affairs Benefits for Leon County Veterans and their Families**

In FY2012 – FY2016, Veteran Services helped Leon County veteran's secure \$82 million in benefits. By 2021, the target will be accomplished through the leveraging of partnerships with local Veteran's Administration Clinic, local veteran's agencies/groups, and new targeted marketing and outreach.

**Construct 100 Fire Hydrants**

Following the Board adopted the policy "Criteria for the Placement of Fire Hydrants on Current Water Systems" in FY 2014 to the end of FY 2016, 21 new hydrants were installed in the unincorporated areas of the County. Beginning in FY 2017, through dedicated Fire Assessment Fee funding and future LIFE allocations, the County will work with local utility companies to increase the number of hydrant placements to approximately 20 per year.

**Train 8,500 Citizens in CPR/AEDs**

In FY2012 –FY2016, Leon County EMS trained 7,500 citizens in cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) use. The 2021 target is based on recent trend data indicating a continued increase in utilization of training opportunities, identification of additional targeted outreach for specific users (i.e. pregnant, new parents and senior citizens) and the ability to further increase attendees at training events through enhanced public outreach.

**Open 1,000 New Acres of Park Land to the Public**

Including both passive park and facility acreage, 216 new acres of County park land were opened to the public in FY 2012 – FY 2016. As part of the next five-year capital improvement program, additional acreage is anticipated to open to the public as part of the St. Marks Greenway, the Northeast Park and the Apalachee Regional Park.

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**Double the Number of Downloadable Books at the Library**

At the end of FY 2016, Leon County Libraries offered 13,500 downloadable books. By 2021, through partnerships with other libraries and agencies, such as the Panhandle Library Access Network (PLAN) the number of downloadable books available at the Libraries will be doubled and will include more diverse content such as audiobooks, graphic novels, and magazines.

## GOVERNANCE

**Implement 500 Citizen Ideas, Improvements, Solutions and Opportunities for Co-Creation**

In FY 2012 – FY 2016, Leon County documented the implementation of over 175 citizen ideas through internal listening sessions. In FY 2017, the County developed a cross-departmental reporting system to record and track the implementation of citizen ideas and recommended improvements from all methods of citizen engagement (i.e. Listening Sessions, Citizen Advisory Boards/Committees, Citizen's Connect, etc.) used across the organization.

**Reduce By At Least 30% the Average Time It Takes to Approve a Single Family Building Permit**

In FY 2016, the average time to approve a single family building permit was 11 business days. To reach this Target, the average time will be reduced to eight (8) days.

**Achieve 90% Employee Participation in the County's "My Rewards" Well Being Program**

In FY 2016, employee participation in the County's "My Rewards" Well Being Program was at 82.4%. To achieve the target, focused outreach explaining both the health and financial benefits of the program will be further communicated to individual employees not currently participating in the program.

**Reduce By 60% the Outstanding Debt of the County**

At the end of FY 2016, the County's outstanding debt, including principal and interest, totaled \$48,633,089. By 2021, without the issuance of any new debt, the County will reduce its outstanding debt by at least 60%; additional refinancing will provide the opportunity to exceed this target.

**100% of Employees Are Trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace**

At the close of FY 2016, 90% of all current Leon County employees had received at least two of the required trainings. By 2021, all employees will be trained or retrained in all three subject areas.

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2017	Leon Works Expo Workgroup	In order to teach students how to dress for an interview, the workgroup recommended including a work attire fashion show as part of the 2016 Leon Works Expo.	Administration	County staff worked with Leon County Schools to recruit volunteers to participate in a fashion show at the start of the Expo. Volunteers demonstrated appropriate vs. inappropriate interview outfits.
FY 2017	Hurricane Hermine Community Listening Sessions	The community listening sessions revealed that several citizens were unaware of the 2-1-1 Big Bend and the services it provides.	Administration	The Board accepted a recommendation from the Hurricane Hermine After Action Report to explore opportunities to enhance promotion and awareness of 2-1-1 Big Bend and its role during emergencies to reach more citizens and expand services to those in need.
FY 2017	Hurricane Hermine Community Listening Sessions	During Hurricane Hermine and the community listening sessions, the need to update the special needs registry questionnaire and enhance outreach to prospective registrants was identified.	Administration	The Board accepted a recommendation from the Hurricane Hermine After Action Report to explore opportunities to further enhance outreach regarding the special needs registry and to refine the questionnaire.
FY 2017	Citizen Information Line Callers	During Hurricane Hermine, EOC staff reported that callers to the Citizen Information Line were requesting information about the locations at which utility personnel were working. The City and Talquin made this information available on September 6th.	Administration	As part of the Hurricane Hermine After Action Report, the Board approved staff's recommendation to work with City of Tallahassee Utilities and Talquin Electric during a major weather event to communicate the overall plan for utility restoration as well as general information regarding where utility crews are working to restore service each day.
FY 2017	Hurricane Hermine Community Listening Sessions	During the community listening sessions, several citizens observed a need to enhance driver awareness during emergency events regarding inoperable traffic signals. Many drivers were unaware that inoperable traffic signals should be treated as a 4-way stop.	Administration	The Board accepted a recommendation from the Hurricane Hermine After Action Report to include additional traffic safety information in pre- and post-disaster emergency communication efforts.
FY 2017	Hurricane Hermine Community Listening Sessions	Representatives from the Salvation Army and American Red Cross observed a need to identify a list of predetermined sites throughout Leon County that may be suitable for food service. The Leon County CEMP does not identify these locations.	Administration	The Board accepted a recommendation from the Hurricane Hermine After Action Report to amend the Leon County CEMP to provide for the identification of sites throughout the County that can serve as stationary food service locations.
FY 2017	Hurricane Hermine Community Listening Sessions	During community listening sessions following Hurricane Hermine, some citizens indicated that they were unaware of the availability of comfort stations despite efforts to promote them through a variety of communications avenues as described above. Citizens suggested creating greater awareness of comfort stations by deploying signage along major roadways.	Administration	The Board accepted a recommendation from the Hurricane Hermine After Action Report to identify all Leon County Libraries as potential comfort stations and deploy variable message boards on major roads directing citizens to comfort stations during future emergencies.
FY 2017	Leon Works Expo Workgroup Member	A member of the Leon Works Workgroup was attending the 2016 Expo and noticed that students were often losing their group or had to stop to ask where their group was. She recommended that at next year's Expo the students in each group be given a different colored lanyard with a schedule on the back of their name tag.	Administration	Staff researched local vendors and prices and purchased the lanyards for the 2017 Leon Works.
FY 2017	Local Food Vendor	Food vendor requested Public Safety Complex map for where to deliver event catering.	Administration	An aerial view map for the Public Safety Complex was created to assist any current and future food vendors for event deliveries. The map has been sent and given to several food vendors thus far to ensure proper location delivery.
FY 2017	Leon Works Expo Workgroup	After receiving feedback from vendors following the 2016 Leon Works Expo, the workgroup and County staff decided to use the Donald L. Tucker Civic Center as the expo site.	Administration	An agenda item was brought to the Board on June 20, 2017 with the recommendation.
FY 2017	Leon Works Expo Workgroup	<p>The larger space will provide better flow, more visibility, and a central location for attendees.</p> <p>One hurdle for youth employment is state-issued identification. In lower income families, a driver's license is not often prioritized because the household has no vehicle and/or the high school does not have the income to purchase a car.</p> <p>As part of the Leon Works Expo, Leon County Schools recommended having the Department of Motor Vehicles onsite to discuss other state-issued identification so as to secure and retain employment.</p> <p>At this time, students simply use their student ID, which is not recognized as official identification.</p>	Administration	Leon County Administration and the Leon Works Workgroup will reach out to the Department of Motor Vehicles or another registration agency to host an exhibit table so as to educate students on the importance of identification.



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FY 2017	Leon Works Expo Workgroup	The Workgroup expressed an interest in having greater representation of the military branches at the 2017 Leon Works Expo.	Administration	Staff reached out to military recruiters to invite them to participate. The U.S. Army, Florida Army National Guard, and FAMU ROTC participated in the 2017 Leon Works Expo as exhibitors.
FY 2017	Leon Works Expo Workgroup	The workgroup expressed an interest in having middle-skilled agricultural jobs represented at the Expo and recommended inviting the IFAS Extension Office to exhibit.	Administration	Staff reached out the IFAS Extension Office to exhibit during the 2017 Leon Works Expo and provide information about agricultural opportunities such as 4H.
FY 2017	Paul Watts	Paul Watts, a local small business owner, met with staff from Administration, Public Works, and the County Attorney's Office to provide recommendations and revisions to the County's draft cell tower ordinance. One of his recommendations was to provide a tiered payment amount of the performance bond to prevent the County's ordinance from becoming cost-prohibitive to local businesses.	Administration	The County Attorney's Office implemented the recommendation for the tiered payment amount of the performance bond into the draft ordinance to be reviewed and considered by the Board of County Commissioners.  This recommendation is among several submitted by stakeholders in the Cell Tower Workgroup that have been considered and incorporated into the County's draft ordinance.
FY 2017	Taskforce to combat animal cruelty	The City created a Task Force comprised of representatives from City and County Animal Control, the State Attorney's Office, Tallahassee Police Department, Leon County Sheriff's Office, Leon County Health Department, City Attorney's Office, City Parks and Recreation Department and other relevant agencies to assist in designing the registry. The Task Force identified several focus areas they believed would serve to curtail animal abuse within the City and the County including an animal abuse registry.	Animal Control	On July 11, 2017, the Board directed staff to draft an ordinance for the creation and use of a County-wide Animal Abuser Registry jointly with the City.
FY 2017	Judi Davidson	Judi Davidson asked the question; "Who do you call when someone in need of emergency care has a dog in their home that will require temporary care when the owner is hospitalized?"	Animal Control	After discussing possible solutions within the Department of Public Safety a "Help my Pet!" note pad was created by Animal Control. The note pad allows for owner's to list contact information for the person who has agreed to look after their pet. The note pad also has Animal Control contact information for those times when the pet caretaker cannot be reached.
FY 2017	Angie Wyche	Angie Wyche stated at a BOCC meeting that she would be meeting with all commissioners to discuss changing the Animal Ordinance to require no unattended tethering.	Animal Control	Commissioner Lindley, backed by all other commissioners requested an agenda item to be brought before the Board in regards to stricter tethering ordinances. At the July BOCC meeting Commissioners moved to approve drafting an amendment to the current animal ordinance to require attended tethering. The final Ordinance was approved on November 14, 2017.
FY 2017	Hurricane Hermine Community Listening Sessions	The community listening sessions were hosted following Hurricane Hermine and provided important opportunities to discuss response and ongoing recovery efforts and to learn from citizens about how Leon County Government and partnering response agencies can best meet the needs of the community during future disasters.	Community & Media Relations	The Leon County Comprehensive Emergency Plan was updated to provide for community listening sessions to be held following major emergency events, and to encourage the City's joint participation in these sessions.
FY 2017	Hurricane Hermine Community Listening Sessions	Talquin Electric Cooperative and the City of Tallahassee both offer tree removal on private property at no cost to the property owner if, based on a professional assessment, a determination is made that the tree causes a threat to the utility's power lines. Both utilities provide replacement trees to the owner free of charge.	Community & Media Relations	The Board accepted the recommendations provided in the Hurricane Hermine After Action Report which included a recommendation to work with Talquin Electric and City Utilities to further promote tree removal and replacement programs through the annual Disaster Survival Guide and other methods.
FY 2017	Hurricane Hermine Community Listening Sessions	During the Hurricane Hermine Community Listening Sessions, it was noted that closer coordination with state, university, and school partners regarding the timing of announcements related to closures and reopenings would help citizens to plan for returning to school and work.	Community & Media Relations	Following the community listening sessions, the Board accepted the recommendation for Leon County to work with Leon County Schools, higher education institutions, and state agencies to coordinate the timing of announcements related to facility closures and reopenings.
FY 2017	Hurricane Hermine Community Listening Sessions	The community listening sessions identified additional opportunities for the County to enhance its radio presence during emergencies.	Community & Media Relations	The Board accepted a recommendation from the Hurricane Hermine After Action Report to work with local radio partners to increase awareness of the availability of emergency public information.



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FY 2017	Hurricane Hermine Community Listening Sessions	The community listening sessions identified additional opportunities for the County to enhance its radio presence during emergencies.	Community & Media Relations	The Board accepted a recommendation from the Hurricane Hermine After Action Report to work with WFSU to evaluate opportunities for County and City Public Information Officers to provide live, on-air emergency information during future incidents.
FY 2017	Dan Keefe	When inquiring about mental health referral services seen in the July 2017 edition of the Leon County LINK, Mr. Keefe suggested that Leon County specifically target recovering alcoholics as a group who could benefit from mental health referral services.	Community & Media Relations	Leon County Community & Media Relations worked with Mr. Keefe to provide the Clubhouse Association for Sober Alcoholics (CASA) with mental health referral information digitally and through 150 rack card handouts delivered by mail.
FY 2017	Cari Roth	Citizen sent email stating that she consistently receives alerts late.	Community & Media Relations	The citizen had subscribed to daily digest instead of send immediately. Therefore, alerts were always received the next day. All subscribers will now receive alerts immediately.
FY 2017	Nancy Nix O'Farrell	Ms. O'Farrell replied to a Facebook posting about Mental Health Referral Services suggesting that Leon County use contact information for the local chapter of the National Alliance on Mental Illness (NAMI).	Community & Media Relations	Over five weeks, Leon County will feature each of the service organizations listed. Staff will include information for the NAMI Tallahassee chapter when highlighting the organization as a whole.
FY 2017	Citizen (Unnamed)	Citizens often arrive at the Solid Waste Facility unaware of what can and cannot be accepted at Apalachee Parkway and are frustrated when they arrive with material that cannot be accepted or that needs to be taken elsewhere.	Community & Media Relations	Developed a FAQ for the Solid Waste web page explaining for City of Tallahassee residents and unincorporated Leon County residents what can be accepted at Leon County Solid Waste Facilities and what should be taken to other locations, such as Marpan Recycling.
FY 2017	DSEM Customers	Staff encountered a number of development proposals where the requirement for a certain type of parking surface came into question. The Leon County Land Development Code (LDC) did not clearly provide criteria for required parking surfaces for parcels inside the USA versus those parcels located outside the Urban Service Area (USA).	DSEM	Only July 11, 2017, the Board adopted an Ordinance amending Chapter 10 of the Leon County Code of Laws to clarify the parking and loading surface standards for proposed developments within the Urban Service Area (USA).
FY 2017	DSEM Citizen's User Group	As is standard procedure for all proposed changes to the Land Development Code, prior to requesting Public Hearings, staff presented a proposed Ordinance to the DSEM Citizen's User Group on December 7, 2016, for review and comment. The User Group had few concerns with the majority of the proposed revisions and recommended that the Board approve the proposed Ordinance. However, the User Group did recommend minor changes to the definition of community services, the purpose and intent provisions for community services and facilities/institutional uses, and the "Additional Guidelines for Nonresidential Development" section. Specifically in regards to community services, the User Group recommended the inclusion of "directly provides a significant public benefit" to further refine the definition. To ensure consistency, the User Group also recommended amendments to Section 12 (Community services and facilities/institutional uses) of the proposed Ordinance to include the same terminology as the community services definition.	DSEM	All of the recommended revisions from the User Group were incorporated into a proposed Ordinance. At the Board's January 24, 2017 meeting, the Board voted to conduct the first and only Public Hearing and adopt the Ordinance amending Chapter 10 to correct scrivener's errors and inadvertent inconsistencies.
FY 2017	Former DSEM Citizen's User Group member Pam Hall	Ms. Hall suggested that the definition of "community services" in the Land Development Code needed to be revised to provide further clarification reflecting a community service as a "significant public service to the general public" rather than just a "service to the general public," in order to ensure the appropriate siting of bona-fide community services.	DSEM	Ryan Culpepper, Development Services Director, revised the proposed scrivener's error ordinance to incorporate Ms. Hall's recommendation to further clarify community services.
FY 2017	Former DSEM Citizen's User Group member Cliff Lamb	Mr. Lamb asked why the proposed Medical Marijuana Dispensaries Ordinance required a 30-day time limit on Permitted Use Verifications (PUV) issued for medical marijuana dispensing centers when the timeframe for other determinations is 90 days.	DSEM	Ryan Culpepper, Development Services Director, and Shawna Martin, Principal Planner, coordinated with Jessica Iceman, Assistant County Attorney, to revise the proposed ordinance to reflect a 90-day time limit on PUVs issued for medical marijuana dispensing centers.
FY 2017	Candace Lolley of The Blueprint Shop	As the Project Dox permit uploading agent for many contractors/consultants, DSEM Ms. Candace Lolley suggested that staff add several documents with naming conventions to the DSEM "Request an Online Building Permit" web page to facilitate the electronic permitting process.	DSEM	Cathy Dunklin, Permit Processing Supervisor, provided the naming conventions of the requested documents and Pam Scott, Customer Experience Liaison, uploaded them to the applicable web page.

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FY 2017	LEADS Listening Session participants and members of the Tallahassee Builders Association	Both 2016 LEADS Listening Session participants and members of the Tallahassee Builders Association recommended renovations to the DSEM suite at the Renaissance Center in order to enhance customers' experience.	DSEM	<p>In 2017, renovations to the DSEM Office and Welcome Center were completed to offer a refreshing physical space that conveys the County's commitment to customer service, efficiency, clarity, and providing technical resources throughout the development process. On April 4, 2017, the Board also approved several upgrades to the facility including the following:</p> <ul style="list-style-type: none"> <li>* Signage to better welcome customers, reinforce the emphasis on customer service, and encourage feedback to thereby enhance the customer experience.</li> <li>* A television monitor to display service information, tutorials, testimonials and infographics relevant to the development industry including market trend data compiled by DSEM and the Office of Economic Vitality. For example, many customers are unaware that DSEM's webpage includes average timelines based on the permit type, an uncommon practice among local government permitting agencies.</li> </ul>
FY 2017	Leon County Schools High Schools	Policy No. 05-2, "Leon County Ride-Share Program" previously limited Emergency Medical Services (EMS) ride-share participation to those individuals who are no less than 18 years of age. To increase eligibility for Junior Apprenticeship positions with Leon County EMS, several LCS high schools participating in the Leon program recommended revising the Policy to include those 17 years of age with parental consent.	EMS	On February 9, 2017, the Board adopted a revised Leon County Ride-Share Program Policy that amended participant criteria to include those 17 years of age with parental consent and accordingly provided for all necessary revisions to the forms required for participation in the Program
FY 2017	Investment Oversight Committee (IOC)	<p>The IOC met on September 28, 2016, February 23, 2017, and June 7, 2017 to thoroughly examine the current Investment Policy. The IOC approved recommending to the Board the proposed revisions to the Policy that are consistent with the investment objectives. The following is a summary of the substantive changes to the policy:</p> <ul style="list-style-type: none"> <li>• To facilitate compliance with Section 218.415 Florida Statutes, we deleted all or portions of several Policy sections which are no longer applicable or are covered in other Policy sections or Exhibit A.</li> <li>• Changes to limits on Policy Exhibit A: the limit for investing in the State TreasurySpecial Purpose Investment Account (SPIA) was increased from 50% to 100% of the combined portfolio. This is a pool managed by the State Treasury where the majority of funds are trust funds. Leon County is one of 18 local government participants in the SPIA and the state has closed the pool to new members.</li> <li>• Reduced the limit on Exhibit A for Local Government Surplus Funds Trust Fund (Florida Prime) because these returns are lower than many other options.</li> <li>• Added citations of statutes to Section I Scope, Section VI Authority, and the new Section XI Audits.</li> <li>• Several sections were renumbered or were retitled and renumbered.</li> </ul>	Financial Stewardship	On July 11, 2017, the Board voted to adopt the proposed revised Leon County Investment Policy.
FY 2017	Job Applicant	An applicant asked if the County would consider extending the job advertisement closing time past 5 p.m. on Fridays to allow time on Friday evenings to apply for jobs after work.	Human Resources	HR has extended the application deadline closing time to 11:59 p.m. on Fridays which will allow applicants time apply for jobs after work.

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2017	National Pearl Harbor Remembrance Day Partnership with Honor Flight Tallahassee	Honor Flight Tallahassee has expressed interest to partner with the County to enhance the programming and coordination of the Reunion in order to raise community awareness of the importance of National Pearl Harbor Remembrance Day and recognize the Honor Flight participants.	Human Services & Community Partnerships	<p>On June 20, 2017, the Board Accepted staff's proposal to partner with Honor Flight Tallahassee on the Honor Flight Annual Reunion to recognize National Pearl Harbor Remembrance Day including the approval of \$5,000 as part of the FY 2018 Budget and provide budget guidance to include this line item in the Veteran's Services budget in future years.</p> <p>The County's role would include assisting with planning and coordination of the Reunion event and a media campaign that encourages the community to recognize and remember Pearl Harbor Day. As part of the Reunion, the Board Chairman would provide remarks expressing appreciation for our local veterans and present a resolution recognizing December 7th as National Pearl Harbor Remembrance Day. Additionally, the County would participate in the dinner with the Honor Flight veterans. The County contribution to this effort would be approximately \$5,000.</p>
FY 2017	Tallahassee-Leon County Affordable Housing Workgroup	On May 8, 2017 the Workgroup voted unanimously to recommend that the County and City Commissions invite Purpose Built Communities to assist New Columbia Residential in the master planning process.	Human Services & Community Partnerships	On May 23, 2017, the Board voted to invite Purpose Built Communities to assess the feasibility of applying its model to the Orange Avenue Apartments project and authorize staff, in partnership with the City, to assist.
FY 2017	Funeral Service Providers	Several local funeral service providers indicated to staff that the current compensation schedule for the disposition of unclaimed and indigent bodies is not adequate to support their services.	Human Services & Community Partnerships	Staff reviewed the fee schedules of other counties and met with local funeral home representatives to assess whether the current fees were in line with the costs associated with these services. On April 25, 2017, staff presented the Board a comparative analysis and recommended increases to the fee schedule. The Board then voted to adopt the proposed Fee Schedule and the associated Resolution
FY 2017	Local Contractor	<p>Create a listserv to notify local contractors of housing rehabilitation and home replacement projects.</p> <p>The Purchasing Office regularly post RFPs for housing rehabilitation and home replacement projects on procurement websites and the newspaper, however smaller local contractors do not have the means to access the procurement website and sometime miss the newspaper ads. It was suggested that the Housing Office maintain a listserv of local contractors to notify them when the Purchasing Office posts RFPs for housing projects.</p>	Human Services & Community Partnerships	The Housing Division reached out to small and large contractors to generate listserv that is now maintained by the office. Each time a RFP is posted by the Purchasing Office, the Housing Division sends link of the RFP post to the contractors on the listserv. The listserv is updated quarterly.
FY 2017	2017 Volunteer Management Class	Each year, Volunteer Services offers a 3 day Volunteer Management Certificate Program that takes place in January for non profit and government volunteer coordinators. Part of the value of the training is the networking and learning best practices from each other. There was a desire for the class to meet again to hear from one another on the changes that they made as result of the training and share challenges they may have encountered.	Human Services & Community Partnerships	In March, Volunteer Services hosted a lunch and learn for the 2017 Volunteer Management Class. Feedback was very positive and this idea will become part of the program going forward.
FY 2017	Hurricane Hermine Community Listening Sessions	Many citizens relied on mobile devices for emergency communications during Hurricane Hermine. The community listening sessions identified opportunities to strengthen the County's ability to communicate with the public via mobile devices.	Information & Technology	The Board accepted a recommendation from the Hurricane Hermine After Action Report to evaluate opportunities to reconfigure existing mobile apps or implement a new mobile app for emergency management, preparedness, and disaster communications.
FY 2017	Citizen (Unnamed)	During a support call, a job applicant requested an enhancement to Human Resource's Online Jobs System: The ability to apply for jobs online from any internet browser. Note: HR Online Jobs is a legacy application (10+ years old) and there were no plans to update this system because it was going to be replaced with a new application.	Information & Technology	As an interim solution, the technology for the current online job application was updated to work with multiple web browsers. The application now works with Internet Explorer, Google Chrome and Firefox browsers.

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2017	Citizen (Unnamed)	During one of DSEM's Contracting Community meeting, a citizen requested an online permitting system enhancement: the ability to access Leon County permit info from a parcel on the Property Appraiser website	Information & Technology	Configured the permitting system to receive and process requests from the Property Appraiser's application and worked with Property Appraiser's office to configure their web application to point to our system.
FY 2017	Citizen (Unnamed)	During one of DSEM's Contracting Community meeting, a citizen requested a Joint City/County Permit Portal - Ability to access City and/or County permit data from a single platform	Information & Technology	Created a web portal that consumes and displays data from the City and County permitting systems.
FY 2017	Citizen (Unnamed)	While DSEM staff was providing an on-site service, a citizen requested a permitting process enhancement: the ability for Contractor Licensing info and updates to be automatically pushed to/from the City and County permitting systems.	Information & Technology	Developed a shared database that reads and updates the City and County permitting systems.
FY 2017	Citizen Connect Mobile App User	A citizen requested for emergency information to be translated into multiple languages for refugees.	Information & Technology	The idea was implemented by adding a plug-in called Google Translate to the footer of the emergency information website. By adding the plug-in to the footer, this allowed emergency information within the Citizens Connect Mobile app to also be available for translation into multiple languages.
FY 2017	Darla McCray	Drug and Alcohol Testing Division (DATD) staff were originally responsible for notifying randomly selected individuals with ETG court-ordered tests of the daily requirement for testing. This process required one DATD staff member to complete the list of phone calls and increased wait times during this period. The recommendation was to have other IDA staff members complete this process thus freeing DATD staff to continue the testing process.	Intervention and Detention Alternatives	The IDA team improved the process by cross-training administrative support staff to contact individuals calendared for ETG testing daily. This new process allowed DATD staff to focus on substance abuse testing without interruption and for individuals to be notified earlier in the day of testing requirements.
FY 2017	Court-Ordered Service Providers	During a LEON Leads session with court-ordered service providers, it was suggested that IDA research the potential for job assistance and training programs to IDA clients.	Intervention and Detention Alternatives	In April 2017, IDA staff met with Capital Career Source to discuss employability training specifically designed for individuals with a criminal background as this presents unique challenges to gaining employment. As a result, IDA hosts monthly workshops for interested clients facilitated by Capital Career Source. This partnership provides clients with an introduction to this community resource.
FY 2017	Approved Community Agencies	During last year's application and Request for Qualifications application process for court ordered service providers, our community partners requested that IDA staff schedule group meetings with them more frequently than once per year. It was the consensus that this would allow both the agencies and IDA to be informed of any changes to process and/ or needs with each other.	Intervention and Detention Alternatives	Preceding the Request for Qualifications application periods for court-ordered service providers, regular meetings will be held in the months of March and September to discuss process changes and/or issues of concern. In addition, IDA has provided direct point of contact for assistance needed outside of the established calendar meetings.
FY 2017	IDA Clients	On multiple occasions, IDA clients have inquired of our department's ability to accept credit/debit card payments for court-ordered services and administrative fees. At present, the department only accepts cash and money orders. This process often adds an impediment to completing the payment process.	Intervention and Detention Alternatives	IDA is currently working with Management Information Services (MIS) and the Clerk of Court, Finance Division to implement the capability of accepting credit/debit card payments for court-ordered services. This will provide individuals with multiple and convenient payment options. The anticipated start date for this new service is October 2017.
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	356 items, both print and media, purchased as a result of patron requests.
FY 2017	Library Patrons	Library user requested that the Library add a foreign film DVD, "Oddball", to the collection.	Library Services	Requests for books and other items are received daily, but this was an unusual situation. "Oddball" was originally produced in 2015 in Australia. It was released in PAL format, which is incompatible with DVD players in the U.S. The suggestion was not forgotten. In late March 2017, Library staff learned that the award-winning DVD had been released in the U.S. "Oddball" was added to the collections and a hold was placed in the library management system so the request originator could be first to borrow the movie.
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	283 items, both print and media, purchased as a result of patron requests.
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	134 items, both print and media, purchased as a result of patron requests.

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2017	Library Patrons	A library patron learned about the Traveling Book Club and was interested in seeing if her book club would like to use it. She contacted the library and asked about adding the book Small Great Things by Jodi Picoult, to the Traveling Book Club list, since that was the next book the group wanted to read. The Library Budget & Collection Development Manager decided that this was a good choice for the Traveling Book Club, since the author is very popular and we anticipate more checkouts of this Traveling Book Club title. The Library rented 10 copies of this book through the lease program and created a new Traveling Book Club kit. The library patron happily checked it out for her book club on 2/11/17.	Library Services	The Library regularly purchases titles in response to patron requests. In creating a Traveling Book Club title, the book club leader was able to reach 9 other library users in time for the book club meeting and discussion; and the group is selecting other titles from the Traveling Book Club list for future meetings.
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	169 items, both print and media, purchased as a result of patron requests.
FY 2017	Library Patrons	A library user at the Eastside Branch asked the Branch Manager if the Library could have a stand-up station for laptop users, so that he could work standing up. The Branch Manager purchased an extension cord, cable ties and an adapter to place on a stand-up height table near the computer area.	Library Services	A space for stand-up laptop users was created very quickly using furnishings already in place and the inexpensive solution of providing power for users to plug in.
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	151 items, both print and media, purchased as a result of patron requests.
FY 2017	Library Patrons	A user of library downloadable media services emailed regarding some difficulty he had in using the webpage for the downloadable media, including confusion about where to find the link, and had a question about records and vendor FAQs.	Library Services	<p>The Information Professional responsible for content on the Library webpage made adjustments on the library website based on the patron comments, responded to his query about records and forwarded one comment to the vendor. Here is her response to the library user:</p> <p>On the Downloadable Media page the title of each service is hyperlinked to go directly to the service. Based on your input, I have expanded that to include the entire blue box around the words. Currently, we are not provided with MARC records for ArtistWorks videos but we will work on creating a record for the ArtistWorks service itself that will be searchable in the catalog. We will also forward your input on the FAQ and User Guide pages to ArtistWorks. We appreciate your feedback and please do not hesitate to contact me with any concerns/questions/suggestions you may have!</p>
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	168 items, both print and media, purchased as a result of patron requests.
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	248 items, both print and media, purchased as a result of patron requests.
FY 2017	Library Patrons	A library patron expressed concern with the tone of an email notice that the library sends when a patron card needs to be renewed. Cards are renewed every two years to ensure that patron contact information is correct.	Library Services	Library staff reviewed the notice and rewrote it in a friendly and more informative tone that emphasizes the continued use of the user's library card. The library patron was sent an email regarding the changed wording with thanks for the comments and the opportunity to improve.
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	270 items, both print and media, purchased as a result of patron requests.
FY 2017	Library Patrons	When we rearranged materials in the public circulation area at the main library to facilitate self-service for reserved items, new media was shifted from an open area to a space that was closer to the regular media shelves. Patrons wanted the new materials displayed separately and in an open area, as before.	Library Services	An extra table was added to the circulation area for the new media display.
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	231 items, both print and media, purchased as a result of patron requests.
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	207 items, both print and media, purchased as a result of patron requests.

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FY 2017	Library Patrons	Library users at the Eastside Branch were concerned about the Spanish Bayonet plants so close to the sidewalks and entrance of the branch, since the leaves of the plant are long and have sharp, hard points on them.	Library Services	The branch manager contacted Facilities, and the plants were removed by mid-September. Thanks to Facilities for the positive response.
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	243 items, both print and media, purchased as a result of patron requests.
FY 2017	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	33 items, both print and media, purchased as a result of patron requests.
FY 2017	Library Patrons	Although the library catalog is searchable by Accelerated Reader (AR) levels, parents and children at every library asked for an area where they could quickly pick up AR books arranged by level. (Library practice is to arrange fiction by authors' names and non-fiction by Dewey decimal numbers.)	Library Services	In May 2017, a special cart with multiple sections per shelf was purchased for each library location. Each section was labeled for a range of AR levels. Library users can quickly browse the preselected items in the AR level(s) of interest at every location they visit. Library staff restock the sections as items check out.
FY 2017	Library Patrons	A library patron who uses the Kurzweil reader, equipment for the visually impaired, at the Main Library prefers to use the Dr. B.L. Perry, Jr. Branch. She asked if the library would supply a Kurzweil reader at the branch.	Library Services	The library studied the use of reading equipment for the visually impaired at the Main Library and decided to move the Kurzweil reader to the Dr. B.L. Perry, Jr. Branch. We waited until the new carpet installation was complete and then moved the equipment and table to the branch library. Facilities and MIS cooperated in moving the equipment and table. We then notified the library patron.
FY 2017	Literacy Tutor at the Main Library	A Literacy Tutor suggested that the Literacy Program have a program about the solar eclipse for the program's ESOL students. We contacted the Tallahassee Astronomical Society, and in response, Bill Skelley, VP of the society will be a guest presenter for ESOL students on Tuesday, August 15th, from 1:30 - 2:30.	Library Services	The Tallahassee Astronomical Society and the library have an ongoing relationship for education the public about astronomy and star-gazing. Bill Skelley responded positively to a request to come and speak with ESOL students about the solar eclipse. This will introduce English vocabulary, interesting information and a community leader to the ESOL students.
FY 2017	Library Patrons	A Library user was moving to a new affordable housing facility for seniors and suggested the residential community be added to the scheduled stops for Outreach Services.	Library Services	Library staff visited the facility, met with staff and spoke with some residents. It was determined that the facility met the Library's established criteria for outreach service and is compatible with the Library's book hauler. Arrangements are in place to begin serving Kenwood Place residents on August 15, 2017.
FY 2017	Library Patrons	For years, each library location had coin-op photocopiers for public use. The equipment, placed and maintained by local office supply vendors, was capable of simple black and white copying only. The libraries received numerous requests on a regular basis for color photocopying as well as the ability to scan and e-mail documents.	Library Services	A local vendor was able to meet the Library's specifications. After a successful trial at the Main Library, coin-operated copier/scanner equipment for public use was installed at the 6 branch libraries in March 2017.
FY 2017	Smokey Hollow Citizen's Committee	In 2012, Blueprint was made aware of the last commercial structure from the Smokey Hollow Community by members of the Citizen's Committee. The former Smokey Hollow barbershop was originally located at 621 E. St. Augustine where the current FL Department of Transportation, Hayden Burns Building now stands. The idea was to restore and return the barbershop to the Smokey Hollow Commemoration.	PLACE (Blueprint)	Blueprint was able to secure the building and moved forward with the restoration of the Smokey Hollow Barbershop. Working with former Community members, architectural plans were drawn up to use as much of the remaining materials as possible and rehabilitate the building to its original aesthetic. In February 2017, the Intergovernmental Agency Board approved funding for the site improvements at the Smokey Hollow Commemoration and work is expected to begin summer 2017. Blueprint is anticipating bringing an update to the IA Board which includes a proposed Grand Opening date at their September 2017 meeting. At this point, the building will be returned to the site of the former Smokey Hollow Community.



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FY 2017	Big Bend Cares	Big Bend Cares is building a new \$11 million medical facility intended to function as a one-stop medical home for patients in the area. In 2016, Blueprint and Big Bend Cares saw an opportunity to align the construction of their new facility and planned Blueprint improvements. The construction of the Magnolia Drive multiuse trail is a vital improvement in Southeast Tallahassee to improve safety, accessibility, and provide new bicycle and pedestrian facilities. A partnership was formed and the design and construction for the Magnolia Multiuse Trail from South Monroe to South Adams has been incorporated into construction project for the new Big Bend Cares facility.	PLACE (Blueprint)	Blueprint is negotiating a JPA with Big Bend Cares for the construction of the Magnolia Drive improvements so that it is completed in time for the grand opening of the new facility. Big Bend Cares will construct the 10-foot multiuse trail on the south side of the roadway as well as additional improvements including streetscaping on the north side. This partnership will reduce traffic impacts for area residents and businesses by only closing the street one time for construction and improve the operation of the new medical facility. The Magnolia Drive Multiuse Trail project was approved by the Blueprint Intergovernmental Agency Board at their April 2015 meeting.
FY 2017	MWSBE Programs Evaluation Committee	The MWSBE Programs Evaluation Committee recommended that the County and City enter into a joint disparity study and that an anecdotal analysis (focus groups, surveys, interviews, etc.) be included in the disparity study scope of work.	PLACE (OEV)	On February 20, 2017, the IA approved the negotiation of contract award to MGT American for a joint City-County disparity study.
FY 2017	MWSBE Programs Evaluation Committee	As part of their Final Report to the Board, the MWSBE Programs Evaluation Committee recommended that consolidation of the functions of the City and County Minority, Women, and Small Business offices for streamlined services.	PLACE (OEV)	Recognizing the importance of eliminating barriers to opportunity, the Minority, Women, and Small Business Development division within OEV consolidated its operation into a single unit. The consolidation included one - not two - applications to achieve certification, and a consolidated software system to track certified businesses, which not only streamlined the user experience, but also created programmatic efficiency within the division.
FY 2017	Various MWSBEs	Create more valuable opportunities for certified Minority, Women, and Small Business enterprises.	PLACE (OEV)	The Minority, Women, and Small Business Enterprise division within OEV has partnered with the FAMU SBDC, the Big Bend Minority Chamber of Commerce, and CareerSource to provide educational opportunities designed specifically for certified MWSBEs.
FY 2017	Various MWSBEs	Provide greater flexibility to the way businesses achieve their Minority, Women, and Small Business Enterprise goals	PLACE (OEV)	During the competitive bidding process, OEV became aware of a dilemma qualified vendors were facing: meeting the minimum Minority, Women, and Small Business Enterprise (MWSBE) participation goal. The MWSBE Division within OEV provided greater flexibility to this process by allowing subcontracted MWSBEs to count toward the participation goal, which allowed qualified vendors to prepare a stronger bid, and allowed MWSBEs greater access to procurement opportunities offered by the City and County.
FY 2017	Domi Station and the Jim Moran School of Entrepreneurship	Align Entrepreneurship Month with Startup Week model, which takes place during Global Entrepreneurship Week, to leverage a global network to highlight local entrepreneur activities.	PLACE (OEV)	Domi Station and the Jim Moran School of Entrepreneurship have teamed up to lead the Startup Week effort, which takes place November 13-17, 2017. They are collaborating with approximately 20 co-creators in the entrepreneurial ecosystem to provide quality events that fall within focused tracks to provide meaningful and educational experiences for those at all stages in the business formation stage.
FY 2017	Economic Vitality Leadership Council	Leverage the opportunities presented to Tallahassee-Leon County by the presence of the National High Magnetic Field Laboratory	PLACE (OEV)	The Economic Vitality Leadership Council, which serves as an advisory council to the Tallahassee-Leon County Office of Economic Vitality, has created the Magnetic Technologies Task Force and elected a chair to oversee its actions. The Task Force will work with FSU and OEV to provide guidance and input on growing the cluster of research and businesses in the magnetic technologies industries as well as refine strategies to attract additional research dollars to the universities and recruitment of businesses that benefit from being adjacent to the lab.

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FY 2017	Friends of Lake Jackson	Several members of the Friends of Lake Jackson attended the Board's May 9, 2017 to express concerns and suggested holding an information about the Fords Arm South Water Quality Improvement Project.	Public Works	Only June 8, 2017, staff partnered with Friends of Lake Jackson to host an informational meeting regarding the Fords Arm South Water Quality Improvement Project. At the Board's June 20, 2017 meeting, the President of the Friends of Lake Jackson commended County staff for efforts to educate members about the development agreements and answer questions. He also expressed that he looks forward to continuing to work with the County on a management plan.
FY 2017	Citizen (Unnamed)	A citizen called the Office of Sustainability to ask specific recycling questions that covered materials beyond the existing recycling graphic. The citizen mentioned that if there were a list that outlined more detailed materials and indicated which could and couldn't be recycled, it would be very helpful.	Public Works	<a href="#">The Office of Sustainability, with the help of Community Media Relations, created a "What Can Be Recycled" comprehensive list and posted it to www.GrowingGreen.org.</a>
FY 2017	Joint Project Agreement with The Space at Feather Oaks for the Installation of a Trail Crossing to the Miccosukee Greenway	At the end of 2013, Leon County Parks and Recreation Division received a request from The Space at Feather Oaks for a trail crossing on Miccosukee Road for a safe access to the Miccosukee Greenway on the north side of Miccosukee Road. Engineering Services staff completed an Engineering Evaluation and Feasibility Analysis for the access point in front of The Space at Feather Oaks in January 2014, and Parks staff presented the request and analysis to the Friends of the Miccosukee Greenway for review and discussion. Following an endorsement by the Friends of the Miccosukee Greenway, a cost estimate was then developed for the proposed trail crossing in February 2014. In February 2014, Public Works staff met with Mr. Scott Carruthers, owner of The Space at Feather Oaks, and reviewed the scope of the project as well as the cost estimate. In this meeting, Mr. Carruthers agreed to participate in cost sharing for a portion of the construction and to be responsible for engineering design and permitting. Mr. Carruthers' engineering consultant received assistance from County Engineering Services staff to develop a design in 2014, but did not finalize the design or initiate the permitting process.	Resource Stewardship	<p>In October 2016, Mr. Carruthers contacted Leon County Parks and Recreation Division and expressed interest in continuing the work on the trail crossing. In order to expedite the process, Public Works staff assumed the engineering design responsibility and resumed the work on survey, design, and permitting. The project was reviewed by the Canopy Roads Citizen Advisory Committee in January 2017, with an environmental permit issued in April 2017. This trail crossing request was reviewed and evaluated in accordance with County Policy No. 10-1, Access Policy for Parks and Recreation Facilities, and with the support of the adjacent neighborhood community, Arvah Branch Homeowners Association, and the Friends of the Miccosukee Greenway.</p> <p>On June 20, 2017, the Board approved the Joint Project Agreement with The Space at Feather Oaks for the installation of a trail crossing on Miccosukee Road, and approved the Resolution and associated Budget Amendment appropriating \$16,412 in contribution funds for the installation of a trail crossing on Miccosukee Road to the Miccosukee Greenway.</p>
FY 2017	Annual Program to Provide Amnesty Days at Leon County Rural Waste Service Centers	At Village's Square "Speed Date Your Local Officials", a citizen proposed the creation of an amnesty program to help reduce trash in the National and State forests.	Resource Stewardship	<p>Staff researched the possibility of creating an amnesty program and recommended hosting two Amnesty Days in FY2018 while assessing the benefit amnesty has on illegal dumping occurrences.</p> <p>On June 20, 2017, the Board approved staff to to host Amnesty Days for Leon County Rural Waste Service Centers.</p>
FY 2017	Child attending Family Time at the Jane G. Sauls Ft. Braden Branch Library	A small child who was attending the Family Time had been directed to the "children's restroom" but she returned to the branch manager and said that she couldn't reach the toilet; it should be smaller. The branch manager helped her in the restroom and later measured the toilet, which was 18" high (taller than most toilets and meant for accessible restrooms).	Resource Stewardship	The library contacted Facilities about the problem, and on 1/24/17, a new low toilet was installed in the children's restroom by Facilities. The installation of a low toilet in the children's restroom means that young children are now able to use the restroom by themselves.
FY 2017	Goose Creek Homeowners Association - William Lieblich	GCHOA was experiencing vehicular traffic traversing the natural gas easement/HOA property to drive onto the Goose Creek Greenway (an extension of Alford Greenway). Parks staff met on site with HOA representatives to discuss solutions. It was decided the best approach would be to begin with signage.	Resource Stewardship	Interagency coordination and external authorizations were required to place the signs in the FGT easement as well as on private (HOA) property. Signs indicating "no vehicles beyond this point" were produced by the sign shop and installed on 3/15/17.
FY 2017	Sustainable Communities Summit Planning Committee	As part of the biennial Sustainable Communities Summit, Leon County hosted a Hospitality Industry Workshop to engage hospitality professionals and businesses in ways to drive sustainable tourism forward. In the planning meetings prior to the workshop, the committee discussed creating a Green Business Guide to give hospitality businesses an all-in-one resource for finding easy ways to "go green."	Resource Stewardship	<a href="#">With the help of Community Media Relations, the Office of Sustainability created the Green Business Guide, and the resource was given to each workshop attendee, and is available on www.GrowingGreen.org.</a>



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FY 2017	Citizen (Unnamed)	Two citizens called asking the County to create a shredding program to allow citizens to discard sensitive documents.	Resource Stewardship	Parks & Rec together with Sustainability implemented two shredding events within the Senior Outreach Program to occur at all six sites.
FY 2017	Southern Trail Riders Association	Suggested adding signs at the Greenways indicating appropriate yielding etiquette for equestrians, hikers and bikers.	Resource Stewardship	The standard etiquette signs were produced by the County's sign shop. Greenway staff then installed them at Alford and Miccosukee Greenways.
FY 2017	Forrest Watson	Citizen who is member of the Canopy Roads Committee and a Master Gardener (MG) proposed the development of a task group within the MG program to help educate property owners on canopy road of proper tree canopy maintenance.	Resource Stewardship	The MG program will seek interest within MG membership to form a task group. If enough interest exists, Forester will provide training to MG volunteers. MG Coordinator will develop protocols for MGs to follow, and MGs will pursue property owners and HOA's to assist.
FY 2017	Citizen (Unnamed)	Citizen requested a bench to be positioned at the newly installed Chaires playground.	Resource Stewardship	Staff was able to accommodate the request within the week.
FY 2017	Illegal Dumping Stakeholder group	After meeting with staff from FWC, the Forest Service, the Sherriff's Office, the Solid Waste Department, the Sustainability Office, and an active Leon County citizen, the group concluded that the best first step to reduce illegal dumping was to create a GIS map in which all the illegal dumping could be mapped and analyzed.	Resource Stewardship	Resource Stewardship and the GIS team took the lead on this project, with Sustainability staff coordinating cross-departmental communication and GIS creating the map, mobile platform, and the website. The map allows certain people to report incidents of illegal dumping, including adding photos and descriptions of the incident. The reports can then be analyzed to see the areas with most frequent incidents, and types of materials most often being dumped. This map creation is the first step in reducing illegal dumping incidents, and is the collaborative effort of multiple state agencies and departments.
FY 2017	Sustainable Communities Summit Attendees	Following the Sustainable Communities Summit: Exploring Our Backyard in February of 2017, Sustainability staff sent out a survey to Summit attendees to receive feedback on the event. Over 60 people responded, and multiple citizens expressed that they enjoyed the opportunity to explore some of Leon County's natural spaces in the post-Summit adventures, and would love future opportunities to do something similar again.	Resource Stewardship	In alignment with Leon County's initiatives to reduce litter and beautify the County's natural areas, staff in the Office of Sustainability, Public Works, and Parks and Recreation, along with community partners, hosted a litter clean-up of Lake Jackson on September 30, 2017. In an effort to provide citizens with further opportunities to recreate and enjoy the outdoors as well as give back to their community, the County provided free canoes and kayaks for citizens to use if they volunteer to help collect litter.
FY 2017	Kelly Otte and Southern Trail Riders	Ms. Otte was concerned about safety for equestrians crossing Miccosukee Rd. along the Greenway route. She suggested what was needed was some kind of solar powered flashing light system that a rider can turn on by pushing a button (at rider friendly height). The lights should be down the road a little bit in both directions and be bright and flashing telling drivers the crosswalk(s) are being used. It would increase safety for the hundreds of people who bike, walk, run and ride across the roads.	Resource Stewardship	Parks worked with the Division of Engineering, the Southern Trail Riders representative, Friends of Miccosukee Greenway and the City of Tallahassee to determine which Rapid Flashing Beacon might be the best in trail crossing locations. Of particular concern was not installing something that might spook horses when activated (blinking lights or chirping). A design was selected with input from STRA and completed in September 2017.
FY 2017	Stan Derzypolski	Indicated that the Jackson View Landing signage only reflected a picnic table and no boat launch.	Resource Stewardship	Parks & Rec staff worked with Public Works (Division of Engineering and Division of Operations) to install new signage. In addition to adding a boat launch icon for Jackson View Landing, signage along Hwy 27 for all landings (Crowder and Faulk) were re-evaluated and made consistent.
FY 2017	Keith Loewen and Stan Derzypolski	Mr. Loewen and Mr. Derzypolski expressed their desire for shade to be incorporated at Jackson View Landing.	Resource Stewardship	A variety of alternatives for shade were explored. The most cost efficient and easiest to implement was adding a elevated sail to the area for some cover. The first sail was installed in August. Staff is currently evaluating whether an additional sail is needed.
FY 2017	Jason Ritchie (and others)	Baseball coaches and users of Fred George Park suggested an additional segment of sidewalk extending behind the baseball field and connecting to the piece that runs parallel to Capital Circle.	Resource Stewardship	Division of Engineering already had plans to add a portion of sidewalk near the multi-purpose field to connect to the piece that parallels Fred George Rd. Since mobilization was already going to occur, Parks used that opportunity to implement the citizens' idea. Construction of both additional segments began in late July and should be completed by mid-August.

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FY 2017	Tallahassee Rocks (grassroots initiative)	Tallahassee Rocks! is a community-building group meant to inspire creativity in all ages and energize people to explore the beautiful area we live in. They invite citizens to paint and "hide" rocks around the community to encourage folks and families to explore our local parks and public areas.	Resource Stewardship	Another way to bring "arts to parks", Parks & Rec. staff incorporated a rock painting station into the festivities of Greenway Day that was held on 3/29/17. The activity was a huge success with over 100 people painting rocks at the event.
FY 2017	The Chance Family	The Chance Family contacted the Eastside Library staff to ask if the County would allow the installation of a stone bench at the library in the memory of their son, Peter. The family would provide the bench, which is a large limestone stone that the family had polished and prepared.	Resource Stewardship	After the inquiry by the Chance family was made, library staff put the family in contact with Facilities Management to complete the installation of the bench and platform. Facilities Management made the decision to go above and beyond the original request for a standard platform, and made a custom platform that was in the exact shape of the stone bench.
FY 2017	Citizen (Unnamed)	Use of the name "Swap Shop" for the reuse center at the household hazardous waste facility has caused confusion, resulting in citizens that think they have to put items in to take them out. This results sometimes in inappropriate items in the shop.	Resource Stewardship	Contacted CMR for assistance in rebranding the reuse center to tie in with the current "ReNew Paint" branding for our rebledend paint.
FY 2017	Citizen (Unnamed)	A citizen requested that dog waste stations be added at Fred George Park for people to use to clean up after their pets.	Resource Stewardship	Parks staff completed installation of the fixtures in August 2017.
FY 2017	Tourist Development Council (TDC)	At the June 22, 2017 TDC meeting, Knight Creative Communities Institute (KCCI) made a presentation requesting \$35,000 in support for a #iHeartTally campaign which includes a large permanent public art installation along the western end of the pedestrian bridge at Cascades Park and a smaller mobile structure for use at a variety of local events.  Following the presentation by KCCI, the TDC unanimously supported this #iHeartTally campaign and the reallocation of \$35,000 from the marketing budget which had previously been designated to incentivize JetBlue air service.	Tourism Development	On July 11, 2017, the Board accept the status report on marketing initiatives from the Division of Tourism Development. The County will own the smaller structure and will contribute to the larger permanent installation which will be owned and maintained by the City of Tallahassee given its location at the foot of the Cascades Park pedestrian bridge. Upon completion of the 'iHeartTally' mobile structure, the Division of Tourism Development will be responsible for storing, coordinating transportation to/from various events and/or businesses and managing the booking calendar for where the structure will be dislaved.
FY 2017	Tourist Development Council	Create a grant distinction for emerging "Signature" events that would support these events in their efforts to grow.	Tourism Development	Based on the request, staff proposed options to the TDC at its March 2, 2017 meeting. At this meeting TDC members discussed scenarios to accomplish the request to support events on the verge of becoming Signature Events. The TDC created an "Emerging Signature Event" distinction for events that meet the definition of a Signature Event, however the event estimates only generating between 1,250 – 1,499 room nights, and historically generates close to that amount. The Board then approved this program at its April 4, 2017 meeting.
FY 2017	Citizen (Unnamed)	The citizen contacted Leigh Davis, Parks and Rec, in regard to his frustration with numerous owner's allowing their dogs to remain off leash in our Greenways where we have leash law signs posted.	Animal Control Parks & Recreation	Animal Control and Parks and Rec worked together to identify those areas at the Greenways in need of more signage. Parks and Rec distributed Animal Control Officers maps of the Greenways and trained Animal Control Officers on ATV usage to allow the Animal Control Officers to get deeper into the Greenway trails where the incidents were occurring in order to educate offenders. Greenway Day was also implemented and Animal Control was present to educate and hand out leashes to pet owners.
FY 2018	Murell Dawson	Murell Dawson, a Research Associate for Meek-Eaton Black Archives at the Florida Agricultural and Mechanical University requested Leon County's support to install a historical marker at the Fairgrounds to honor the 1963 Civil Rights Protest Jail Overflow Site.	Administration	County staff worked with Ms. Dawson, the Fairgrounds, and the Department of State to coordinate the application, explore cost-share opportunities, and plan for installation of the marker. On November 14, 20-17, the Board approved the installation of the historical marker as well as the resolution and associated budget amendment request for costs associated with installation.
FY 2018	Chief Judge Jonathan Sjostrom and the 2nd Judicial Circuit Judges	Chief Judge Jonathan Sjostrom and the 2nd Judicial Circuit Judges requested that the Board rename the Leon County Courthouse Annex located at 1920 Thomasville Road in honor of Circuit Judge Charles A. Francis. On November 14, 2017, the Board directed staff to prepare an agenda item regarding the renaming of the building.	Administration	On December 12, 2017, the Board approved the renaming of the Leon County Courthouse Annex in honor of Circuit Judge Charles A. Francis. The Board also approved a Budget Amendment realigning \$9,000 from the general fund contingency account for related signage.

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FY 2018	Junior Apprenticeship Applicants	Previously students were limited to applying for one position at a time; however, several students requested the ability to apply for multiple positions at once.	Administration	Staff evaluated the application process and determined that students could be allowed to apply for up to two positions at a time. The application forms were updated and distributed to schools for the Fall 2018 semester.
FY 2018	2016 LEADS Listening Session	Evaluate the consolidation of City and County Animal Control services.	Animal Control	County staff approached the City regarding the consolidation of both government's Animal Control into one organization and the City declined moving forward.
FY 2018	2016 LEADS Listening Session	Provide staff with additional training to enhance customer service related to Animal Control.	Animal Control	Additional customer service training has been incorporated into the employee training program.
FY 2018	2016 LEADS Listening Session	Enhance public education and outreach efforts regarding Animal Control services.	Animal Control	Animal Control has participated in additional community education programs and conducted neighborhood sweeps and community education programs. These efforts have been incorporated into the Division's work plan to be on-going efforts.
FY 2018	2016 LEADS Listening Session	Install informational videos about Leon County services in high-traffic areas.	Community & Media Relations	Videos are shown in the lobby of Leon County Tourism. DSEM and the Libraries also have the capability to show videos.
FY 2018	2016 LEADS Listening Session	Examine avenues to enhance communications between CMR and representatives from Leon County Schools in order to build work area-specific relationships.	Community & Media Relations	CMR has developed a stronger relationship with Chris Petley, Leon County Schools Communications Manager. Worked together to promote events such as Leon Works. Sustainability has also worked with Leon County Schools to incorporate sustainability into lesson plans
FY 2018	2016 LEADS Listening Session	Promote Leon County TV programming through social media by developing short (15 to 30 seconds) videos.	Community & Media Relations	CMR has increased the number of videos produced and shared on social media sites, including Facebook, Instagram and YouTube. Channel 16 has been updated to display the same videos shared on social media
FY 2018	Hurricane Irma Listening Sessions	During the Hurricane Irma Listening Sessions, citizens requested public information for all electric utilities operating in Leon County as well as utility restoration efforts updates to the small number of Duke Energy customers in eastern Leon County.	Community & Media Relations	Irma After Action Report was accepted by the BOCC on December 12, 2017 and included the recommendation to include links to Duke Energy information regarding power restoration on the EIP during future disasters.
FY 2018	Hurricane Irma Listening Session	Citizens expressed appreciation that the County improved communications and provided greater availability of emergency public information. Leon County's extensive communications efforts related to Hurricane Irma resulted in its preparedness messaging being seen, heard, and read nearly 5 million times over the course of the incident. They recommended that County continue to provide this level of communication.	Community & Media Relations	The Board accepted the Hurricane Irma After Action Report on December 12, 2017, which included several recommendations related to Leon County's communication strategies during a disaster.
FY 2018	Shop Local 850	Joe Berg, Director of Shop Local 850, requested that the County participate in the the organization's Shop Local Holiday Weekend in December.	Community & Media Relations	Community & Media Relations Staff worked with Shop Local 850 to promote their Shop Local Holiday Weekend held December 8th-10th.
FY 2018	Matthew Latch	Matthew Latch suggested improving the County's website promotion for the Leon County Tax Deeds and Leon County Foreclosure Sale sites. Maintained by the Leon County Clerk of Courts, Matthew wanted more up-front resources on the County's website directing visitors to these processes. Staff added links under Business Resources, therefore improving exposure.	Community & Media Relations	<a href="#">Community and Media Relations provided direction to the Office of Information Technology to add the following two links:</a>  <a href="#">Leon County Tax Deeds</a> <a href="https://cvweb.clerk.leon.fl.us/public/clerk_services/finance/tax_deeds/tax_deeds.asp">https://cvweb.clerk.leon.fl.us/public/clerk_services/finance/tax_deeds/tax_deeds.asp</a>  <a href="#">Leon County Official Foreclosure Sale</a> <a href="https://www.leon.realforeclose.com/index.cfm">https://www.leon.realforeclose.com/index.cfm</a>
FY 2018	2016 LEADS Listening Session	Identify multiple recipients for electronic records requests to ensure timely responses to citizen inquiries.	DSEM	Staff worked to ensure that more than one person receives electronic record requests in the event the Records Manager is out of the office. The majority of public records requests are received from the County Attorney's Office, and they have been advised to include Pam Scott, David McDevitt and Katrina Huffmaster on all records request emails to ensure they are received in a timely manner.

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FY 2018	2016 LEADS Listening Session	Evaluate the current pre-submittal application process to potentially provide more information to applicants.	DSEM	After evaluating the pre-submittal application process, it was determined that more robust staff reports will be required for review at the pre-submittal meeting with the applicant.
FY 2018	2016 LEADS Listening Session	Develop informational materials to help promote existing Low Impact Development (LID) incentives.	DSEM	Development Services Staff Reports have been updated to include reference and information about LID where appropriate, along with coordinating LID efforts with Environmental Services.
FY 2018	2016 LEADS Listening Session	Consider renaming the "Concept Plan" approval process to provide more clarity to citizens.	DSEM	Staff determined that more effort to educate the development community on the differences/benefits of the two-track options was necessary. PUVs and pre-submittal staff reports now include information about the two-track process.
FY 2018	2016 LEADS Listening Session	Explore opportunities to increase the issuance of "conditional approvals" to reduce the amount of processing time for final approvals.	DSEM	Dependent upon site conditions and on a case-by-case basis, more detailed conditional approvals are being provided.
FY 2018	2016 LEADS Listening Session	Explore opportunities to make the Environmental Permit Checklist for stormwater permits more user-friendly.	DSEM	The EMP checklist was reviewed and fine-tuned to provide a detailed "road map" for correctly and comprehensively complete the permit application. This tool also serves as a guide for consultants in preparing their responses to Requests for Proposals. A simplified permit and associated checklist was also formulated for projects associated with exempt site plan reviews.
FY 2018	2016 LEADS Listening Session	Enhance public outreach efforts regarding major changes to building codes, permitting processes, and other pertinent information.	DSEM	The DSEM Chief Development Resources Officer attends the monthly Tallahassee Builder's Association meetings, where he can provide any necessary updates, and the DSEM website is regularly updated with any pertinent information.
FY 2018	2016 LEADS Listening Session	Assist customers by encouraging building permit applicants to meet with all division service advisors prior to application submittal.	DSEM	A Service Advisor (SA) checklist was updated and is being utilized every day by each Division's assigned SA to ensure all requirements are addressed prior to application submittal.
FY 2018	2016 LEADS Listening Session	Provide Code Enforcement Board members a year-end summation of new ordinances, procedural changes and pertinent topics.	DSEM	Staff periodically review the topics discussed during the fiscal year to identify areas that may need to be re-addressed.
FY 2018	2016 LEADS Listening Session	Provide continuous learning opportunities to Code Enforcement Board members by periodically reviewing topics and updates in the Board member handbook.	DSEM	Topics and updates are provided monthly under staff briefing and announcements.
FY 2018	2016 LEADS Listening Session	Provide intake staff with additional training to enhance customer service related to code enforcement.	DSEM	As part of the DSEM "Upgrade, intake staff is now under the newly created Customer Engagement Services Division, and cross training between the intake staff and Support Services Division staff has been implemented to help facilitate enhanced customer service.
FY 2018	Hurricane Irma Listening Session	County, City, and Talquin's coordination efforts resulted in a quicker response time in discharging power lines wrapped around downed trees which was noted by citizens during the Hurricane Irma Listening Session. Citizens requested this continued coordination to ensure the quality of response in future disasters.	Emergency Management	The Board accepted the Hurricane Irma After Action Report on December 12, 2017; which included a recommendation to continue coordination with City of Tallahassee Electric and Talquin Electric to ensure continued assistance with road clearing task force efforts.
FY 2018	Hurricane Irma Listening Session	Some County residents expressed frustration with the process for restoring power to their homes because they have a Talquin meter box that receives power through the City's utility lines and vice-versa.	Emergency Management	The City anticipates full acquisition of these Talquin utility lines and meters into the City's territory by 2019; until that time, both electric providers are committed to resolving reports of outages in these areas.
FY 2018	Hurricane Irma Listening Sessions	Update the Leon County disaster plans to include strategies to protect the homeless population in the community during future emergencies	Emergency Management	Include acknowledgement of resources and capabilities of the Kearney Center and Hope Community within the Comprehensive Emergency Management Plan.
FY 2018	2016 LEADS Listening Session	Explore opportunities to improve the processes used between medical facilities and EMS related to inter-facility patient transports.	EMS	Staff has updated the forms that are submitted by the medical facilities when requesting that EMS conduct a transport. Additionally, staff has been meeting regularly with medical facility staff to ensure open dialogue and continuous process improvement.
FY 2018	2016 LEADS Listening Session	Enhance public education and outreach efforts regarding ambulance "posting" and dynamic deployment.	EMS	This information was incorporated into appropriate community education programs and will continue to be included in future opportunities.

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FY 2018	2016 LEADS Listening Session	Establish a program that engages youth in the community as a means to enhance EMS recruitment and improve civic engagement.	EMS	EMS has been mentoring high school students under the County's student intern and summer youth programs. In addition, EMS has regularly had college interns gain experience by assisting the division with research, special projects, and community education programs.
FY 2018	2016 LEADS Listening Session	Explore opportunities to enhance the availability of critical care paramedics for inter-facility patient transports.	EMS	EMS has increased the number of paramedics that are certified critical care paramedics and instituted an on-call schedule to ensure availability of personnel. EMS is continuing to research establishing a dedicated unit to utilize to provide critical care services.
FY 2018	2016 LEADS Listening Session	Evaluate the establishment of a 2-year CHSP funding cycle.	Human Services & Community Partnerships	The two-year CHSP funding cycle was adopted by the BOCC in December 2017
FY 2018	2016 LEADS Listening Session	Develop a comprehensive informational guide for veterans to find and connect with services available locally.	Human Services & Community Partnerships	A brochure was developed that lists the programs and benefits available to veterans and their dependents. The brochures are available at the Veterans' Office, local veteran service organizations, and selected local businesses
FY 2018	2016 LEADS Listening Session	Explore opportunities to coordinate with the Tallahassee VA National Cemetery for military burial services for indigents.	Human Services & Community Partnerships	Veteran Services Division coordinates with Human Services Division and the Tallahassee National VA Cemetery regularly to ensure that deceased veterans declared indigent are buried in the National Cemetery
FY 2018	2016 LEADS Listening Session	Evaluate offering more "mini" workshops for individuals interested in volunteer management.	Human Services & Community Partnerships	Conducted workshops at UPHS Annual Conference on Emergency Management and Volunteer Management; Conducted UPHS Lunch and Learn Workshop on Continuity of Operations Planning, Presented workshop on Get Connected at Department of Elder Affairs, Special Event Management for FAMU Community Ambassador Program, Florida Commission on Human Relations, Tallahassee Senior Center Leadership Class, conducted Volunteer Reception Center training in Jacksonville, EOC Civic Engagement Series & Summer Youth Training Program
FY 2018	2016 LEADS Listening Session	Enhance public outreach efforts regarding Primary Healthcare and Human Services programs in coordination with local partners.	Human Services & Community Partnerships	Staff continue to participate in community outreach events to promote the health and human programs and services provided by CHSP and healthcare partners
FY 2018	2016 LEADS Listening Session	Explore opportunities to capture data from volunteers and analyze trends in volunteerism.	Human Services & Community Partnerships	Get Connected now tracks volunteer data that highlights number of users, interest areas & number of opportunities on site
FY 2018	Community Human Services Partnership (CHSP) Agencies	Subsequent to the United Way of the Big Bend (UWBB) announcing its intent to disengage from the CHSP process effective FY 19, the Board direct staff to work with the City of Tallahassee and CHSP agencies to to revise the CHSP process. One recommendation from agencies was automated quarterly reporting. Previously, CHSP agencies completed quarterly reports in a narrative format and scanned the reports into the portal as a PDF document.	Human Services & Community Partnerships	Beginning in FY 18 agencies began submitting an on-line quarterly report. Quarterly reporting of demographic and performance data is created and saved in the CHSP Portal. Data to be collected includes the number of clients served in each funding category by race, gender, age, disability (if applicable) and zip code. Collecting and analyzing this data in a consistent and uniform format serves as the first step in developing measures for improving program effectiveness, identifying community impact and assisting the CRT's in future funding recommendations.
FY 2018	Community Human Services Partnership (CHSP) Agencies	Subsequent to the United Way of the Big Bend (UWBB) announcing its intent to disengage from the CHSP process effective FY 19, the Board direct staff to work with the City of Tallahassee and CHSP agencies to to revise the CHSP process. One recommendation from agencies was a multi-year funding cycle to provide the opportunity for long term planning and program assessment.	Human Services & Community Partnerships	Staff met with the CHSP agencies and reviewed funding models used by agencies that provide public funding to human services agencies to develop a multi-year funding model. Multi-year funding reduces the amount of time agencies are required to invest in applying for CHSP funds and allows for long range planning. On October 10, 2017, the Board approved the implementation of a two-year application and funding process to commence in FY 2019 and directed staff to incorporate the modifications into the MOU.
FY 2018	2016 LEADS Listening Session	Explore opportunities to adjust drug & alcohol testing and staffing schedules to reduce customer wait time.	Intervention and Detention Alternatives	Staff in conjunction with MIS modified the automated test schedule to balance the number of offenders called within a day. The process maintains the random selection of offenders to test as required by the court.



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FY 2018	2016 LEADS Listening Session	Expand network with criminal justice and community service agencies to provide more information on job training and employment opportunities.	Intervention and Detention Alternatives	Staff is coordinating with the State Attorney's office to host orientation sessions for newly hired Assistant State Attorneys. In upcoming months, staff will explore options to expand orientations to the Public Defender's Office and Court Administration.
FY 2018	2016 LEADS Listening Session	Examine the effectiveness of Court-ordered vehicle immobilization and suggest alternative approaches to the court system.	Intervention and Detention Alternatives	The requirements for vehicle immobilization are outlined in Florida statute. Probation staff assists offenders with pro-se motions to advise the court of obstacles related to compliance with this condition.
FY 2018	Clerk of the Circuit Court and Comptroller for Leon County	The Clerk of Court's staff requested that the Probation Division generate the court orders when a defendant is sentenced to county probation to align the processes with sentences to circuit probation.	Intervention and Detention Alternatives	IDA and MIS staff worked to develop and implement an automated process to meet the Clerk's request with minimal impact to staff's existing workload.
FY 2018	Kent Spriggs, Chair of Sheriff McNeil's Pretrial Committee	The Intervention and Detention Alternatives Director received a request from the Chair of the Sheriff's Pretrial Committee to provide a presentation of the services available to the courts through the Supervised Pretrial Release Division for defendants pending trial in Leon County.	Intervention and Detention Alternatives	Ms. Broxton attended the meeting to educate the committee on programs and services of the Supervised Pretrial Release Division for monitoring of pre-sentenced defendants in the community while enhancing public safety.
FY 2018	Court-Ordered Services Providers Meeting	During a bi-annual meeting with the court-ordered services, representatives from North Florida Safety Council commented on the additional work load necessary of their staff to obtain arrest reports required to complete initial assessments for defendants court-ordered to attend DUI School.	Intervention and Detention Alternatives	Staff developed a process to streamline requests from court-ordered service providers for documents through the creation of a general e-mail account for electronic submissions. This account is accessible and monitored by the administrative support staff to provide timely responses to all requests throughout the business day.
FY 2018	2016 LEADS Listening Session	Enhance public outreach efforts regarding library services that are available in-person and online.	Library Services	Through Facebook and web design groups, the Library practices continual evaluation of social media strategies. Digital signage to be developed in FY17-18 will contribute to effective outreach.
FY 2018	2016 LEADS Listening Session	Explore opportunities to enhance the Library community room reservation system.	Library Services	Online reservations in place for all library meeting rooms; reservations held to 90 days to allow more groups to use; however, the number of reservations allowed in 90 days increased from 3 to 4.
FY 2018	2016 LEADS Listening Session	Explore opportunities to enhance in-person assistance at Library facilities.	Library Services	We have had staff training and reminders to greet and assist users throughout the buildings; we continue to evaluate and test the use of mobile devices to offer reference and/or circulation assistance.
FY 2018	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	238 items, both print and media, purchased as a result of patron requests.
FY 2018	Library Patrons	Purchase requests made in person, via email, or online through ILLiad, the Library's InterLibrary Loan internet accessible database.	Library Services	117 items, both print and media, were purchased in response to patron requests.
FY 2018	Library Patrons	Purchase requests made via our ILLiad system, email or in person.	Library Services	123 items, a combination of print and media, were purchased during the month of December in response to Library patron requests.
FY 2018	Library users	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	202 items, a combination of print and media, were purchased during the month of January in response to Library patron requests.
FY 2018	Library Users	Purchase requests received through our ILLiad system, in person, over the telephone and via email	Library Services	148 items, a combination of print and media, were purchased during the month of February in response to Library patron requests.
FY 2018	Library Users	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	134 items, a combination of print and media, were purchased during the month of March in response to Library patron requests.
FY 2018	Library user, Main Library	A Library user at the Main Library, who had booked a program room for a meeting, requested a wireless presenter (wireless clicker) to use with the PowerPoint presentation he planned to give.	Library Services	Library staff decided to purchase wireless presenters with laser pointers for each program room projector. Program rooms at the Main Library, Dr.. BL Perry, Jr. Branch and Northeast Branch now have the devices available for those using the meeting rooms, and there is one at the Lake Jackson Branch.

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FY 2018	Library Patrons	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	112 items, a combination of print and media, were purchased during the month of April in response to Library patron requests.
FY 2018	Library Users	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	213 items, a combination of print, media and digital, were purchased during the month of May in response to the Library patron requests.
FY 2018	Library Users	Purchase requests received via our ILLiad system, in person, over the telephone and by email.	Library Services	136 items, a combination of print and media, were purchased during the month of June in response to Library patron requests.
FY 2018	Library user, Lake Jackson Branch	A library user commented that there were not enough kick stools at the Lake Jackson Branch, saying that he liked to use them to sit on while he browses through materials.	Library Services	Staff determined that there were only two kick stools in the library. Four more were delivered to the Lake Jackson Branch on Friday, July 6 and two additional kick stools have been ordered.
FY 2018	Library user, Northeast Branchy	Library user suggested that a large print version of the library card registration form would be helpful for those with low vision.	Library Services	After consulting Large Print guidelines, library administration developed a Large Print version of the library card application and distributed copies to all branches and the Main Library for use by those with low vision.
FY 2018	Library Patrons	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	146 items, a combination of print, media and digital, were purchased during the month of July in response to Library patron requests.
FY 2018	Library Patrons	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	238 items, a combination of print, media and digital were purchased during the month of August in response to Library patron requests.
FY 2018	Lake Jackson Branch Library patron	A library patron at the Lake Jackson Branch suggested that the lowest shelves of the DVD display unit were too low for "older adults."	Library Services	Library staff evaluated the display units and reconfigured the shelving so that the lower shelf is easier for "older adults" to use, and were careful to make sure that the highest shelf is still easily accessible. Work completed in February 2018
FY 2018	Library patron at the Northeast Branch	Library patron suggested that a dry-erase board would be useful in the Northeast Branch conference room.	Library Services	The Library purchased and hung a dry-erase board in the conference room for anyone using the conference room to use. The conference room is for public use according to the Library Meeting Room policy and may be reserved through the online meeting room reservation system.
FY 2018	Library patron at the Woodville Branch Library	A library patron commented that the "new DVD" display table at the Woodville Branch looks "just like a garage sale."	Library Services	The branch manager has consolidated the display of new materials for adults into a larger, more attractive display.
FY 2018	Magnolia Drive Area Residents	After the first phase of the Magnolia Drive Multi-use Trail was constructed in 2017, Blueprint and Leon County received feedback from citizens with suggestions on how to improve the design of the trail. The majority of comments focused on creating amore comfortable trail by adding a planted buffer space separating people on the trail from the vehicle traffic on Magnolia Drive.	PLACE (Blueprint)	In response to community suggestions, Blueprint developed design alternatives for the trail that included buffer options. Design options were presented at a community meeting on November 13, 2017, and community members expressed consensus around a design modification to reduce the trail to 8 feet and add a 4 foot buffer between the back of curb and the trail. Community member feedback and the recommendation for a design modification, consistent with the preferred alternative expressed by the community at the November 13, 2017 meeting, was shared with the IA Board at their December 1, 2017 meeting. The IA Board voted to approve the design change, and the redesign of the Magnolia Drive Trail is currently underway.

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FY 2018	Magnolia Drive Area Residents	At a November 13, 2017 community meeting to discuss design changes for the Magnolia Drive Multi-use Trail project, community members suggested using the opportunity presented by the significant construction activity associated with the trail to underground utilities along the corridor. This idea was in response to the significant power outages experienced in the neighborhoods surrounding the Magnolia Drive corridor during the 2016 and 2017 hurricane events.	PLACE (Blueprint)	Blueprint staff worked with County staff to determine opportunities to underground utilities in coordination with the construction, including potential cost saving, benefits to residents, and benefits to the City utility. An analysis of the opportunity was presented to the IA Board at their December 1, 2017 meeting, and staff were directed to further refine the analysis and cost estimates and provide an update at the next IA Board meeting. At the March 1, 2018 meeting, Blueprint staff presented their analysis and the IA Board authorized Blueprint staff to proceed with undergrounding utilities throughout the Magnolia Drive corridor, in coordination with the trail project. Design is currently underway and construction on the next phase of the Magnolia Drive Trail, which will include undergrounding utilities, is expected to begin later this year.
FY 2018	Capital Cascades Trail Patrons and Railroad Square Business Owners	Representatives from Railroad Square and playground goers have voiced multiple requests for restroom amenities in the area around the playground and water play areas near Railroad Square along Capital Cascades Trail. Staff reviewed the availability of public restroom facilities in the area and the closest public restroom is located in Cascades Park approximately 1 mile away. Based on community suggestions and discussion with Railroad Square business owners, who bore the burden of providing restroom facilities to the public, Blueprint developed construction and funding options for providing a public restroom at this location.	PLACE (Blueprint)	Blueprint presented the proposal to construct a public restroom near the playground at the September 19, 2018 Intergovernmental Agency Board meeting. The IA Board approved the concept and funding to construct a restroom along Capital Cascades Trail Segment 3. It is anticipated that the restroom will move into design in early 2019 with construction to follow.
FY 2018	Knight Creative Communities Institute	This summer, the Knight Creative Communities Institute (KCCI) expressed a desire to work with the Blueprint Intergovernmental Agency as part of their 2019 class project (Red Hills Rhythm), which may include an artistic installation(s) or other placemaking projects along Segment 3 of the Capital Cascades Trail (Adams Street to Gamble Street). Blueprint has targeted this section of the Cascades Trail for the incorporation of artistic and historical components as part of the 'History and Culture Trail,' and will work with the Council on Culture and Arts (COCA) to solicit artists. The 2017 TLH installation has positively resonated with the community, and this collaboration is intended to have the same beneficial community outcomes.	PLACE (Blueprint)	This idea for collaborating with KCCI was presented to the Intergovernmental Agency Board at their September 19, 2018 meeting as part of an update on the Cascades Trail Segment 3 project. Blueprint will continue to work with KCCI and the future class through the remainder of 2018 and throughout 2019 to define the parameters for this placemaking project.
FY 2018	Tameka Francis	Ms. Francis attended the Orange Avenue Community Meeting on October 2, 2018 focused on the upcoming Blueprint 2020 Orange Avenue/Meridian Road Placemaking project, specifically the public space components of this Blueprint project (conversion of the stormwater pond in to a park and community areas). At the meeting, Ms. Francis mentioned that she had some ideas for additional community engagement opportunities. In a follow-up discussion later that week with Blueprint staff, Ms. Francis noted many obstacles for attending evening public meetings for Southside residents. Primarily, the buses stop running the regular schedule at 7 PM, meaning the last stop on many routes is between 6 - 7 PM. This means transit dependent residents could not attend the meeting. Also, many Southside residents work in the evening, have childcare issues, or have other issues preventing them from attending meetings. In order to engage a broad range of Southside residents, Ms. Francis suggested Blueprint take the outreach to where the people are already gathering.	PLACE (Blueprint)	Through late October and early November 2018, Blueprint will focus remaining community engagement activities on bringing outreach activities to the people in Southside Tallahassee. Project information and feedback tables will be set up at the Piggly Wiggly, the nearby grocery store, to engage residents in a quick and easy manner with the project and get their ideas for the public space projects. Public engagement regarding the development of temporary uses on the future Starmetro Superstop location will also occur on-site. Blueprint will also coordinate with other community centers, such as the B.L. Perry Library and the Jack McClean Community Center, to co-locate outreach activities with planned community events.



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FY 2018	2016 LEADS Listening Session	Improve consistency in the permitting process by facilitating interdepartmental review of site plans that incorporate recommendations from DesignWorks.	PLACE (Planning)	Improved consistency in the permitting process has been achieved through increased interdepartmental communication between DesignWorks and Development Services and Environmental Management (DSEM) staff. Interdepartmental review has been largely enhanced by the inclusion of DesignWorks staff attendance at DSEM development pre-application and application meetings from the start of the permitting process. As a result, DSEM staff and applicants have become more knowledgeable on pertinent site plan analysis considerations, and this continues to yield benefits to citizens by streamlining the development application process.
FY 2018	2016 LEADS Listening Session	Create new opportunities within DesignWorks for customer feedback and information sharing.	PLACE (Planning)	Customer service has been improved with the addition of a Special Projects and Outreach division of the Planning Department in early 2018. This division works to share information with, and obtain feedback from, citizens, neighborhood associations, and other stakeholders in the community. In addition, DesignWorks has initiated the creating of a geo-spatial "hot spot" map, depicting the intensity of interest in development and redevelopment of parcels throughout the County that DesignWorks has provided public and private site assistance services on.
FY 2018	2016 LEADS Listening Session	Explore opportunities to provide on-site DesignWorks project consultations in response to customers' evolving needs.	PLACE (Planning)	DesignWorks has been successful at providing on-site services such as public and private project consultations and presentations with citizen stakeholders following the purchase of new equipment, such as a tablet computer and projector. DesignWorks has also coupled this effort with the need to create new opportunities for feedback and information sharing (recommendation 2) by conducting post-application site visits and construction walk-throughs, which allow staff to communicate with members of the design consultant community and evaluate the effectiveness of services provided.
FY 2018	2016 LEADS Listening Session	Explore opportunities to enhance coordination with City of Tallahassee Utilities for County projects.	Public Works	Project Managers have been coordinating with utility providers at various design stages for any potential conflicts. New & active County CIP lists and schedules are provided to COT Water & Sewer Department once a year upon request. The updated status and lists can assist in budget development for potential service upgrades and utility relocations.
FY 2018	2016 LEADS Listening Session	Enhance public education and outreach efforts regarding services provided by Public Works-Operations.	Public Works	The Leon County website for Public Works Operations Division has been updated and reflects the program services provided to citizens. In addition, program services are listed on the door hangers mentioned in item 8 below.
FY 2018	2016 LEADS Listening Session	Explore additional opportunities to notify homeowners associations when large scale or special maintenance projects are scheduled to occur within their subdivisions.	Public Works	While routine maintenance activities will continue to be performed without notifications, Leon County BOCC adopted new Policy No. 17-1 "Public Notification of Road Closing and Road Closure Request Procedure." This process will be utilized in conjunction with the process that was developed to notify homeowners of project delays through the use of door hangers.
FY 2018	Lively Technical Center	Lively staff contacted the Director of Fleet Management to discuss and request the transfer of out-of-service County vehicles to be used for training in the recently established Diesel Truck Maintenance Program.	Public Works	On October 23, 2018, the Board authorized staff to transfer a surplus Leon County Emergency Medical Services Ambulance to Lively Technical Center.
FY 2018	Robert Deyle	Establish planning horizon for the Comprehensive Wastewater Treatment Facilities Plan	Public Works	20-year planning horizon established in RFP

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FY 2018	Wakulla Springs Alliance & Friends of Lake Jackson	Wakulla Springs Alliance, Friends of Lake Jackson, and other citizens requested that the County bid out the Request for Proposals for the Comprehensive Wastewater Treatment Facilities Plan to achieve wider participation in the planning process	Public Works	RFP for bidding was presented to the Board on December 12 (continued until January 23).
FY 2018	Wakulla Springs Alliance	Various citizens and the Wakulla Springs Alliance each proposed the suggestion to have the Comprehensive Wastewater Treatment Facilities Plan include an evaluation of onsite wastewater treatment and disposal methods beyond the "passive system" initially described in the Plan Scope of Services.	Public Works	Reference to "passive systems" were removed from the draft RFP presented to the Board for discussion at the December 12, 2017 meeting. Advanced treatment onsite wastewater treatment and disposal systems will be evaluated, but will not be limited to passive treatment.
FY 2018	Opal Howell	Ms. Howell contacted Parks and Recreation about two pine trees on County property (Flagg St. lot), immediately adjacent to her property that she had storm concerns over. The County actually had a construction project occurring on the property, so Ms. Howell thought it might be a good time to evaluate those two trees to see if they could be removed.	Public Works	County staff evaluated the trees and the plans of the construction project. It was ultimately determined that the trees could be removed. The removal was scheduled for June 29.
FY 2018	2016 LEADS Listening Session	Create an open concept for the front lobby of the DSEM office to enhance interaction between the public and intake staff and to improve customer service.	Resource Stewardship	The County provided an open workspace environment for employees and a more efficient intake area for citizens.
FY 2018	2016 LEADS Listening Session	Evaluate adding temporary parking spaces at IDA to ensure available spaces for customers until the new Medical Examiner facility is constructed.	Resource Stewardship	Facilities Management added additional gravel parallel parking along the fence line at IDA, this added approximately 10 spaces.
FY 2018	2016 LEADS Listening Session	Coordinate with MIS to enhance the automated call system on the main Parks and Recreation telephone line.	Resource Stewardship	This process improvement was implemented immediately after the 2016 listening sessions; as a result of this improvement the Parks & Recreation Division has received fewer complaints.
FY 2018	2016 LEADS Listening Session	Enhance public education and outreach efforts to expand recycling education to more varied audiences.	Resource Stewardship	Office of Sustainability developed a joint recycling graphic with the City of Tallahassee in order to streamline recycling education in the community. The office also created a Spanish-language version of the graphic in order to reach more citizens. Outreach efforts were also expanded with the creation of the Recycling Video and an increase in social media activity.
FY 2018	The Garden Club	Garden Club members requested a lily flower bed at the NE Branch Library be reinvigorated.	Resource Stewardship	Working with staff and garden members, the bed was revitalized by the members and now maintained by Leon staff.
FY 2018	Citizen (Unnamed)	Citizen suggested American flags be placed at a key community gathering room	Resource Stewardship	Staff conducted an inventory of all public meeting spaces and purchased necessary flags and stands to ensure a flag is available for the pledge of allegiance.
FY 2018	Sustainable Tallahassee	Representatives from Sustainable Tallahassee suggested the County collaborate with other community partners on the development of a community-wide Climate Action Plan.	Resource Stewardship	At the December 12 Board Meeting, the Board authorized staff, in collaboration with Sustainable Tallahassee, to pursue next steps in the evaluation of developing a community-wide Climate Action Plan.
FY 2018	Domi Station	Domi requested the opportunity to host a bike share hub at the Amtrak building for public use.	Resource Stewardship	Staff identified a solution, created an agreement with Zagster to piggy back off of the City agreement. Hub installed at the Amtrak, Main Library and Renaissance building.
FY 2018	Citizen (Unnamed)	Citizen observed that not all community meeting spaces have American flags posted.	Resource Stewardship	Staff surveyed all community meeting spaces (community centers, branch Libraries, etc). In some cases flags existed but had been relocated elsewhere in the building, other sites flags were purchased and installed.
FY 2018	Camper at Coe Landing	Installation of a flag pole at Coe Landing campground	Resource Stewardship	A camper who was also retired military suggested that a flag pole be installed at Coe Landing. Rick Lucero, the campground park attendant, initiated the response to the citizen and coordinated with his Supervisor and co-workers (Frank Hagood and Carlton Haney) to implement. Installation was completed at the beginning of May.
FY 2018	Carolos Monserrate	Mr. Monserrate identified a wheel-chair accessibility issue at Pedrick Pond Park and requested that staff place a picnic table at the back of the Eastside Library parking area to enhance park opportunities for less able-bodied persons.	Resource Stewardship	Parks staff is working with Facilities and Library staff to effectuate the new amenity. The new picnic pad and ADA parking space should be constructed by June 2018.

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FY 2018	Sherry Carpenter	At Sunset Landing on Lake Jackson, there has historically been a large amount of cigarette butts littered on the ground. Sherry Carpenter asked if the County would consider installing cigarette butt disposal containers for citizens to dispose their cigarette butts in, and adding some educational material on why this is important for the health of the environment.	Resource Stewardship	Staff installed two cigarette butt disposal containers at Sunset Landing adjacent to each pavilion on site. Parks staff has noted that they have been frequently used ever since.
FY 2018	Anonymous	There are a very limited number of free-for-use electric vehicle charging stations in Leon County, and this lack of infrastructure can make it hard for people to make the switch from gas vehicles to electric vehicles. The citizen mentioned that these charging stations could be installed by the County at County facilities.	Resource Stewardship	Staff installed three electric vehicle charging stations at two public libraries (Main Library and Eastside Branch Library) and one at the Courthouse for employee parking.
FY 2018	Citizen	Citizen shared their frustration with retrieving information from the Solid Waste Website in regards to free mulch.	Resource Stewardship	Staff removed old PDF information and updated the Solid Waste webpage with the "ReNew" branding graphic, and highlighted important information in regards to free mulch, such as hours of operation.
FY 2018	Kip Dozier	Mr. Dozier called regarding the dilapidated fence by the community garden. He suggested the fence be repaired or torn down.	Resource Stewardship	It was determined that removal of the fence would be appropriate. The project occurred in a couple of steps. First the fence line had to be sprayed to kill back the weeds by Operations; the fence line was removed by Parks staff; Operations teams removed debris and limbs; Facilities staff coordinated the final mowing to complete the project.
FY 2018	2016 LEADS Listening Session	Engage Tourism partners to enhance marketing efforts related to expansion of passenger rail and air transportation.	Tourism Development	Tourism played a key role in the Amtrak promotion for passenger rail service and monitors federal and regional actions for restoring gulf coast passenger service. Tourism also launched a Washington DC-area promotion highlighting the direct service to Tallahassee by American Airlines. Tourism Director Kerri Post also serves on the Airport Advisory Board.
FY 2018	2016 LEADS Listening Session	Explore opportunities to enhance the Visit Tallahassee industry newsletter.	Tourism Development	Tourism introduced a new template that improved the appearance of the newsletter and focused on more timely and relevant content in shorter stories. The open rate and click rate to external links both continue increasing.
FY 2018	2016 LEADS Listening Session	Continue to pursue opportunities to enhance visitation to Florida State University and Florida A&M University.	Tourism Development	We maintain a year-round marketing agreement with both universities' athletic departments, distribute information at orientation sessions, provide information and other tourism-related collateral to university groups as part of our group service efforts, provide special events grants for concerts, homecoming, alumni functions and educational conferences.
FY 2019	2018 LEADS Listening Session	Explore opportunities to work in partnership with community organizations to address the feral cat population.	Animal Control	Staff continues to work with local community partners to help provide citizens with alternatives to bringing cats to the Animal Service Center and educate citizens about eliminating the resources that attract cats and their undesirable behaviors. Continued discussion within Tallahassee Animal Services Shelter Operational Assessment brought before the Board at the April 23, 2019 meeting.
FY 2019	2018 LEADS Listening Session	Explore ways to promote the various features of the Citizens Connect App, such as submitting a service request and looking up contact information for County Departments.	Community & Media Relations	As the team prepares for Hurricane Season, we will develop more promotions instructing citizens on how to use the app.
FY 2019	2018 LEADS Listening Session	Create a Leon County branding guide to be made available on the County website.	Community & Media Relations	<a href="http://www.leoncountyfl.gov/logo">A guide for Leon County's logos is now available at www.leoncountyfl.gov/logo.</a>
FY 2019	2018 LEADS Listening Session	Evaluate sending weekly outlooks to media of what events the County has coming up. Include title, location, and a 2-3 sentences description.	Community & Media Relations	Media suggested that a weekly email would be beneficial to know of the upcoming County events. Weekly emails have not been sent but we staff now send emails to remind media of upcoming events.
FY 2019	2018 LEADS Listening Session	Develop handout that describes how to properly deploy and dispose of sand bags.	Community & Media Relations	CMR created a flyer and Public Works distributed at Build Your Bucket 2018.

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FY 2019	Paloma Rambana, Sydney Forslund and Meg Norvell, former summer youth interns	Create a volunteer page program for high school students in Leon County	Community & Media Relations	On December 10, 2019, the Paloma Rambana, Sydney Forslund and Meg Norvell, former summer youth interns, provided a presentation to propose a program for high school students to serve as volunteer pages during Leon County Commission meetings.  On January 28, 2020, the Board approved the proposed new Leon County Page Program Policy. CMR has begun incorporating pictures from events in our email correspondence/new releases.
FY 2019	Perry Odom	Citizen suggested that we incorporate pictures into our email news releases.	Community & Media Relations	CMR has begun incorporating pictures from events in our email correspondence/new releases.
FY 2019	2018 LEADS Listening Session	Revise staff reports provided at pre-submittal, application review meetings (ARM) and Development Review Committee (DRC) meetings to more clearly identify and summarize outstanding deficiencies/conditions	DSEM	Following the Listening Session, staff reports were revised to clearly identify and summarize deficiencies/conditions on the first and second pages of the report. Findings have been limited to those compliance issues that remain applicable to the project and are still outstanding.  This item has been fully implemented by revising the staff reports to clearly identify remaining deficiencies and conditions of approval on the first two pages of staff reports.
FY 2019	2018 LEADS Listening Session	Address water quality degradation due to silviculture (tree harvesting) activities.	DSEM	There was discussion regarding water quality degradation due to silviculture (tree harvesting) activities on a parcel south of Bannerman Road near the Bull Headley intersection.  Staff reviewed the issued; however, the Legislature has exempted silviculture from local permitting regulations. The permitting for silviculture related activity is performed by the State's Northwest Florida Water Management District. Staff directs concerned citizens to the District when complaints are received.
FY 2019	2018 LEADS Listening Session	Provide a list of recommendations to property owners following their appearance before the Code Enforcement Board (CEB), which outlines the specific recommendations approved and ordered by the Board.	DSEM	Following the Listening Session, staff determined that the Staff Recommendation Sheet from the Staff Report could be provided to each property owner immediately following their appearance before the CEB. The Sheet lists the final recommendations approved by the Code Enforcement Board at the time. The "official" Board's Order is mailed to the property owner once it is signed by the Board Chairperson.
FY 2019	2018 LEADS Listening Session	Expand cross-training to DSEM staff to enhance customer service related to inquiries regarding addressing and street name related matters.	DSEM	Additional staff have been cross-trained to provide back-up assistance with addressing and street name related inquiries, in conjunction with updating the Addressing Unit Desk Manual to enhance customer service.
FY 2019	2018 LEADS Listening Session	Coordinate with MIS to provide the ability to send data intensive files related to addressing and street name via email.	DSEM	DSEM staff now uses Microsoft OneDrive for transferring data intensive files.
FY 2019	2018 LEADS Listening Session	Continue integration of Project Dox and Accela and offer training sessions for users.	DSEM	A Project Dox training was held for building contractors on April 12, 2018, to provide an overview of how to submit applications electronically and answer users' questions. This type training will be provided on an ongoing basis.
FY 2019	2018 LEADS Listening Session	Review the length of time for issuance of a Permitted Use Verification Certificate (PUVC), as well as the amount of detail included, to determine if either could be reduced.	DSEM	Additional information has been provided in the PUV providing a more robust and comprehensive PUV certificate. Although Accela reporting functions have not been fully implemented to date, staff has continued to implement a 10 day turnaround goal, thus ensuring a timely review of PUV applications.
FY 2019	2018 LEADS Listening Session	Ensure that all applicable departments/divisions are represented at presubmittal meetings to provide more project specific comments.	DSEM	More project specific information is being provided in the staff reports. Although it is often difficult to ensure attendance from all outside agencies, staff has been diligent in ensuring that the reports from these agencies have been provided and contact information is available.

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FY 2019	2018 LEADS Listening Session	Evaluate opportunities to expedite the nuisance abatement process to specifically address burned, dilapidated and unsafe structures due to the potential threat to public safety.	DSEM	Staff will continue to identify burned, dilapidated or unsafe structure cases that pose a potential life/safety issue and utilize the Nuisance Abatement Ordinance to fast-track the cases through the abatement process.
FY 2019	2018 LEADS Listening Session	Listening Session attendees recommended that DSEM encourage applicants to complete master building plans for single family development to decrease overall review and approval timeframes.	DSEM	Master plans are currently being utilized by the swimming pool contractors and accessory building distributors. Having a master plan on file eliminates the need for review of the plans/projects and assists with expediting the building permit issuance. The master plan concept could also be beneficial for the contractors who tend to construct homes with the same floor plans, thus eliminating the need to review each plan, and thereby reducing the time to obtain the single family home building permit.
FY 2019	2018 LEADS Listening Session	Listening Session attendees recommended that DSEM work with the County Attorney's Office and the Clerk of Courts to coordinate public information regarding judicial subdivisions and other lot splits.	DSEM	Environmental staff continue to work with Development Services and applicants to resolve improper subdivisions and lots created by Judicial Orders. Staff provided the Clerk of Courts with a flyer noting requirements that must be satisfied with DSEM prior to recording land transactions. The Clerk has uploaded the flyer to their website. Staff also provided a letter to the Chief Judge to encourage a better understanding of the site and development plan process for their consideration during probate matters.
FY 2019	Advisory Committee on Quality Growth Member	The Committee Member met with staff to share observations about the County's Building Division and recommended that staff communicate with sub-contractors directly.	DSEM	The Building Division instituted a new protocol. To avoid any miscommunication in the future, the Building Division will ensure the General Contractors will be copied on any communication with sub-contractors.
FY 2019	Advisory Committee on Quality Growth Member	The Committee Member met with staff and recommended that the Committee's agenda's allow time to seek input on process improvements.	DSEM	The Committee's agenda was revised with a renewed emphasis on seeking input (i.e. process improvements, cost saving ideas, policy recommendations, etc.) from the committee members.
FY 2019	2018 LEADS Listening Session	Enhance EMS services by providing mental health and ethics training to staff members who respond to EMS calls.	EMS	Additional training related acute mental health issues has been conducted for field staff. Additional training focusing on crisis intervention is being planned at this time. Ethics training has been further incorporated into new member and on-going training.
FY 2019	2018 LEADS Listening Session	Explore opportunities to improve the recruitment and retention of EMS members.	EMS	As a whole, the EMS industry continues to struggle with recruiting and retaining paramedic candidates. As a part of the FY20 budget process, the County evaluated the EMS Pay Plan and made adjustments to align the plan with the market. EMS staff continues to work with TCC and NFCC to assist with student recruitment and training efforts. EMS participates in numerous high school career fairs and at Leon Works. Staff is also focusing efforts on retaining members through scheduling enhancements and by conducting "retention interviews" to learn why long-term members choose to stay.
FY 2019	2018 LEADS Listening Session	Review current posting policies and procedures to ensure that ambulance posting is being done in an effective and efficient manner.	EMS	Staff completed a posting analysis and have adjusted post locations to maximize response capabilities. The Office of Resource Stewardship is providing additional locations where ambulances can be shut-off and plugged in and the crew can go inside of a facility. The County is currently purchasing two ambulances with an auxiliary battery system that will allow the ambulance's motor to be shut off while maintaining HVAC and charging systems on the ambulance.

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FY 2019	2018 LEADS Listening Session	Continue to explore the implementation of a Community Paramedic program.	EMS	Staff regularly participates in the Tallahassee Continuum of Care Consortium and regularly meets with stakeholders to work towards identifying solutions for patients with on-going healthcare needs. The County was also instrumental in the creation of a pilot program through the Center for Medicare and Medicaid which will be used as a proof of concept on the federal level to make payment reform to provide services that align with community paramedic concept.
FY 2019	2018 LEADS Listening Session	Coordinate with DSEM to enhance public awareness of family and non-family heir property issues.	Human Services & Community Partnerships	A session on heir property was incorporated into the 2019 Home Expo, hosted by DSEM
FY 2019	2018 LEADS Listening Session	Evaluate utilizing continuing service agreements to attract and increase the number of contractors that participate in the County's Housing Rehabilitation Program.	Human Services & Community Partnerships	Housing began utilizing continuing service agreements for rehabilitation and replacement projects in October 2018
FY 2019	2018 LEADS Listening Session	Explore opportunities to better educate contractors about the County's Housing Rehabilitation Program.	Human Services & Community Partnerships	Housing staff made presentations at several Tallahassee Builders Association meeting in fall 2018 and spring 2019 on the programs and services of the division
FY 2019	2018 LEADS Listening Session	Establish a client's satisfaction survey to be completed by Housing Rehabilitation clients	Human Services & Community Partnerships	A client satisfaction survey is included as part of each housing rehabilitation and replacement project
FY 2019	2018 LEADS Listening Session	For Housing Replacement projects, bid the entire work to be performed including septic tank and well replacement to ensure greater efficiency in the completion of the projects.	Human Services & Community Partnerships	Housing now bids the entire work for housing replacement projects
FY 2019	2018 LEADS Listening Session	Promote available support services for human service providers through UPHS and other community organizations	Human Services & Community Partnerships	CHSP agencies expressed a need for assistance with with graphics, advertising, grant writing, etc Staff reached out to UPHS to connect CHSP agencies with resources that build capacity and accomplish the goals of the agencies.
FY 2019	2018 LEADS Listening Session	Evaluate the utilization of Veteran Services counselors and collaborate with other organizations that support veterans to ensure maximum use of existing counseling resources.	Human Services & Community Partnerships	Attendees noted a need to increase the ability to service more veterans daily. Staff now attends the VSO monthly commanders meetings. There we share information, promote community engagement with the VA and give feedback and advise regarding Veterans issues.
FY 2019	2018 LEADS Listening Session	Coordinate with the VA to develop and make available a list of necessary documents for surviving family members.	Human Services & Community Partnerships	We now have Federal Benefits Guide for Veterans, Dependents and Survivors. Also our webpage has been updated with more community resources.
FY 2019	2018 LEADS Listening Session	Explore ways to expedite process for providing veterans with an annual bus pass.	Human Services & Community Partnerships	Attendees noted the length of time it takes for a veteran to receive an annual bus pass. If the process cannot be expedited, attendees recommended that daily or weekly bus passes be provided to hold the veteran over until the annual bus pass is ready for pick up. StarMetro now provides Veteran Services with single ride bus passes to give to Veterans until their permanent pass is ready for pick-up.
FY 2019	2018 LEADS Listening Session	Increase nonprofit, faith-based, and neighborhood participation in the Community Organizations Active in Disaster (COAD) group.	Human Services & Community Partnerships	25 additional faith based organizations that have various resources and services have joined COAD that assist citizens with clean up, chain saw cutting of trees, and installing tarps. Working with United Partners on Human Services, CONA and various networks regarding preparedness and how to get assistance following a disaster.
FY 2019	2018 LEADS Listening Session	Continue to improve efficiencies of the CHSP online portal.	Human Services & Community Partnerships	In coordination with the City, five listening sessions were held in Spring 2019 with CHSP agencies and Citizen Review Team volunteers to discuss ways to improve the CHSP funding evaluation process.
FY 2019	ACE Transition Program Teachers	Teachers from the ACE Transition Program reached out to staff to see if their students could be placed in intern positions with the County.	Human Services & Community Partnerships	The first group of students with the ACE Transition Program began interning with the County on January 13. Students will intern at the Main Library, HSCP, Facilities Management (Courthouse), and Parks and Recreation (J. Lee Vause Park) during the school year for 1-2 hours per week.



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FY 2019	2018 LEADS Listening Session	Evaluate implementing flex scheduling to eliminate the use of Probation/Pretrial staff to perform after-hours alcohol testing.	Intervention and Detention Alternatives	In April 2019, IDA staff restructured alcohol testing location and hours for clients. Through cross-training and flexing staff time, clients can report to the main office from 7AM to 7PM Monday through Friday for court-ordered alcohol tests. This change enhanced customer service through the expansion of testing hours and more convenient parking. Additionally, it eliminated this task from the Probation/Pretrial Officer on duty at the detention facility and providing more time for interviewing and releasing responsibilities.
FY 2019	2018 LEADS Listening Session	Explore automated process for distributing referral documentation directly to court-ordered service providers.	Intervention and Detention Alternatives	IDA staff implemented a direct e-mail account for court-ordered service providers to request forms or documentation necessary to complete enrollment processes for IDA clients. The e-mail account is monitored by IDA administrative staff and responses are provided within one business day.
FY 2019	2018 LEADS Listening Session	Tours of the Library including behind-the-scenes	Library Services	On-demand tours offered to new cardholders applying in person. "Behind-the-scenes" work area tours scheduled in tandem with other library programs.
FY 2019	2018 LEADS Listening Session	Coordinate with CMR to develop an information packet for new, returning and renewing cardholders	Library Services	Staff at all locations provide personal overview of library welcome brochure and current programs with new cardholders. As part of the new online registration process, the Library has also worked with CMR to develop a Welcome Letter with additional information about programs and services.
FY 2019	2018 LEADS Listening Session	Add Tech Help feature to Library website	Library Services	Tech help features posted on library web site, self check machines and digital picture frames, and featured in library's electronic newsletter. Will employ digital signage as well when available.
FY 2019	2018 LEADS Listening Session	Evaluate opportunities to connect Library patrons to human service providers.	Library Services	Shortcut to 2-1-1 Big Bend added to public computers. Updated homeless resource directory handouts available in all libraries.
FY 2019	2018 LEADS Listening Session	Develop Library "Superusers" as ambassadors for the library system	Library Services	Working with VolunteerLEON, the Library has developed a plan for enhancing the volunteer program to engage more people in work with the libraries, including superusers.
FY 2019	2018 LEADS Listening Session	Evaluate offering online library card registrations.	Library Services	Library Staff launched online card registration in December 2019.
FY 2019	Library Patrons	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	75 items, a combination of print, media and digital were purchased during the month of December in response to Library patron requests.
FY 2019	Library Patrons	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	184 items, a combination of print and media, were purchased during the month of January in response to Library patron requests.
FY 2019	Library Patrons	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	157 items, a combination of print and media, were purchased during the month of February in response to Library patron requests.
FY 2019	Library Patrons	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	508 items, a combination of print, media and digital were purchased during the months of March, April, May and June in response to Library patron requests and informal suggestions.
FY 2019	Library Users	Purchase requests received through our ILLiad system, in person, over the telephone and via email.	Library Services	153 items, a combination of print and media, were purchased during the month of July in response to Library patron requests.
FY 2019	Library Patrons	Purchase requests made by Library Patrons via ILLiad system, email or in person.	Library Services	181 items were purchased in response to requests made by Library Patrons during the month of August.
FY 2019	Library Patrons	Library patron purchase requests submitted via our ILLiad system.	Library Services	77 items, a combination of print and media, were purchased during the month of November in response to Library patron requests.
FY 2019	Library Patrons	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	171 items, a combination of print and media, were purchased during the month of XX in response to Library patron requests.

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FY 2019	Library Patrons	Purchase requests received via our ILLiad system, in person, over the telephone and via email.	Library Services	165 items, a combination of print, media and digital were purchased during the month of August in response to Library patron requests.
FY 2019	Ray Akbar	At the Public Spaces to Great Places event focused on the future park space on Orange Avenue, Mr. Akbar approached Blueprint staff with the idea for the construction of a stage as part of that project. The stage would provide the opportunity for impromptu performances, more formal acts, and also serve as a play feature for kids.	PLACE (Blueprint)	The Blueprint team met with Mr. Akbar several times to discuss integrating a stage into the temporary community pace at Orange and Meridian. Mr. Akbar met staff on-site to discuss the location and size of the stage. Ultimately, the stage was constructed as part of the new community space at Orange and Meridian.
FY 2019	Jeannette Johnson	Ms. Johnson suggested installing lights at Broadmoor Pond Park.	PLACE (Blueprint)	Broadmoor Pond Park will soon be transitioned to County ownership. In preparation for that, Blueprint implemented the lighting request. Parks and Recreation has been working on the park signage.
FY 2019	2018 LEADS Listening Session	Explore ways to enhance communication efforts to ensure the community is aware of major activities that OEV is involved in and what results are being achieved.	PLACE (OEV)	OEV regularly distributes monthly newsletters that highlight upcoming opportunities, as well as economic data and project announcements. The subscriber list is more than 1,300+ recipients. Additionally, OEV regularly posts to social media sites LinkedIn, Facebook and Twitter.
FY 2019	2018 LEADS Listening Session	Identify ways to enhance and streamline processes for the purpose of reducing the time needed to participate in the MWSBE Program.	PLACE (OEV)	OEV is currently in the process of finishing migration of the City into B2GNow software. Certification will also be addressed as part of the disparity study which is to be completed in June 2019.
FY 2019	2018 LEADS Listening Session	Identify ways to notify local businesses about procurement opportunities at other areas agencies, such as developing a resource page on the OEVforBusiness.org website.	PLACE (OEV)	As part of the website designed, OEV will develop an MWSBE microsite. In addition, OEV regularly communicates (via email through B2Gnow) with MWSBE on procurement opportunities. OEV also host industry academies in advance of large bid such as the Tourism marketing RFP.
FY 2019	2018 LEADS Listening Session	Explore ways to increase public engagement and information sharing, such as developing a public outreach plan.	PLACE (Planning)	Planning created an Outreach webpage with a calendar of events, links to common questions and resources, and helpful videos. Pop up outreach events are also held as possible in conjunction with other events, such as festivals and farmers markets.
FY 2019	2018 LEADS Listening Session	Enhance the Planning Department's website to make frequently used documents and forms more readily available to customers.	PLACE (Planning)	See above. The Comprehensive Plan was also reformatted to make it easier to read online and an index was added.
FY 2019	2018 LEADS Listening Session	Provide opportunities for utility services providers to give input during the survey data collection process to better coordinate the timing of construction projects.	Public Works	Although the active Capital Improvement Projects status summary is available to the utility services providers upon request, the representative from Talquin Electric requests a notice from the County after a project kicks-off and before the design survey starts so the utility service providers can provide input during the survey data collection process.
FY 2019	2018 LEADS Listening Session	Coordinate with the Sustainability Office and DSEM to ensure proper implementation of the Water Quality Education Program focusing on the impacts of urban fertilizer and septic tanks.	Public Works	Staff and design consultants have been reaching out to the utility service providers when a Capital Improvement Project commences. This will be an ongoing practice. CMR has completed the "branding" for the Water Resource Program. Staff from Public Works, the Office of Sustainability, DSEM, and CMR will now proceed with the development of the water quality education program, including a brochure for promotion. The grant for the Water Quality Education program will end in 2021.
FY 2019	2018 LEADS Listening Session	Work with Northwest Florida Water Management District, City of Tallahassee, and Leon County Office of Information Technology to restore the function and access of the Capital Area Flood Warning Network, a collection of stream and rainfall gages used to monitor conditions throughout the unincorporated area.	Public Works	The Northwest Florida Water Management District has arranged to place real-time Network data on a Cloud-based server for use by the local governments. Further coordination is being pursued with the Leon County OIT to create a visualization program which meets the needs of emergency management. OIT is working with the Northwest Florida Water Management District to access the cloud-based data being made available at this time. It is anticipated to have the access in summer 2020.



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FY 2019	2018 LEADS Listening Session	Evaluate expanding utilization of community service workers and inmate labor to coordinate litter pick up the week before mowing route	Public Works	In addition to roadside litter pick up, inmate crews are now being utilized to cut ditches that machines can not access and remove beaver dams that create flooding problems. Staff will continue to expand utilization of community service workers where feasible.
FY 2019	Delaitre Hollinger	Delaitre Hollinger requested a sign to designate Leon County's portion of Orange Ave as C.K.Steele Memorial Highway.	Public Works	Delaitre Hollinger spoke during citizens to be heard at the Jan 22 2019 meeting. Commissioner Maddox made a motion to designate Leon County's portion of Orange Ave as C.K.Steele Memorial Highway. An unveiling ceremony was held on January 31, 2019 and included Mr. Hollinger, the Steele family, and Commissioners.
FY 2019	2018 LEADS Listening Session	Work to increase engagement with HOAs for improved outreach regarding waste disposal.	Resource Stewardship	With creation of the HOA web page by CMR, solid waste content was included.
FY 2019	2018 LEADS Listening Session	Provide updated and comprehensive outreach documents regarding waste services and programs, such as a rack card like HHW currently uses.	Resource Stewardship	Rack cards, outreach, marketing items created by CMR.
FY 2019	2018 LEADS Listening Session	Help coordinate and organize tours of Marpan and Transfer Station for custodial managers and operations managers of large organizations and buildings in the County in an effort to increase recycling efficiency.	Resource Stewardship	Through the Capital Area Sustainability Compact waste work group, staff has spoken with representatives from various organizations that have expressed interest in touring the facilities. Staff plans to conduct tours for Compact work group members in late 2019 and early 2020.
FY 2019	Citizen attendees of Water School	A few attendees of the water school mentioned a greater need for education around single use plastics, perhaps a PSA, in order to reach more people and reduce the amount of plastics that end up in our waterways.	Resource Stewardship	A single use plastics campaign is beginning in January and will involve Sustainability compact members.
FY 2019	Citizen attendees of Water School	Citizen attendees at the Water School event mentioned a need for more clean-ups of our water ways.	Resource Stewardship	The sustainability office is currently working on using grant dollars to purchase and provide equipment to citizens who want to conduct their own clean up efforts.
FY 2019	Miccosukee Sense of Place Working Group	Members of the working group indicated they felt "left out" of knowing activities going on in the County, particularly the seniors. The proposed solution was to distribute hard-copies of the County Link at the Senior Days/Lunch "N Learn.	Resource Stewardship	Parks and Recreation worked with CMR to have additional hard copies printed of the monthly County Link. Those will be provided to the Leon County Senior Outreach Program for distribution at Lunch "n Learns.
FY 2019	Brad Trotman	Mr. Trotman, as well as other volunteers, expressed concerns over having their social security numbers on the paper-copy of background check forms. Direct, electronic submittal of personal information to First Choice seemed to be the best solution.	Resource Stewardship	Parks and Recreation, along with Risk Management, worked with the background check vendor (First Choice) to set up Little League and Pop Warner so that prospective volunteers could enter their information directly into a secure/encrypted system for processing the necessary background checks. The transition to the electronic submittal was tested in August 2018 for Fall Ball and full implemented in January 2019 for the spring baseball season. A paper option still exists for those that do not have email or computer access.
FY 2019	Citizen through Comm. Minor	A citizen expressed concerns to Comm. Minor regarding how dark it was around the Fred George Park Museum when HOA meetings or the like concluded in the evenings.	Resource Stewardship	Parks and Recreation explored lighting options with Talquin Electric and County Facilities staff. It was determined that the best and most economical solution was to install LED light packs on the exterior of the building. The retrofit was completed on Feb. 14, 2019.
FY 2019	George Kaplan	The citizen requested sanitary disposal units be installed in the ladies restrooms at the Edenfield Rd trailhead on Miccosukee Greenway.	Resource Stewardship	Greenway staff easily obtained the sanitary disposal units and installed them within the week. Staff will evaluate other facility restrooms for the same need and install if lacking.
FY 2019	Kyle Chapman	Suggested additional signage at St. Marks Greenway Baum Road trailhead advising users on keeping dogs on a leash.	Resource Stewardship	Parks and Recreation worked with the Division of Operations' sign shop to fabricate signs like those being used at other Greenway locations. Those signs were then installed by April 19, 2019.
FY 2019	Chritine	This citizen expressed concerns over safety at Fred George Park at the entrances. She indicated walkers and runners were not paying attention to cars entering the Park.	Resource Stewardship	Staff investigated the concerns and determined solutions were warranted. Utilizing the system successfully used along Mahan Dr, staff installed miniature stop signs in June for sidewalk-users at the park entrances to enhance safety.

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FY 2019	Brian Wiebler	After two successful clean-ups on Lake Jackson, Brian suggested Leon County move the event to another water body in need of cleaning - Lake Iamonia.	Resource Stewardship	This year's event, to be hosted on November 2nd, 2019, will be hosted at Lake Iamonia.
FY 2019	Sustainability Stakeholders	As Leon County worked on developing a new Integrated Sustainability Action Plan, citizens came together for a feedback session to share their priorities for what the County should include in the plan.	Resource Stewardship	The Office of Sustainability was able to incorporate 96% of the citizens' ideas into the Integrated Sustainability Action Plan.
FY 2019	Sustainability Stakeholder	A citizen suggested to staff that the County should consider strategies to reduce the use of expanded polystyrene (Styrofoam) in County operations.	Resource Stewardship	In August 2019, the BOCC passed a policy banning expanded polystyrene in County operations and at County events.
FY 2019	Woodville baseball parents/Woodville Little League Leadership	Parents raised concerns about foul balls coming over the fences and into the bleacher area at the Woodville Little League baseball fields.	Resource Stewardship	Funding was identified in remaining Parks Maintenance FY19 CIP funds. Netting was installed over the bleachers. Project was completed in September 2019.
FY 2019	Citizen attending Dog Park grand opening	Citizen pointed out that small dogs could actually "escape" the fenced area by going between the rungs of the black decorative fence.	Resource Stewardship	Parks and Recreation worked with the vendor to identify the most cost effective solution. Two alternatives were considered: 1. placing windscreens along the fencing or 2. installing a "chicken-wire" type product along the lower portion of the fencing. Ultimately, the chicken-wire solution was selected and installed within two weeks of the suggestion.
FY 2019	Dorian Mitchell	Wanted to see lights installed for Chaires basketball court.	Resource Stewardship	Parks and Recreation worked with OMB to identify funding for FY19 as part of the overall basketball court renovation project. Completion of the court renovation, along with the lighting installation, occurred in December 2019.
FY 2019	2018 LEADS Listening Session	The group asked for Parks to send updates to users on activities and projects. Most were also unaware of the Annual Report.	Resource Stewardship	In working with CMR, it was decided that staff will send an email to presidents of such groups notifying them that the Leon County Annual Report has been posted.  Since Hurricane Michael hit around the time of the release of the Annual Report, the email was delayed. The first email was sent to Presidents and other users on 1/4/2019.
FY 2019	Woodville Little League Parents	Conduct a Little League coaches' training that helps coaches understand some basics of field maintenance and the rules and regulations of Little League. When we continued to work on the program of the training with the District 20 representative, EMS first aid and CPR training was added as an element, too.	Resource Stewardship	On Feb. 16, 2019, the training was conducted. The District 20 Administrator of Little League put together the agenda for the morning and Parks & Rec. staff, along with EMS staff participated. The training was held at Daniel B. Chaires Park. This was the first spring baseball season opportunity from the time of the suggestion.
FY 2019	Matthew Woody	Mr. Woody expressed safety concerns at Miccosukee Community Center due to lack of exterior lighting.	Resource Stewardship	At the request of Parks and Recreation, Facilities staff investigated the concerns. It was determined that, in fact, additional lighting could be installed on the building that would better illuminate the parking area. The solution was implemented.
FY 2019	2018 LEADS Listening Session	Evaluate further emergency management communication with visitors.	Tourism Development	Link to Emergency Information Portal posted on VisitTallahassee.com website as resource during emergency and pushed out to Industry via GroupMe app.
FY 2019	2018 LEADS Listening Session	Pursue improvement of Emergency Management communication with industry partners.	Tourism Development	Link to Emergency Information Portal posted on VisitTallahassee.com website as resource during emergency and pushed out to Industry via GroupMe app.
FY 2019	2018 LEADS Listening Session	Evaluate further options for a Tourism "training program".	Tourism Development	Provided social media training in December and at Industry Meetings; IDSS training offered in four (4) Hotel Industry Meetings; promoted to partners customer service training offered by Visit Florida.
FY 2019	2018 LEADS Listening Session	Pursue networking opportunities for tourism industry partners.	Tourism Development	Industry meetings have been held in December on Social Media Best Practices, February on 2020 Marketing Plan Input, and May highlighting National Tourism Week, all with the goal of engaging, connecting, and networking with partners and another is planned for July on Hurricane Preparedness.

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FY 2019	2018 LEADS Listening Session	Host quarterly meetings with Tourism partners in addition to the annual Marketing Rollout to better coordinate marketing efforts throughout the year.	Tourism Development	Industry meetings have been held in December, February, and May with the goal of engaging, connecting, and networking with partners and another is planned for July on Hurricane Preparedness.
FY 2020	John Gilmore Riley Center & Museum for African American History & Culture	At the request of Riley Center leadership and local historians, Leon County officially recognized Florida's Emancipation Day (May 20) as a County holiday.	Administration	Initially the Board requested an agenda item to consider including Juneteenth (June 19) as a paid holiday for Leon County Government Employees. However, after receiving feedback from the Riley Center leadership and local historians, the Board voted to recognize Florida's Emancipation Day (May 20) as a County holiday.
FY 2020	League of Women Voters	Adoption of a Resolution of support for Medicaid expansion in Florida	Administration	At the request of the League of Women Voters of Florida and the League of Women Voters of Tallahassee, the Board adopted a Resolution of support for Medicaid expansion in Florida.
FY 2020	Our Kids First	Establishing a Children's Services Council Planning Committee	Administration	On July 10, 2018, the Board voted to support Our Kids First in establishing an independent Children's Services Council Planning Committee. In addition, \$75,000 was appropriated from the General Fund contingency account for the Committee to secure staffing services with a consultant and the County acting as the fiscal agent for the Agreement. Per the Agreement, the consultant facilitated the Committee's meetings between September 2018 and December 2019. During its final meeting on December 13, 2019, the Committee voted to approve a final report with recommendations for the operation of a CSC in Leon County. On December 23, 2019, the Committee's final report was transmitted to the Board.
FY 2020	Tallahassee-Leon County Commission on the Status of Women and Girls	Join the Florida Hate Crime Coalition	Administration	On February 25, 2020, at the request of the Commission on the Status of Women & Girls, the Board approved joining the Florida Hate Crime Coalition and adopted an associated Resolution.
FY 2020	Angelique Daniel	A citizen suggested having community outreach events with LCSO and Animal Control on Hwy 20.	Animal Control	We started this community initiative in December of 2019 and cancelled our remaining events in March of 2020 pending the resolution of COVID-19.
FY 2020	Concerned Citizen	Animal Control received an email at the end of 2017 regarding keeping horses on residential properties.	Animal Control	We worked closely with DSEM to implement complimentary changes to our ordinances. They were adopted by the Board on 4/28/2020.
FY 2020	Gene Loy	When the mask mandate was announced, there were several citizens that wanted more educational information on how to properly wear a face mask. Specifically to wear cloth face coverings over the mouth and nose, and not wearing cloth face coverings under their chin.	Community & Media Relations	Community and Media Relations posted several social media updates educating the public on the correct way to wear a masks. A Video PSA was also created and shared via television and social media to educate the public on the correct way to wear a cloth face covering.
FY 2020	DSEM Advisory Committee for Quality Growth	Adoption an Ordinance to amend the Lake Protection Node (LPN) zoning district which is intended to provide greater flexibility of development options within the nodes in order to more effectively encourage new development and redevelopment while still meeting the intent and goals of the Lake Protection (LP) Future Land Use (FLU) Category.	DSEM	On May 12, 2020, as recommended DSEM Advisory Committee for Quality Growth, the Board adopted an Ordinance amending Section 10-6.660 of the Land Development Code, entitled "Lake Protection Node Zoning District."
FY 2020	Leon County Advisory Committee for Quality Growth and Tallahassee Builders Association	Proposed Ordinance amending Chapter 5 of the Leon County Code of Laws entitled "Building and Construction Regulations" to correct inconsistencies and update regulations to be consistent with current Florida Statutes, the Florida Building Code, and proposed revisions to Leon County's Floodplain Management Ordinance.	DSEM	On October 13, 2020, as recommended by the Leon County Advisory Committee for Quality Growth and Tallahassee Builders Association, the Board adopted an Ordinance amending Chapter 5 of the Leon County Code of Laws entitled "Building and Construction Regulations."

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FY 2020	2018 LEADS Listening Session	Establish a public education campaign that focuses on the appropriate use of an ambulance.	EMS	<p>Throughout the COVID-19 pandemic, EMS and Community &amp; Media Relations have worked to educate the public about the recommended guidelines for when to call 9-1-1 for ambulance services and other safety measures to prevent the spread of the virus between patients and paramedics/EMTs..</p> <p>Additional social media posts have been developed to provide information to citizens on conditions such as heart attack and stroke. These posts are intended to help the public recognize the symptoms and know when to call 9-1-1 for an ambulance.</p>
FY 2020	2018 LEADS Listening Session	Enhance health and human services program promotional efforts.	Human Services & Community Partnerships	Healthcare, Human Services and other HSCP division programs such as the Live Healthy Discount Card, were promoted on local television news outlets and at Community Health Fair for Neighborhood Associations and service clubs. Healthcare and Human Service programs were published on the HSCP department web pages to provide quick access to program information for residents. Staff also collaborated with Primary Healthcare and Human Services partners to actively post on and utilize the CHSP portal web news feed to communicate with agencies and volunteers about program details and changes.
FY 2020	2018 LEADS Listening Session	Identify additional funding opportunities to support affordable housing and address the gap in funding created by the Legislature's annual sweeping of the Housing Trust Fund.	Human Services & Community Partnerships	Staff continues to evaluate potential funding sources in partnership with the City, Housing Finance Authority and Housing Leadership Council of Tallahassee-Leon County. Staff is also preparing to apply for a CDBG grant and is considering pursuing the 'Housing 'Rehabilitation' category. Additionally, Division of Housing Services staff partnered with the Florida Housing Coalition to survey local governments regarding local housing trust funds. The survey found that 21 of the 53 local governments contacted have established local housing trust funds or are exploring a trust fund as an option. Staff anticipates an agenda item on the possibility of a local housing trust fund will be brought for Board consideration early in 2021.
FY 2020	2018 LEADS Listening Session	Identify opportunities to encourage partnerships and collaboration among CHSP agencies to prevent duplication of services and facilitate sharing of resources and data.	Human Services & Community Partnerships	HSCP works with City staff to evaluate the collaborative efforts of organizations that receive CHSP funding and encourage partnerships with small grassroot organizations that are embedded in the community.
FY 2020	2018 LEADS Listening Session	Evaluate ways to improve the process for communicating expected deliverables and distributing information to CHSP agencies.	Human Services & Community Partnerships	A quarterly meeting of Healthcare Stakeholders was established to inform, coordinate, and maximize resources and services to efficiently provide healthcare to the Leon County indigent program. Informational meetings and Human Services work groups were formed to provide an avenue to include agencies in the improvements made to the Community Human Services Partnerships (CHSP) program.
FY 2020	Various Community Partners	Enhancements to the Leon CARES Expenditure Plan	Human Services & Community Partnerships	On September 29th, the Board approved several enhancements to the Leon CARES Expenditure Plan that were based upon feedback from several community partners.
FY 2020	Leon County Affordable Housing Advisory Committee	Updates to the 2021-2023 State Housing Initiatives Partnership Local Housing Assistance Plan	Human Services & Community Partnerships	On March 10, 2020, the Board approved the inclusion of Leon County Affordable Housing Advisory Committee's recommendations in the State Housing Initiatives Partnership Local Housing Assistance Plan

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FY 2020	Leon County Affordable Housing Advisory Committee	Establishment of a Community Land Trust for Leon County	Human Services & Community Partnerships	<p>At the October 26, 2017 Joint Affordable Housing Workshop, the County and City Commissions accepted the Affordable Housing Workgroup's final report and approved 13 recommendations aimed at promoting the development and preservation of affordable housing in the community. One of the recommendations directed staff to explore the feasibility of establishing a community land trust.</p> <p>On March 10, 2020, the Board approved an agreement with Tallahassee Lenders' Consortium to serve as the Community Land Trust for Leon County.</p>
FY 2020	Local Homeless COVID-19 Task Force	Emergency Sheltering Plan for the Homeless Population in Leon County	Human Services & Community Partnerships	<p>On March 18, 2020, Leon County Emergency Management convened a Local Homeless COVID-19 Task Force to address planning and coordination needs related to implementing the U.S. Centers for Disease Control and Prevention (CDC) Interim Guidance for Homeless Shelters with respect to COVID-19. The Task Force also worked to develop an emergency homeless sheltering plan.</p> <p>On April 14, 2020, the Board authorized \$300,000 in funding from the Catastrophe Reserve Fund to support the emergency sheltering plan for the homeless population in Leon County.</p>
FY 2020	United Partners for Human Services (UPHS) and local human service agencies	Allow Community Human Service Partnership (CHSP) agencies the ability to utilize current year County grant funding to address unanticipated COVID-19 related operational needs.	Human Services & Community Partnerships	Following feedback from United Partners for Human Services (UPHS) and local human service agencies, County staff recommended and the Board approved allowing CHSP agencies to utilize currently budgeted grant funds to support unanticipated COVID-19 related expenses and carryforward unspent FY 2020 funds to FY 2021.
FY 2020	Various landlords	In the first phase of Leon CARES, landlords needed to email or fax a completed Proof of Past Due Rent Form for tenants. The W-9 form contains confidential information and therefore landlords would like it to be sent directly to Leon County for the Leon CARES Individual Assistance program.	Human Services & Community Partnerships	HSCP created a page for landlords and mortgage holders to securely upload the W-9 form. In the first phase of the CARES program, the form was needed from landlords and mortgage holders in order to process past-due rent and mortgage payments through the Leon CARES Individual Assistance program.
FY 2020	Gordon Lightfoot	Mr. Lightfoot asked Veterans Services to update the website to include more resources in an organized way so that Veterans wouldn't have to go to multiple places to find information.	Human Services & Community Partnerships	The website was updated and the front page includes a summary of services to increase ease of access.
FY 2020	Concerned Citizen	Citizen requested a better way to interact with commissioners during virtual meetings	Information & Technology	MIS responded by allowing live comments to be provided by citizens via Zoom.
FY 2020	Judiciary	The Circuit Administrative Judge requested a communication medium as a tool to introduce or refresh the judiciary on services available through the Office of Intervention and Detention Alternative services as well as a quick fact sheet to be posted on Court Administrations intranet.	Intervention and Detention Alternatives	IDA staff developed a detailed PowerPoint presentation and Word document to briefly but comprehensively described IDA's role in the Leon County criminal justice ecosystem and detail the services available through each of the divisions of IDA.
FY 2020	Leon County Clerk of Court	The Leon County Clerk of Court coordinated with the Office of Intervention and Detention Alternatives to complete the transition to electronic filing, or E-filing, of all court documents.	Intervention and Detention Alternatives	IDA had transitioned to E-filing of all court documents except those with specific signatory requirements due to restrictions of the E-filing system. Through collaboration with the Clerk of Court and 2nd Judicial Court Administration, a process was developed to electronically file the remaining documents assisting the Clerk's office with advancing their initiative for paperless filing of all court documents.
FY 2020	2018 LEADS Listening Session	Recognize long-term Library Card holders	Library Services	Recognition of longtime cardholders held at 25th anniversary of LeRoy Collins Leon County Main Library. May be repeated at future anniversary celebrations.
FY 2020	2018 LEADS Listening Session	Develop instructional materials for online tutorial(s) on how to use the Library website and catalog	Library Services	Working with CMR and OIT, the Library has developed several short video tutorials which have been published through the County's social media platforms and are available on the Library's website.

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FY 2020	Leon County School media specialists	Make free library cards available to all students attending schools, colleges and universities in Leon County, regardless of residence	Library Services	On October 15, 2019 the Board effectuated these changes by adopting the proposed revised Policy "Eligibility for Library Cards"
FY 2020	Library Patrons	Purchase requests submitted by Library Patrons.	Library Services	36 items were ordered in response to purchase requests for Library Materials.
FY 2020	Library patron	Patron commented that "Businessweek magazine is not in RB digital so discontinuing that would be bad."	Library Services	The Library's digital magazine app, Flipster, has access to this title.
FY 2020	Library patron	Patron on Facebook asked "Any chance of curbside book pickup?"	Library Services	Implemented curbside pickup beginning in May (Made 17,358 curbside deliveries to date).
FY 2020	Library patrons	Several patrons asked for an extension for at-home access to AncestryLibrary.	Library Services	Asked vendor to extend at-home access; extended through end of year.
FY 2020	Library patrons	Multiple patrons found it hard to find Zoom links to story times; suggested they be listed more prominently on website to staff.	Library Services	Created banner on library website homepage and virtual catalog homepage for virtual events and pinned the story times links to the top of the Library's Facebook page.
FY 2020	Library patron	Patron asked, "I suggest that, in this time of quarantine, ALL PAST FEES BE WAIVED so that everyone can use the online library all Overdrive, which you are currently unable to utilize if there are FEES on your account."	Library Services	Made all digital services available to everyone who has a library card, regardless of blocks, fines, or fees while closed for the pandemic.
FY 2020	Library patron	Patron asked "Are you guys able to get us more credits for Kanopy during the quarantine?"	Library Services	Reached out to vendor and increased Kanopy credits from 4 to 8 per month.
FY 2020	Library patron	Patron suggested a featured kids section for e-books.	Library Services	Worked with Overdrive to create Kids and Teens e-Reading Rooms.
FY 2020	Library patrons	While the Library was temporarily closed to the public due to the COVID-19 pandemic, several patrons requested tax forms as they had no way to print them at home.	Library Services	The library took several boxes of tax forms to three post office locations and let patrons know via phone and email.
FY 2020	Library patron	Patron suggested the library do a program for autistic children.	Library Services	Library staff received autism training and presented several virtual programs, such as Sensory Storytime and Handling Holidays and Travel While on the Spectrum.
FY 2020	Library patron	Patron requested that we raise the hold limit due to the increased number of books needed for homeschooling.	Library Services	The library raised the hold limit from 25 to 35.
FY 2020	Library Patron	A citizen requested a virtual Q&A follow-up with Library Lecture Series speaker Jeff VanderMeer when the Library was closed due to COVID-19.	Library Services	The Library coordinated with Jeff VanderMeer to conduct a live Zoom Q&A event for citizens in the early days of the shutdown.
FY 2020	Library Patron	A citizen requested that genealogy live events be recorded and posted on the Library's Youtube in a cumulative playlist as an opportunity to revisit the material and learn more.	Library Services	The Library created a genealogy playlist on their Youtube channel for people to revisit at their convenience.
FY 2020	Library Patron	When the library closed to the public, several citizens requested specific instructions on how to use online library services.	Library Services	Library staff created digital how-to guides and single-page handouts to include on the homepage and send via email. The library enhanced the how-to guides by creating short tutorial videos to send via email.
FY 2020	Blueprint Citizen Advisory Committee	At the recent Blueprint CAC Retreat, members of the CAC suggested the creation of a Blueprint Cheat Sheet, which summarizes key programmatic components utilizing visually appealing infographics. The intention of this fact sheet is to distill program information, including origin information and sales tax revenue breakdowns, into an easy to understand format. Though initially created for CAC members, this fact sheet was so helpful that CAC members suggested it be shared with the public via the new Blueprint website, and as appropriate the infographics incorporated into Blueprint public outreach materials and presentations.	PLACE (Blueprint)	The Blueprint Fact Sheet was shared with the CAC at their February 28, 2020 meeting. Based on CAC suggestions at that meeting, Blueprint is currently in the process of incorporating this data and information into future outreach materials. In addition, Blueprint is in the process of updating the Infrastructure Program website and this Fact Sheet will be shared with the public via that platform as soon as the website is launched in mid-2020.
FY 2020	Residents of neighborhoods located near Cascades Park	In response to concerns from the residents of neighborhoods located near Cascades Park concerning noise levels from the Capital Cascades Amphitheater, Blueprint hired the consultant Acoustics By Design (ABD) to complete a Community Noise Study, and several follow-up studies that produced a number of recommendations. In addition to the ABD recommendations already incorporated by Blueprint, one recommendation was to replace the amphitheater house sound speaker system and to hang the speakers as low as possible.	PLACE (Blueprint)	Blueprint purchased the new house sound speaker system, and on July 8, 2020 Blueprint completed improvements to the Capital Cascades Amphitheater which installed an eyelid at the top of the amphitheater canopy, protecting the stage against the elements, and allowing the new house sound speakers to be installed as low as possible. This, combined with previous noise mitigation measures to date, highlight the importance of citizen input into the continued success of the Capital Cascades Amphitheater.



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FY 2020	Dr. JR Harding, Blueprint CAC member	The Debbie Lightsey Nature Park Concept Design, approved by the IA Board at its September 17, 2020 meeting, incorporates many citizen ideas. These ideas include rake and ride trails, a play area, and many features that provide access for our ADA community beyond the minimum ADA requirements. The DLNP project team met exclusively with Blueprint Advisory Committee member JR Harding on July 2, 2020. Mr. Harding provided many suggestions, including, ADA compliant multi-use trails, elevated boardwalks that provide sufficient passing space, lowered railings to improve visibility, exceeding minimum ADA parking stall requirements, tactile and audio components for informational kiosks and wayfinding, and signage delineating trail lengths and grades.	PLACE (Blueprint)	Many of these ADA supportive features are reflected in the concept plan approved by the IA Board at the September 17, 2020 IA Board meeting.
FY 2020	OEV Business Impact Survey Respondents	Assist local businesses in accessing personal protective equipment (PPE)	PLACE (OEV)	Respondents to OEV's Business Impact Survey indicated that access to PPE was a significant concern. In response, OEV launched a site connecting businesses and people with local vendors and manufacturers of personal protective equipment (PPE). The companies listed on OEV's webpage source, manufacture, or distribute PPE including face masks, hand sanitizer, sneeze guards, clear partitions, gloves and other items.
FY 2020	OEV Business Impact Survey Respondents	Assist local businesses with accessing information regarding safety protocols and best practices and impacts to business supply chains	PLACE (OEV)	Respondents to OEV's Business Impact Survey indicated that a prevalent concern for reopening is access to safety protocols, best practices and impacts to business supply chains. In response, OEV is working with Florida Makes to communicate industry best practices for local businesses. In addition, OEV continues to share CDC and other public guidance on appropriate protocols.
FY 2020	OEV Business Impact Survey Respondents	Assist local businesses with accessing information regarding childcare resources	PLACE (OEV)	Respondents to OEV's Business Impact Survey indicated that a prevalent concern for reopening is access to information about childcare resources. In response, OEV shared with the local business community the status report on childcare in the community provided to the Board on May 12th.
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Attendees expressed their support for the development of inclusionary and affordable housing within the Welaunee Arch.	PLACE (Planning)	Addressed in Policies 13.2.8 and 13.2.9  The Master Plan has always included a policy regarding the City's Inclusionary Housing Policy. This is currently Policy 13.2.8. Additionally, a policy on housing affordability (Policy 13.2.9) was added to the Master Plan to address the general affordability of housing through a variety of housing types allowed in the Arch. This policy also provides for opportunities (above and beyond the requirements of the inclusionary housing policy) for PUDs to include incentives for housing for low-income and very-low income families, seniors, and/or people with disabilities.
FY 2020	Community Input from the Welaunee Master Plan Charrettes	A common topic of discussion between all charrettes included clarification of planning around the I-10 overpass and associated interchange. The crossing of I-10 is currently proposed to overpass the interstate, with development of an interchange possible further down the line pending coordination with state and federal agencies. The overpass is part of Blueprint Intergovernmental Agency's Northeast Gateway project. The project PD&E is currently underway with a final alignment undetermined at this time.	PLACE (Planning)	Addressed in Policies 13.2.19 and 13.2.20  This is consistent with Policy 13.2.19 regarding the Northeast Gateway and Welaunee Boulevard and Policy 13.2.20 regarding the I-10 Flyover or Interchange.

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FY 2020	Community Input from the Welaunee Master Plan Charrettes	During the charrette process, it was identified that roadway alignments shown on the Concept Map are purely conceptual, with alignments to be determined by developers closer to the time of development in accordance with City requirements and accepted standards.	PLACE (Planning)	Addressed in Policy 13.2.17  This is consistent with Policy 13.2.17 which states, "Major thoroughfares shall be generally located as depicted on Welaunee Arch Transportation Map, Figure 13-7, with the final location and design to be based upon site-specific environmental, engineering, and related considerations."
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Pre-development agreements have limited future development to three (3) roadway access points along Miccosukee Road for the Arch between the I-10 overpass and Crump Road, including a connection at Miles Johnson Road. Community input suggests that careful planning should be performed to reduce the impact that development may have on Miccosukee Road as to prevent widening and alteration to the current roadway cross-section.	PLACE (Planning)	Addressed in Policies 13.2.4 and 13.2.25  This is consistent with Policy 13.2.25 regarding Canopy Roads. The Master Plan was also updated to include additional buffers for Canopy Road Protection Zones though open space requirements in Policy 13.2.4(5). Roadway cross-sections are constrained by engineering standards and requirements beyond the purview of the Comprehensive Plan. The amount of impervious area is also a tradeoff with other design features, such as bike lanes.
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Within the Arch, charrette attendees urged future development to consider narrower roadway cross-sections as to reduce impervious area and reduce vehicular speeds.	PLACE (Planning)	Addressed in Policy 13.2.17  Roadway cross-sections are constrained by the Capital Improvements Element, the Utilities Element, engineering standards and other requirements beyond the purview of the Comprehensive Plan. The amount of impervious area is also a tradeoff with other design features, such as bike lanes. The Master Plan was updated to include Policy 13.2.17 which specifies that thoroughfares connection through the Arch to areas beyond the arch shall be arterials designed as boulevards for high vehicular capacity and moderate speeds. Thoroughfares connecting mixed use areas within the Arch shall be collectors designed as avenues with high vehicular capacity and low to moderate speeds.
FY 2020	Community Input from the Welaunee Master Plan Charrettes	A common interest of charrette attendees was development provisions to ensure a highly connected roadway network, including a transportation master plan. Many would like to see provisions for transportation master plan to be in place pre-development, similar to the requirements for a stormwater master plan.	PLACE (Planning)	Addressed in Policies 13.2.17, 13.2.18, 13.2.19, 13.2.20, 13.2.21, 13.2.22, 13.2.24, 13.2.25, 13.2.26, and 13.2.27  The Master Plan was updated to include a Transportation Map. The Master Plan was also updated to include more detail about the transportation system, including Policies 13.2.17 through 13.2.27. These policies address roadways, bicycle facilities, pedestrian facilities, canopy roads, transit, internal capture of transportation trips, Welaunee Boulevards, the planned interchange with I-10, right of way reservation, parking, and electric. connected and automated vehicles.
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Charrette attendees expressed the value that transit systems could benefit future development in the Arch. Local circulators could reduce the need for local vehicular trips, while longer range transit options could reduce future impacts on Tallahassee's transportation system by reducing total vehicle trips.	PLACE (Planning)	Addressed in Policies 13.2.4, 13.2.18 and 13.2.26  The Master Plan was updated to more explicitly require coordination with Star Metro for future transit service. This requirement is included in Policies 13.2.4(1), 13.2.18, and 13.2.26.
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Many charrette attendees urged for the consideration of electric vehicle charging stations to be provided in future developments in the Arch.	PLACE (Planning)	Addressed in Policy 13.2.27  The Master Plan was updated to include Policy 13.2.27 to require coordination with City staff during PUDs to address charging infrastructure for electric vehicles and connected and automated vehicles during the PUD stage. This policy also provides for incentives for development that is electric vehicle capable or electric vehicle ready.



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FY 2020	Community Input from the Welaunee Master Plan Charrettes	Charrette attendees identified that existing land just south of Roberts Elementary and Montford Middle School may be suitable for recreation facilities such as ball fields with lower environmental impacts given the land is currently clear of tree cover.	PLACE (Planning)	<p>Addressed in Policy 13.2.4</p> <p>The Master Plan has been updated to identify a potential regional park in this location (Policy 13.2.4 (3)(e)). Because the implementation of a park would require additional actions by the Commissions and the landowner or a future developer, the Policy identifies this as "potential."</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Charrette attendees advocated for the widest possible swath of land for the perimeter greenway trail system, and expressed that stormwater facilities should be incentivized to be built as attractive passive recreation facilities (e.g. Lake Ella), rather than "holes in the ground."	PLACE (Planning)	<p>Addressed in Policies 13.2.4 and 13.2.7</p> <p>The width of the perimeter greenway system is defined in the Northeast Gateway project managed by Blueprint.</p> <p>The Master Plan was updated to require stormwater master plans that emphasize regional stormwater facilities. The design of the facilities will ultimately be determined through these plans. The design of the facilities will also be based on the need to protect conservation and preservation areas. Stormwater facilities are required to be located outside of the mixed-use centers. If this not feasible, facilities must be designed to integrate with pedestrian friendly environments per Policy 13.2.7 (3). Stormwater facilities in clustered residential development are intended to be designed as community amenities per Policy 13.2.4 (4)(a).</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Charrette attendees encouraged a continuation of coordination with Leon County School Board to ensure impacts of future development on school system are planned for.	PLACE (Planning)	<p>Addressed in Policies 13.2.5, 13.2.11, and 13.2.34</p> <p>Coordination with the Leon County School Board is addressed in the Public School Facilities Element of the Comprehensive Plan and is integrated into the development process. Florida Statute outlines the parameters for School Concurrency system. Additionally, the Master Plan was updated to address coordination with schools in several places. Policy 13.2.5 includes schools in the phasing of the Arch. Policy 13.2.11 addresses school locations and coordination with the School Board during the PUD process. Policy 13.2.34 addresses school siting and concurrency.</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	The attendees also recommended developing a process to prevent "tipping-point" facility needs that could become a part of the PUD process.	PLACE (Planning)	<p>Addressed in Policies 13.2.5 and 13.2.11</p> <p>Determining facility needs is most appropriately coordinated at the PUD stage since that is the stage in which entitlements are determined. The Master Plan has been updated to address public facilities in several ways. Policy 13.2.5 includes consideration of public facilities in the phasing of the Arch. Policy 13.2.11 requires PUDs to include locations of essential services upon request by and through coordination with the City of Tallahassee and/or Leon County School Board.</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Fire stations were urged to be considered as a fore-thought prior to development of the Arch.	PLACE (Planning)	<p>Addressed in Policies 13.2.5, 13.2.11, and 13.2.25</p> <p>The master plan was updated to provide more detail on fire service. Policy 13.2.5 includes consideration of public facilities, including fire service, in the phasing of the Arch. Policy 13.2.11 and Policy 13.2.25 requires PUD concept plans to include sites dedicated for fire and/or emergency services when requested by the City.</p>

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FY 2020	Community Input from the Welaunee Master Plan Charrettes	The attendees generally agreed that urban sprawl should be prevented in developing the Welaunee Arch. Prevention of sprawl was discussed in a multitude of aspects including planning, transportation, and development, among others.	PLACE (Planning)	<p>Addressed in Policy 13.2.2</p> <p>The Master Plan was updated to include edits to Policy 13.2.2: Discourage Urban Sprawl to include more detail about how the intent would be accomplished, including having integrated, mixed use centers, diverse housing types, and the internal capture of transportation trips.</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Attendees expressed their support for phasing of development within the Welaunee Arch.	PLACE (Planning)	<p>Addressed in Policy 13.2.5</p> <p>The Master Plan was updated to refine the phasing to address both development thresholds as well as the availability of infrastructure and public services per Policy 13.2.5. The phasing plan includes an additional phase as well.</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Attendees expressed their support for the development of inclusionary and affordable housing within the Arch. Provisions for inclusionary and affordable housing were widely supported by attendees of the virtual charrettes.	PLACE (Planning)	<p>Addressed in Policies 13.2.8 and 13.2.9</p> <p>The Master Plan has always included a policy regarding the City's Inclusionary Housing Policy. This is currently Policy 13.2.8. Additionally, a policy on housing affordability (Policy 13.2.9) was added to the Master Plan to address the general affordability of housing through a variety of housing types allowed in the Arch. This policy also provides for opportunities (above and beyond the requirements of the inclusionary housing policy) for PUDs to include incentives for housing for low-income and very-low income families, seniors, and/or people with disabilities.</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	There is community support for requiring a diverse range of housing types.	PLACE (Planning)	<p>Addressed in Policies 13.2.4 and 13.2.9</p> <p>The Master Plan was updated with Policy 13.2.9 which provides for a range of housing types and prohibits any zone in the Arch from only allowing single-family detached homes. The range and diversity of housing types is also addressed in the various zones. The conservation design district shall not contain greater than 80% of any one housing type per Policy 13.2.4(4)(a).</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Cluster subdivisions were supported by attendees as a tool to provide housing development while also preserving natural features.	PLACE (Planning)	<p>Addressed in Policy 13.2.4</p> <p>The Master Plan was updated to replace the Residential Reserve areas with the Conservation Design District. This update removes ranchettes as a development pattern and replaces it with a village center, a mixed-use neighborhood zone, and cluster development intended to preserve natural features and set aside continuous and contiguous open space.</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Green building envelope requirements were requested to be considered for future development in the Arch.	PLACE (Planning)	<p>Addressed in Policies 13.2.30 and 13.2.31</p> <p>Building code and green building standards are continually evolving. There are also tradeoffs between developing at green standards and the affordability of housing. To account for this, green building requirements are not included in the Master Plan. However, the Master Plan sets parameters for more detailed PUDs that would occur closer to the time of development and sets standards and incentives for green development. The Master Plan was updated to include Policy 13.2.31 which allows PUD concepts plans to provide incentives for LEED standards and building-mounted solar. Policy 13.2.30 states that PUD concept plans will comply with applicable clean energy and renewable energy ordinances. These ordinances may address green building.</p>

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Charrette attendees expressed support for the requirement for an Arch-wide stormwater master plan, as is required in the current amendment language.	PLACE (Planning)	<p>Addressed in Policy 13.2.32</p> <p>The Master Plan was updated to include more details and parameters for the Stormwater Facilities Master Plan. Attendees of the charrette mentioned that the Stormwater Facilities Master Plan worked well for the Welaunee Toe. The existing Comprehensive Plan language for the Stormwater Facilities Master Plan for the toe was used as the basis for the Arch. This is included in Policy 13.2.32. Attendees also wanted more detailed phasing for the Arch, so the Stormwater Facilities Master Plan requirements were also updated to reflect these changes as well.</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Charrette attendees expressed that stormwater facilities should be incentivized to be built as attractive passive recreation facilities (e.g. Lake Ella), rather than "holes in the ground."	PLACE (Planning)	<p>Addressed in Policy 13.2.4 and 13.2.7</p> <p>The Master Plan was updated to require stormwater master plans that emphasize regional stormwater facilities. The design of the facilities will ultimately be determined through these plans. The design of the facilities will also be based on the need to protect conservation and preservation areas. Stormwater facilities are required to be located outside of the mixed-use centers. If this not feasible, facilities must be designed to integrate with pedestrian friendly environments per Policy 13.2.7(3). Stormwater facilities in clustered residential development are intended to be designed as community amenities per Policy 13.2.4 (4)(a).</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Springs protection was identified by some attendees as an important factor to consider in pre-development stormwater planning.	PLACE (Planning)	<p>Addressed in Policy 13.2.33</p> <p>The Master Plan was updated to address Florida Springs and Aquifer Protection. This is included in Policy 13.2.33.</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Canopy protection was identified as a priority in each of the eleven charrettes hosted. Citizens voiced their preference for preservation of existing trees to the planting of new trees to meet the goal of canopy preservation.	PLACE (Planning)	<p>Addressed in Policy 13.2.4</p> <p>The Master Plan was updated to include a Preliminary Environmental Features Map that identified potential locations of High Quality Successional Forests and Native Forests that would be verified through a Natural Features Inventory at the time a PUD concept plan is developed. The Master Plan was also updated to include Policy 13.2.4(4)(c) to protect Core Canopy and Core Forest that is part of the fragmentation Class of Core Canopy &gt;500 acres consistent with the recommendations of the Urban Canopy Master Plan. This policy also provides for an area with a minimum width of 75 feet along the length of the Canopy Protection Zone for Miccosukee Road to be designated open space and used as a wildlife corridor. The reserve area for cluster development in the Conservation Design District also prioritizes preservation and conservation features, undeveloped uplands, oak-hickory forest, and significant trees.</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	It was noted that the plan should recognize the ecological value of preserving some lands in the highlands within the Welaunee Arch so that portions of these areas are included in conservation areas to support native wildlife and habitats.	PLACE (Planning)	<p>Addressed in Policy 13.2.36</p> <p>The Master Plan was updated to include a primary open space system with connected, continuous open space. This is outlined in Policy 13.2.36. Additionally, the cluster residential zone includes requirements that the reserve areas be contiguous.</p>

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Charrette attendees frequently expressed that wildlife corridors should be extensively planned with widest swath of preserved land feasible.	PLACE (Planning)	Addressed in Policies 13.2.4 and 13.2.36  The Master Plan was updated to include wildlife corridors. These corridors are shown in the Preliminary Environmental Features map and referenced in Policy 13.2.4(4)(c) and Policy 13.2.36.
FY 2020	Community Input from the Welaunee Master Plan Charrettes	During the charrettes, staff heard concerns regarding nighttime light pollution and the preservation of "dark-skies" in the region.	PLACE (Planning)	Addressed in Policy 13.2.4  The Master Plan was updated to include Dark Sky Principles for the cluster residential zone and residential reserve zone in the Conservation Design district per Policies 13.2.4(4)(a) and 13.2.4(4)(d).
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Charrette attendees expressed support to achieve the renewable energy goals of the City of Tallahassee 2050 pledge. A recommendation to limit natural gas transmission infrastructure to the Arch was provided to encourage cleaner forms of renewable energy in this area when it does develop.	PLACE (Planning)	Addressed in Policies 13.2.29 and 13.2.30  The Master Plan was updated to support the renewable energy pledge. Policy 13.2.30 encourages PUDs concept plans to incorporate strategies consistent with the City of Tallahassee's Clean Energy Resolution and requires them to comply with clean energy and renewable energy ordinances. Policy 13.2.29 was updated to remove references to natural gas.
FY 2020	Community Input from the Welaunee Master Plan Charrettes	1.Requests for modifications to the Welaunee Arch Concept Map were expressed as follows: •Add scale for context. •Include neighborhood center at intersection of roads in east portion of the Arch. •Indicate conservation easement adjacent to schools. •Include natural features and environmentally sensitive layers.	PLACE (Planning)	Addressed in the Master Plan Maps.  The Master Plan was updated to include a Land Use Map, a transportation map, and a Preliminary Environmental Features Map instead of the one map originally included.

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Charrette attendees noted that defining characteristics of the Tallahassee area include tree canopy cover and topography, and that these should be protected.	PLACE (Planning)	<p>Addressed in Policies 13.2.4, 13.2.12, 13.2.25, and 13.2.36</p> <p>The City's tree ordinance will apply to development in the Arch. Additionally, the Master Plan was updated to include a Preliminary Environmental Features Map that identified potential locations of High Quality Successional Forests and Native Forests that would be verified through a Natural Features Inventory at the time a PUD concept plan is developed. The Master Plan was also updated to include Policy 13.2.4(4)(c) to protect Core Canopy and Core Forest that is part of the fragmentation Class of Core Canopy &gt;500 acres consistent with the recommendations of the Urban Canopy Master Plan. This policy also provides for an area with a minimum width of 75 feet along the length of the Canopy Protection Zone for Miccosukee Road to be designated open space and used as a wildlife corridor. The reserve area for cluster development in the Conservation Design District also prioritizes preservation and conservation features, undeveloped uplands, oak-hickory forest, and significant trees.</p> <p>In addition to policies related to existing tree canopy, the Master Plan was updated to require shade trees as street trees in mixed use and neighborhood zones and incentives for providing shade trees as street trees outside of these zones, per Policy 13.2.12. Incentives are also allowed in PUDs for designing and planting new roadways with shade trees that would allow for future canopy road designations (Policy 13.2.25).</p> <p>The Master Plan was updated to include Policy 13.2.36 which specifies that "Areas with severe and significant slopes that are not located in the open space systems shall be protected in site-specific plans in accordance with the Comprehensive Plan and Chapter 5 – Environmental Management, Tallahassee Land Development Code."</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Attendees would like to see development built in harmony with topography, rather than large cuts made to slopes.	PLACE (Planning)	<p>The Master Plan was updated to include Policy 13.2.36 which specifies that "Areas with severe and significant slopes that are not located in the open space systems shall be protected in site-specific plans in accordance with the Comprehensive Plan and Chapter 5 – Environmental Management, Tallahassee Land Development Code."</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	Attendees expressed their support for phasing of development within the Welaunee Arch.	PLACE (Planning)	<p>Addressed in Policy 13.2.36</p> <p>The Master Plan was updated to refine the phasing to address both development thresholds as well as the availability of infrastructure and public services per Policy 13.2.5. The phasing plan includes an additional phase as well.</p>
FY 2020	Community Input from the Welaunee Master Plan Charrettes	During the charrettes, staff heard concerns regarding nighttime light pollution and the preservation of "dark-skies" in the region.	PLACE (Planning)	<p>Addressed in Policy 13.2.4</p> <p>The Master Plan was updated to include Dark Sky Principles for the cluster residential zone and residential reserve zone in the Conservation Design district per Policies 13.2.4(4)(a) and 13.2.4(4)(d).</p>

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2020	Keep It Rural: Welaunee Arch Comprehensive Parks and Greenways Plan	KIR: Greenways and parks for passive use, aka the Emerald Necklace, shall include a large conservation area to separate suburban development of the Arch from Rural lands, an area of buffers for existing development of lower density at the boundaries of the Arch (Buckhead), additional protection for the Canopy Roads, both Centerville and Micosukee to preserve the natural canopy of these roads, and a system of linear parks to connect all of the above with the existing Micosukee Greenway and other nearby parks outside of the Arch. These shall all be passive parks with public access to trails, bike, horse and pedestrian facilities.	PLACE (Planning)	<p>Addressed in Policies 13.2.4, 13.2.15, 13.2.23, 13.2.25, 13.2.32, 13.2.36, 13.2.37, and 13.2.42</p> <p>Welaunee Greenway The Master Plan has been updated to address land uses and various types of open space. Policy 13.2.42 specifies that "The Welaunee Greenway shall consist at a minimum of an 8.4-mile-long shared-use trail corridor along the northeast, north, and west perimeter of the Arch, and shall be developed consistent with adopted local government plans." The Greenway design will be consistent with the Northeast Gateway Project managed by Blueprint which is based on the Leon County Greenways Master Plan.</p> <p>Buffer Existing Development Policy 13.2.4 (1) provides additional language about a buffer and transition of densities and intensities in the Arch in relation to Buckhead. This policy states, "It is the intent of this district to provide higher intensity uses east of and adjacent to the interchange while transitioning to less intense uses west of the interchange."</p> <p>Policy 13.2.4 (1) (a) includes language developed in coordination with Buckhead representatives. This policy states, "The activity center zone shall be located no closer than 1,000 feet from the Buckhead subdivision."</p> <p>Policy 13.2.4 (1) (d) includes language developed in coordination with Buckhead representatives. This policy states, "an open space zone shall be located along the border with the established Buckhead Neighborhood serving as a buffer between the existing Buckhead Neighborhood and new development in the Arch. This Addressed in Policies 13.2.27 and 13.2.36</p>
FY 2020	Keep It Rural: Welaunee Arch Comprehensive Parks and Greenways Plan	KIR: Other areas of conservation and preservation land such as wetlands, floodplains and imperiled species habitat shall also be protected. Public use shall be limited in order to protect habitat and imperiled species populations within them.	PLACE (Planning)	<p>The Master Plan was updated to reflect the necessity of management plans and, where applicable, wildlife habitat management plans. Policy 13.2.36 specifies that the open space systems shall each have a management plan approved by the City in order to protect the values for which they were designated. The management plans may be adopted in phases so long as they are consistent with one another. The policy also specifies Wildlife management areas may be included in the primary open space systems protective measures addressed in the management plans, including a wildlife habitat management plan, in accordance with Chapter 5 – Environmental Management, Tallahassee Land Development Code. Policy 13.2.27 states, "Conservation and Preservation lands shall be subject to a management plan to be reviewed and approved concurrent with the PUD Concept Plan that includes the applicable Conservation and Preservation lands. Such management plan shall include measures to protect the values for which such lands were designated, including wildlife habitat and corridors, and may include conservation easements and other measures consistent with the Environmental Management Ordinance. Conservation and Preservation lands may be utilized for public access, including trails, subject to the Environmental Management Ordinance."</p>

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2020	Keep It Rural: Welaunee Arch Comprehensive Parks and Greenways Plan	KIR: An active park of sufficient size to accommodate ball fields and other outdoor recreational facilities shall be located within the Arch immediately south of Roberts and Montford schools with easy access to the linear park system, roads and parking.	PLACE (Planning)	<p>Addressed in Policy 13.2.4</p> <p>The Master Plan has been updated to identify a potential regional park in this location (Policy 13.2.4 (3)(e)). Because the implementation of a park would require additional actions by the Commissions and the landowner or a future developer, the Policy identifies this as "potential." This policy also specifies that "it shall be designed to include connectivity with the trail system around any high-quality native forests as described in the open space zone for this District."</p>
FY 2020	Keep It Rural: Welaunee Arch Comprehensive Parks and Greenways Plan	KIR: Multi-use paths shall be built for the main roads including but not limited to Welaunee Boulevard and Shamrock Extension throughout the Arch. Other roadways including minor collectors shall have at a minimum sidewalks and bike lanes or separated bike paths. Sidewalks shall be separated from the road for safety and to encourage use.	PLACE (Planning)	<p>Addressed in Policies 13.2.18, 13.2.22 and 13.2.23</p> <p>The Master Plan was updated to include more detail regarding bicycle, pedestrian, and shared-use facilities. Policy 13.2.22 states, "Sidewalks shall be provided on both sides of streets in mixed-use zones. Sidewalks shall be provided on at least one side of streets in zones that allow only residential development."</p> <p>Policy 13.2.23 states, "A PUD Concept Plan shall include a network of bicycle facilities, including on-street and off-street facilities, which are strongly encouraged to be coordinated with the open space areas of the Arch. The intent is to provide safe and convenient movement for bicycles reasonably free from hazard and providing a reasonable and direct route between destinations. Bicycle facilities shall be designed where practical to connect to similar facilities in other PUD Concept Plans. Where feasible, a shared-use path of adequate width to accommodate bicycle and pedestrian traffic may substitute for sidewalks and bike lanes. Protected bicycle lanes may be incorporated where feasible. Where bicycle, pedestrian, and/or shared use path facilities intersect the Welaunee Greenway, opportunities shall be provided to access the Greenway."</p> <p>Policy 13.2.18 states, "Residential zones shall be connected to mixed use zones by a network of sidewalks, shared use paths, and bicycle facilities designed to provide safe, comfortable transportation options."</p>

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2020	Keep It Rural: Welaunee Arch Comprehensive Parks and Greenways Plan	KIR: We propose an "Emerald Necklace" around and within the Welaunee Arch, composed of a large Park in the northeast, expanded greenways around the periphery of the Arch expanding the canopy road protection and buffer for existing development on the borders of Welaunee and will include water bodies and portions of their wetlands and floodplains in the designated Open Space. An active park with ball fields and other appropriate facilities located near the schools is also proposed. These preservation, conservation and recreational areas will be connected by an "Emerald Necklace" systems of trails including the existing Welaunee Greenway Trail, an 8.4 mile trail along the periphery of the Arch, with the capacity to connect to existing and (hopefully) new greenways in the Toe, Heel and surrounding lands.	PLACE (Planning)	<p>Addressed in Policies 13.2.4 and 13.2.36</p> <p>The Master Plan was updated to include a system of open spaces. This is outlined in Policy 13.2.36.</p> <p>Additionally, conservation and preservation lands are subject to management plans. As defined in the Conservation Element of the Comprehensive Plan, Preservation Areas include: a) Wetlands and waterbodies and water courses; b) Severe grades over 20% (only required outside of the Urban Service Area); c) Native forests; d) Undisturbed/undeveloped 100 year floodplain; e) Areas of environmental significance; and f) Habitats of endangered, threatened and species of special concern.</p> <p>Conservation Areas include: a) Altered floodplains and floodways; b) Altered watercourses and improved elements of the primary drainage system; c) Altered wetlands; d) Closed basins; e) Significant grade areas 10%–20% (only required outside the Urban Service Area); f) High quality successional forests; g) Areas exhibiting active karst features; h) Designated canopy road corridors.</p> <p>Keep It Rural requested a large park in the northeast. The Master Plan was updated to include the protection of a large area on the eastern portion of the Arch instead. This location was selected instead because it is a core canopy area that is part of a fragmentation class of Core Canopy (&gt;500 acres) per the Urban Forest Master Plan. This site also connected to open space systems that allow for Wildlife Corridors as shown on the Preliminary Environmental Features Map and in Policies 13.2.4(4)(c), 13.2.4(5), and 13.2.36. The location proposed by Keep It Rural is instead proposed as the Residential Reserve District in the Welaunee Arch can be established as a Welaunee Habitat Park.</p>
FY 2020	Keep It Rural: Welaunee Arch Comprehensive Parks and Greenways Plan	Provide an alternative development program to function similar to a transfer of development rights to set aside an area for a habitat park.	PLACE (Planning)	Edits to the master plan provide mechanisms by which the Residential Reserve District in the Welaunee Arch can be established as a Welaunee Habitat Park.
FY 2020	Keep It Rural: Welaunee Arch Comprehensive Parks and Greenways Plan	Add buffers along Roberts and Crump Roads to screen development from more rural areas.	PLACE (Planning)	Edits include a 250' buffer along Roberts and Crump Roads. This buffer would include the Welaunee Greenway.
FY 2020	Input from the Alliance of Tallahassee Neighborhoods (ATN) and Keep It Rural	Representatives from the Alliance of Tallahassee Neighborhoods (ATN) requested additional language regarding open space in the Town Center and Village Center and providing for walkable, mixed-use centers. To this end, the proposed edits to the policies would define block lengths and block perimeters and include urban forest canopy areas as part of the community open space that would be planned as focal points.	PLACE (Planning)	The master plan was updated to define block lengths and block perimeters in the mixed use centers to support walkability.



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FY 2020	Input from the Alliance of Tallahassee Neighborhoods (ATN) and Keep It Rural	Protect natural resources, conserve wildlife populations, including but not limited to imperiled species, and provide recreational areas.	PLACE (Planning)	<p>Addressed in Policies 13.2.4 and 13.2.36</p> <p>In addition to the Goals, Objectives, and Policies of the Conservation Element of the Comprehensive Plan, the Master Plan was updated to include additional information about protecting natural resources, conserving wildlife populations, and providing recreational areas. Many of these updates are included in Policy 13.2.36, which establishes the Primary Open Space System. This system addresses conservation and preservation lands, buffers for residential areas and canopy roads, environmentally sensitive areas, including wildlife corridors, aesthetic open space, active and passive recreation areas, and community gathering spaces.</p> <p>Additionally, conservation and preservation lands are subject to management plans. As defined in the Conservation Element of the Comprehensive Plan, Preservation Areas include: a) Wetlands and waterbodies and water courses; b) Severe grades over 20% (only required outside of the Urban Service Area); c) Native forests; d) Undisturbed/undeveloped 100 year floodplain; e) Areas of environmental significance; and f) Habitats of endangered, threatened and species of special concern.</p> <p>Conservation Areas include: a) Altered floodplains and floodways, b) Altered watercourses and improved elements of the primary drainage system; c) Altered wetlands; d) Closed basins; e) Significant grade areas 10%–20% (only required outside the Urban Service Area); f) High quality successional forests; g) Areas exhibiting active karst features; and h) Designated canopy road corridors</p> <p>The Master Plan was updated to include wildlife corridors. These</p>

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2020	Input from the Alliance of Tallahassee Neighborhoods (ATN) and Keep It Rural	Provide mobility choices for residents and employees of all ages and abilities. Upon build out, the Welaunee Arch shall achieve at least a 20% internal capture rate for automobile trips.	PLACE (Planning)	<p>Addressed in Policies 13.2.12, 13.2.17, 13.2.18, 13.2.22, 13.2.23, 13.2.26, and 13.2.36</p> <p>Policy 13.2.17 was updated to include a greater emphasis on energy efficiency through transportation. Policy 13.2.8 was added to provide more specific information about how the goal of 20% internal capture could be attained. This policy along with Policy 13.2.26 requires coordination with Star Metro to support transit service that connects the Arch internally and to other areas of the community.</p> <p>The Master Plan was updated to include more detail regarding bicycle, pedestrian, and shared-use facilities. Policy 13.2.22 states, "Sidewalks shall be provided on both sides of streets in mixed-use zones. Sidewalks shall be provided on at least one side of streets in zones that allow only residential development."</p> <p>Policy 13.2.23 states, "A PUD Concept Plan shall include a network of bicycle facilities, including on-street and off-street facilities, which are strongly encouraged to be coordinated with the open space areas of the Arch. The intent is to provide safe and convenient movement for bicycles reasonably free from hazard and providing a reasonable and direct route between destinations. Bicycle facilities shall be designed where practical to connect to similar facilities in other PUD Concept Plans. Where feasible, a shared-use path of adequate width to accommodate bicycle and pedestrian traffic may substitute for sidewalks and bike lanes. Protected bicycle lanes may be incorporated where feasible. Where bicycle, pedestrian, and/or shared use path facilities intersect the Welaunee Greenway, opportunities shall be provided to access the Greenway."</p>
FY 2020	Input from the Alliance of Tallahassee Neighborhoods (ATN) and Keep It Rural	Provide housing for diverse socio-economic groups within the Welaunee Arch.	PLACE (Planning)	<p>Addressed in Policies 13.2.4 and 13.2.9</p> <p>The Master Plan was updated with Policy 13.2.9 which provides for a range of housing types and prohibits any zone in the Arch from allowing single-family detached homes exclusively. The range and diversity of housing types is also addressed in the various zones. The conservation design district shall not contain greater than 80% of any one housing type, per Policy 13.2.4(4)(a).</p>

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2020	Input from the Alliance of Tallahassee Neighborhoods (ATN) and Keep It Rural	Respect the character of Tallahassee by retaining mature, healthy forest and topography.	PLACE (Planning)	<p>Addressed in Policies 13.2.4, 13.2.12, 13.2.25 and 13.2.25</p> <p>The City's tree ordinance will apply to development in the Arch. Additionally, the Master Plan was updated to include a Preliminary Environmental Features Map that identified potential locations of High Quality Successional Forests and Native Forests that would be verified through a Natural Features Inventory at the time a PUD concept plan is developed. The Master Plan was also updated to include Policy 13.2.4(4)(c) to protect Core Canopy and Core Forest that is part of the fragmentation Class of Core Canopy &gt;500 acres consistent with the recommendations of the Urban Canopy Master Plan. This policy also provides for an area with a minimum width of 75 feet along the length of the Canopy Protection Zone for Miccosukee Road to be designated open space and used as a wildlife corridor. The reserve area for cluster development in the Conservation Design District also prioritizes preservation and conservation features, undeveloped uplands, oak-hickory forest, and significant trees.</p> <p>In addition to policies related to existing tree canopy, the Master Plan was updated to require shade trees as street trees in mixed use and neighborhood zones and incentives for providing shade trees as street trees outside of these zones, per Policy 13.2.12. Incentives are also allowed in PUDs for designing and planting new roadways with shade trees that would allow for future canopy road designations (Policy 13.2.25).</p> <p>The Master Plan was updated to include Policy 13.2.36 which specifies that "Areas with severe and significant slopes that are not located in the open space systems shall be protected in site-specific plans in accordance with the Comprehensive Plan and Addressed in Policies 13.2.30 and 13.2.31</p>
FY 2020	Tally 100	All development complies with requirements resulting from the city's clean energy plan. Each building has a certified HERS rating and meet the FGBC or LEED standards that reflect the homes efficiency is in the top 25% of Tallahassee homes completed the previous year.	PLACE (Planning)	<p>The Master Plan was updated to address the clean energy. Because development is not anticipated for several years while infrastructure is planned and constructed and because a formal clean energy plan has not yet been adopted, the proposed Clean Energy policy is flexible to encourage strategies based on the Clean Energy Resolution and require PUDs to comply with future Clean Energy Plans and/or Ordinances that may be adopted by the City that are in effect at the time of development. This is included in Policy 13.2.30.</p> <p>Policy 13.2.31 includes the provision for PUDs to incorporate incentives for developments that incorporate Leadership in Energy and Environmental Design (LEED) standards and/or provide building-mounted solar systems.</p>
FY 2020	Tally 100	Homes are solar PV ready, with roofs and electrical conduit and wiring designed for the later addition of solar PV and battery storage.	PLACE (Planning)	<p>Addressed in Policies 13.2.24 and 13.2.31</p> <p>The level of detail for individual homes is outside of the purview of Comprehensive Plans; however, the Master Plan was updated to include various incentives for building-mounted solar. These are found in Policy 13.2.24 for parking structures and Policy 13.2.31 for other buildings.</p>

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2020	Tally 100	Homes are EV ready, with conduit and wiring designed for the later addition of EV charging stations.	PLACE (Planning)	<p>Addressed in Policies 13.2.27</p> <p>The level of detail for individual homes is outside of the purview of Comprehensive Plans; however the Master Plan was updated to require PUD development to coordinate with the Planning Department and City Public Infrastructure departments to ensure the plan accommodates necessary infrastructure to support charging infrastructure for electric vehicles and infrastructure to support Connected and Automated Vehicles (CAV). Additionally, the Master Plan allows PUDs to include incentives for development that is electric vehicle capable or electric vehicle ready by providing for the future installation and use of Electric Vehicle Supply Equipment (EVSE) in accordance with the National Electrical Code. Incentives will be greater for electric vehicle-ready than for electric vehicle-capable developments. These points are included in Policy 13.2.27.</p>
FY 2020	Tally 100	Design roads and orient building lots to facilitate south facing roofs for solar collection.	PLACE (Planning)	<p>Addressed in Policies 13.2.24 and 13.2.31</p> <p>The design of roads is constrained by engineering standards and requirements beyond the purview of the Comprehensive Plan; however, the Master Plan was updated to include various incentives for building-mounted solar. These are found in Policy 13.2.24 for parking structures and Policy 13.2.31 for other buildings.</p>
FY 2020	Tally 100	Put solar PV over parking lots.	PLACE (Planning)	<p>Addressed in Policies 13.2.30</p> <p>The Master Plan was updated to include edits to the parking policy to allow for incentives for building-mounted solar systems on parking structures. The proposed policy leverages incentives over requirements because the need for parking, the design details for parking structures, connected and automated vehicle technology, and the clean energy technologies available at the time of development could change between the adoption of the Master Plan and actual development in the Arch. However, if these standards are incorporated into future clean energy plans or ordinances adopted by the City, development in the Arch would be subject to this as a requirement as established in Policy 13.2.30.</p>

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2020	Tally 100	Maintain 55% tree canopy coverage as called for in the Urban Forest Master Plan.	PLACE (Planning)	<p>Addressed in Policies 13.2.4, 13.2.12, and 13.2.25</p> <p>The City's tree ordinance will apply to development in the Arch. Additionally, the Master Plan was updated to include a Preliminary Environmental Features Map that identified potential locations of High Quality Successional Forests and Native Forests that would be verified through a Natural Features Inventory (NFI) at the time a PUD concept plan is developed. The Master Plan was also updated to include Policy 13.2.4(4)(c) to protect Core Canopy and Core Forest that is part of the fragmentation Class of Core Canopy &gt;500 acres consistent with the recommendations of the Urban Canopy Master Plan. This policy also provides for an area with a minimum width of 75 feet along the length of the Canopy Protection Zone for Miccosukee Road to be designated open space and used as a wildlife corridor. The reserve area for cluster development in the Conservation Design District also prioritizes preservation and conservation features, undeveloped uplands, oak-hickory forest, significant trees.</p> <p>In addition to policies related to existing tree canopy, the Master Plan was updated to require shade trees as street trees in mixed use and neighborhood zones and incentives for providing shade trees as street trees outside of these zones, per Policy 13.2.12. Incentives are also allowed in PUDs for designing and planting new roadways with shade trees that would allow for future canopy road designations (Policy 13.2.25).</p>

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2020	Tally 100	All streets and equivalent roadways within the developed area will include bike paths and pedestrian sidewalks that are separated from the motor vehicle roadway.	PLACE (Planning)	<p>Addressed in Policies 13.2.12, 13.2.18, 13.2.22 and 13.2.23</p> <p>The Master Plan was updated to include more detail regarding bicycle, pedestrian, and shared-use facilities. Policy 13.2.22 states, "Sidewalks shall be provided on both sides of streets in mixed-use zones. Sidewalks shall be provided on at least one side of streets in zones that allow only residential development."</p> <p>Policy 13.2.23 states, "A PUD Concept Plan shall include a network of bicycle facilities, including on-street and off-street facilities, which are strongly encouraged to be coordinated with the open space areas of the Arch. The intent is to provide safe and convenient movement for bicycles reasonably free from hazard and providing a reasonable and direct route between destinations. Bicycle facilities shall be designed where practical to connect to similar facilities in other PUD Concept Plans. Where feasible, a shared-use path of adequate width to accommodate bicycle and pedestrian traffic may substitute for sidewalks and bike lanes. Protected bicycle lanes may be incorporated where feasible. Where bicycle, pedestrian, and/or shared use path facilities intersect the Welaunee Greenway, opportunities shall be provided to access the Greenway."</p> <p>Policy 13.2.18 states, "Residential zones shall be connected to mixed use zones by a network of sidewalks, shared use paths, and bicycle facilities designed to provide safe, comfortable transportation options."</p> <p>Policy 13.2.12 states, "Landscaping in mixed-use and neighborhood zones shall include shade trees planted as street trees." This policy also allows for incentives to landscape with street trees outside of mixed-use and neighborhood zones.</p>
FY 2020	Tally 100	No extension of city gas lines.	PLACE (Planning)	<p>Addressed in Policies 13.2.29 and 13.2.30</p> <p>The Master Plan was updated to support the renewable energy pledge. Policy 13.2.30 encourages PUDs concept plans to incorporate strategies consistent with the City of Tallahassee's Clean Energy Resolution and requires them to comply with clean energy and renewable energy ordinances. Policy 13.2.29 was updated to remove references to natural gas.</p>
FY 2020	Killearn Homes Association	Address how transportation impacts are evaluated for development in the Welaunee Arch.	PLACE (Planning)	<p>The master plan was updated remove the option to waive concurrency review until final development orders. This proposed policy would work in coordination with other policies, such as the Phasing policy, to ensure advanced planning ahead of development. Proposed edits also provide for the applicability of a Mobility Fee or alternative mobility funding system if adopted. Edits also include a system by which transportation needs identified by the I-10 Interchange PD&amp;E Study and Regional Mobility Plans (Long Range Transportation Plans) would be incorporated into applicable Mobility Element policies and figures.</p>
FY 2020	Dale Jackson	Mr. Jackson expressed concerns over fishing in stormwater ponds and suggested Catch and Release signs.	Public Works	<p>An agenda item went before the Board July 14 to approve signing all stormwater ponds with Catch and Release signs. The item and the language for the sign was approved, and new signs have been installed.</p>

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FY 2020	Donna Willis	Three months into moving into her home on Buck Haven Trail Mrs. Willis noticed there were no speed limit signs or slow children at play signs anywhere on Buck Haven Trail. Due to the number of families with children that played outside and ride their bikes in the area, she felt it was imperative that these signs be installed for the safety of those in her neighborhood.	Public Works	After an inspection Public Works staff installed 25 MPH speed limit signs on Buck Haven Trail.
FY 2020	Stonegate HOA	Residents in the Stonegate neighborhood noticed that the hard right turn lane from Centerville southbound onto Stonegate was dangerous especially if a vehicle on Stonegate was waiting to enter Centerville. The residents suggested Public Works investigate if there needed to be additional signage warning drivers of the sharp right turn.	Public Works	Staff conducted an investigation for the intersection of Stonegate Drive and Centerville Road. Staff evaluated existing signage, roadway conditions, crash history and physical constraints. As a result, staff recommended installing two Double Side Road Signs east and west of the intersection to provide unfamiliar driver advanced warning of the side roads. The installation of these signs should reduce the turning speed of approaching vehicles.
FY 2020	Emergency Care Help Organization (ECHO)	ECHO requested Leon County donate a 2006 Ford F250 for its Furniture Bank program to transport donated furniture to the homes of low-income residents and disabled veterans. It's current pickup truck was inoperable.	Public Works	At the April 14, 2020 meeting the Board authorized the transfer of the vehicle to ECHO to continue its Furniture Bank program.
FY 2020	B.T. McClellan	Citizen requested a sidewalk be added on Gum Road from Aenon Church Road to Capital Circle SW.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 2 Category. The Board approved this segment to be included in the approved Sidewalk list at the June 20, 2017 Budget Workshop, ratified at the July 11, 2017 meeting.
FY 2020	Don Poindexter	Citizen requested a sidewalk be added on Highland Drive from Buck Lake Road to Mahan Drive.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 2 Category. The Board approved this segment to be included in the approved Sidewalk list at the June 19, 2018 Budget Workshop, ratified at the July 10, 2018 meeting.
FY 2020	Ms. Marks & Area Residents	Citizens requested the County make improvements at the Heathrow and Deer Lake to make the intersection more visible.	Public Works	Staff evaluated the intersection for potential safety improvements and recommended installing street signs in the median at Heathrow and Deer Lake.
FY 2020	Residents on Tuscavilla Road	Residents of 2354 and 2352 Tuscavilla Road requested staff explore improving drainage between their homes.	Public Works	After inspection, staff acquired drainage easements and designed a pipe system to address drainage. The project is moving forward, currently in permitting.
FY 2020	Killearn Lakes HOA	The HOA requested permission to replace a sign within the right of way.	Public Works	County staff worked with the County Attorney on a License Agreement to allow the HOA to utilize County right of way to replace the damaged sign.
FY 2020	Killearn Lakes HOA	The HOA requested staff evaluate ways to improve drainage in the area of Lake Monkey Business Park.	Public Works	Staff worked with the HOA improvement committee and developed ways to improve drainage, in addition to repaving the road into the Lake Monkey Business Park.
FY 2020	Killearn Lakes HOA	The HOA requested cross walks along side streets off of Deer Lake be refreshed to improve visibility.	Public Works	Staff performed an inspection of the area and recommending the improvements to make the cross walks more visible.
FY 2020	Citizens on Horseshoe Trail (Mr. Verbois, Mr. Theobald, and Mr. Schroeder)	Citizens on Horseshoe Trail requested staff inspect their area for drainage improvements.	Public Works	Staff inspected the area and recommended improvements to improve the drainage in this area.
FY 2020	Citizen on Minnow Creek	Citizens at 8714 Minnow Creek requested staff inspect their area for potential drainage improvements.	Public Works	Staff inspected the area and recommended projects to improve the drainage.
FY 2020	Citizen on Ox Bow Road	Citizen at 7059 Ox Bow Road requested staff inspect their area for drainage improvements.	Public Works	Staff inspected the area and recommended projects to improve the drainage in this area.
FY 2020	Jeremy Matyaszek	Citizen requested staff inspect Walden Road for traffic calming.	Public Works	After inspection, staff recommended traffic calming on Walden Road and assisted the citizen through the process to collect the required number of signatures.

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FY 2020	David Ferry	Citizen requested staff inspect Charlais Street for traffic calming.	Public Works	After inspection, staff recommended traffic calming on Charlais Street and assisted the citizen through the process to collect the required number of signatures. Project currently in design.
FY 2020	Citizens on Tram Road	Citizens on Tram Road and the new Charter School requested staff evaluate options to reduce speeding on Tram Road.	Public Works	After conducting a traffic study, staff recommended reducing the speed limit on Tram Road.
FY 2020	Concerned Citizens	Citizens expressed the need for a traffic signal at the intersection of Talpeco Road and North Monroe Street.	Public Works	Public Works staff worked with FDOT to get the traffic signal installed in FY 2020.
FY 2020	Valerie Janard	Ms. Janard contacted Commissioner Minor's office with concerns about a broken culvert and standing water on Crowder Road.	Public Works	Staff inspected the area and recommended improvements. As a result, the culvert was repaired, the ditch was cleaned to allow for better water flow, the roadside shoulder adjacent to the center median was repaired to prevent water from standing, and sod was placed on all disturbed areas. In addition to the original work orders, the driveway aprons at Shangri La Lane were widened to prevent future damage from larger vehicles entering and exiting this neighborhood.
FY 2020	Capital Area Sustainability Compact members	Approve the Apalachee Regional Planning Council as the Capital Area Sustainability Compact Administrator	Resource Stewardship	On November 17th, the Board ratified the recommendation of the Capital Area Sustainability Compact members to approve the Apalachee Regional Planning Council as the Compact Administrator and allocate \$4,970 for the role.
FY 2020	Big Bend Sierra Club, Audubon Society and Buck Lake Alliance	Habitat Conservation Plan for the Upper Lake Lafayette	Resource Stewardship	Community groups such as Big Bend Sierra Club, Audubon Society and Buck Lake Alliance were engaged to review the Habitat Conservation Plan and provide feedback. That feedback was shared with FWC for consideration, and several modifications were made to incorporate the input. The final Plan was approved by the Board on 10/13/20.
FY 2020	Patty O	Question on Nextdoor: can something be done about the mud around the entrance to the bradfordville dog park?? Maybe a cement slab or moving the source of the water closer to the pond so it can flow away from the entrance path?	Resource Stewardship	Parks and Recreation staff added mulch to the area and will continue to monitor it.
FY 2020	Citizens utilizing new Bradfordville Dog Park	Pet owners requested a segregated small dog park area for the Bradfordville Dog Park	Resource Stewardship	Parks and Recreation worked with the fencing contractor to install additional fencing allowing for a separate small dog area. To save cost, the already constructed airlock/entrance was utilized and separate access was added from that point. New water lines also had to be run to insure both the small dog side and the large dog side had access to a water source. Facilities assisted with that portion of the project.
FY 2020	Phipps family	Concerns were raised regarding lack of signage along Orchard Pond Trail to ensure users were aware of the public vs private property boundaries.	Resource Stewardship	Parks and Recreation worked with Operations (Sign Shop) to develop new signage to be installed at the trailheads and along the trail. The new signs were installed by January 13, 2020.
FY 2020	Citizen	It was brought to our attention the parking lights at the NE Branch Library are being blocked by tree limbs. Although trimming the trees may seem like the best solution, it would entail scalping the trees back, making them not very aesthetically pleasing to view.	Resource Stewardship	Facilities Management will be retrofitting the light fixtures to LED and updating the lamp poles with an extended arm, which will illuminate the light further out into the parking lot.
FY 2020	Sara McCabe and Sue Noyes	Two citizens suggested that signage be added to specific park locations alerting users to the possibility of snakes and alligators. Upon further evaluation, it was determined that such signs would be valuable at all Parks locations built around stormwater ponds. As such, it was rolled out accordingly.	Resource Stewardship	Alligator and snake alert signs were installed at each Park facility around a stormwater pond and one was also installed at St. Marks Headwaters Greenway. Facilities receiving those signs were (Bradfordville Dog Park, Pedrick Pond Park, Martha Wellman Park, Broadmoor Pond Park, and Anita Davis Preserve)
FY 2020	Dale Jackson	Mr. Jackson noticed that geese continue to be a problem at Pedrick Pond Park and said "given that the Canada geese are becoming freeloaders that leave nasty goose droppings all over this place where many people like to walk as well as fish" we wish the property could be posted for "Do Not Feed Geese".	Resource Stewardship	Signs were designed by Community and Media Relations and installed at Pedrick Pond Park on July 15, 2020.
FY 2020	"Evening visitors" to Blount Landing	With the installation of the new kiosk (part of the Board's strategic initiatives), evening visitors expressed concerns that lighting was needed to be able to see the information.	Resource Stewardship	Facilities installed a solar-powered light on the Blount Landing kiosk and added lighting to a new by power pole. Posted July 3, 2021



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FY 2020	Equestrian Community	Equestrian community suggested installing a gate at Alford Greenway restricting access to equestrian trailers only into the equestrian parking.	Resource Stewardship	A maintenance gate was installed to the parking area. Currently, the gate is "false locked" and the equestrian community is aware on how to access the parking.
FY 2020	Vicky Verano	Memorial Bench at Miccosukee Greenway	Resource Stewardship	A memorial bench was installed at Miccosukee Greenway the week of November 16 in honor of Judith Verano.
FY 2020	Barbara Brandt	Memorial Bench installation	Resource Stewardship	A memorial bench was installed the week of November 16, 2020 at Pedrick Pond Park in honor of Thomas B. Brandt.
FY 2020	David Mills	Memorial bench at Alford Greenway	Resource Stewardship	A memorial bench at Alford Greenway was installed in July of 2020 in honor of Zachary Mills.
FY 2020	Young Actors Theatre	Tree planting in honor of Lea Reeves.	Resource Stewardship	A tree was planted in honor of Hazel Walker at Pedrick Pond Park in February 2020.
FY 2020	Various park users	Several regular walkers at our passive park facilities requested mile markers around the ponds. All 5 stormwater pond parks (Okeeheepkee Prairie, Pedrick Pond, Anita Davis Preserve, Martha Wellman and Broadmoor Pond Parks) now have mile marker signage.	Resource Stewardship	As of November 6, 2020, all 5 stormwater pond parks (Okeeheepkee Prairie, Pedrick Pond, Anita Davis Preserve, Martha Wellman and Broadmoor Pond Parks) now have mile marker signage.
FY 2020	Steve Urse	Expanding composting opportunities in the community	Resource Stewardship	Board approved to be rolled out in 01/2021 a pilot composting drop off site at the solid waste facility a backyard composter giveaway
FY 2020	Leighanne Boone	Citizen suggested the County should start electrifying out fleet	Resource Stewardship	County purchased first electric vehicle a chevy bolt for county operations in July 2020
FY 2020	Hannah Crow	Citizen mentioned a need for cleaning and revitalization of the Fort Braden community garden.	Resource Stewardship	In August, Hannah Crow and other fort braden community members worked with Leon County Sustainability to clean up the community garden, took plots, and have begun gardening.
FY 2020	Concerned Citizen	Citizen requested that Leon County model more sustainable internal and external events	Resource Stewardship	Leon County sustainability developed a green event guide for internal and external use
FY 2020	Laurelin Haas	FSU Sustainable Campus suggested Leon county sustainability identify more ways to engage with students	Resource Stewardship	Leon County Sustainability worked with FSU Sustainable Campus to expand the Sustainability Fellows, taking on 5 student fellows since implementation. In addition to, Leon County sustainability worked with 5 additional students through a partnership with FSU-FAMU College of Engineering and the FSU Geography Department.
FY 2020	Citizen	Community members requested that Leon County Tourism sell more local products in the Visitor Information Center Gift Shop.	Tourism Development	The tourism team partnered with additional local vendors to sell more locally produced items including Eds Red Hot Sauce and Forgotten Coast Items.
FY 2020	Citizen (Unnamed)	Revisions to the County's lobbying regulations	County Attorney	Following feedback from several citizens, the Board directed the County Attorney to explore several revisions to the County's lobbyist regulations including removal of the notary requirement on the lobbyist registration application form and working with the Clerk of Court to explore an online payment process. On 11/17/20, the Board adopted an Ordinance amending Chapter 2, Article XII of the Leon County Code of Laws relating to lobbying regulations which facilitated these changes.
FY 2020	Local business owners	Business owners requested instead of 100 masks per one location and 200 masks per two locations to instead work specifically with OEV to determine masks needed for each business on a case by case basis	OEV	OEV removed the 100 to 200 limit and worked with businesses on a case by case basis to accommodate mask needs.
FY 2020	A group of citizens	Individuals emailed OEV to ask if there was a place where they could find local mask makers to purchase masks from and support local businesses.	OEV	OEV worked with Shop Tally and CMR to develop a comprehensive list on the COVID website of local mask makers to purchase from.
FY 2020	Alton Miller	Citizen requested for a place where he could fill out a small business and individual grant in person with assistance.	OEV	OEV set up a computer and print station at the office and allocated a staff person to be available to assist individuals in need of application help.
FY 2021	Rick Oppenheim	Please include Waste Pro trash pickup schedule in Holiday Closure news releases.	Community & Media Relations	Implemented short, hot links in all the County's news releases
FY 2021	Sierra Bush Rester	During the September 29 BOCC meeting, Sierra suggested a notice be sent via social media when agenda items were released.	Community & Media Relations	CMR now posts social media updates when agenda items are released along with the standard email notifications.

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FY 2021	Melissa	A citizen tweeted at Leon County the following: "Perhaps focus the that science shows that masks do little to protect the wearer... but that they considerably reduce spread when worn by an infected person by limiting how far the infection can travel."	Community & Media Relations	CMR incorporated messaging that focuses on the protection to the user and the wearer using graphics and gifs.
FY 2021	Krishnan Viswanathan	A citizen tweeted: "Given what I have seen around town, maybe @CityofTLH & @LeonCounty should consider amplifying this PSA locally." This tweet referenced a tweet that repeatedly said "Your mask goes over your nose."	Community & Media Relations	CMR implemented messaging specifically informing the public on the importance and efficacy of mask wearing that covers both the nose and mouth on social media.
FY 2021	Kim Danek	Kim Danek requested we share information about storing information about disaster preparedness - including information about what to store in the cloud in case a citizen needed to file a damage claim after a major storm.	Community & Media Relations	Community and Media Relations used Billy the Bucket, Leon County's Hurricane Preparedness Mascot, to curate content including information citizens could use to upload photos, insurance numbers, and other non-private information to the cloud that could be useful after a storm. This educational content was seen by over 1,200 citizens.
FY 2021	Neil Fleckenstein	Consider updates to the standards for community services in the Rural zoning district to provide greater flexibility for community service uses on larger parcels. Neil Fleckenstein provided the idea for the Rural community service facilities amendment during a meeting he requested with staff to discuss a project proposal for Tall Timbers Research Facility.	DSEM	This idea is proposed to be included in an Ordinance amendment for Board consideration at public hearings on June 8, 2021 and July 13, 2021.
FY 2021	Jeff Blair	Continue virtual meetings for non-voting groups such as, but not limited to, the ACQG meetings, Application Review Committee meetings (ARM), and for pre-submittal meetings. The suggestion was provided by Jeff Blair during an Advisory Committee on Quality Growth meeting.	DSEM	Suggestion was implemented after the Governor discontinued the virtual meeting quorum exception in November, 2020.
FY 2021	Friends of Lake Jackson	Implementation of Stormwater Management Facilities functional testing. This idea was introduced by The Friends of Lake Jackson during a review of revisions to the Lake Protection Node Zoning District.	DSEM	It was determined it would be beneficial to apply the standard through the County's Floodplain Ordinance, which is currently under revision. The proposed Floodplain Ordinance revision, including the SWMF functional testing standard, was adopted at the Jan. 26, 2021 BCC public hearing.
FY 2021	Leon CARES Individual Assistance Applicants	Applicants often had a difficult time reaching the Leon CARES support line and could not always leave a message. Asked how to get in touch with people who could provide status updates on applications and explain what was missing.	Human Services & Community Partnerships	CMR worked with HSCP and OIT to create a CARES specific email address, CARES_Support@leoncountyfl.gov, to post on the CARES website and provide via social media to increase response time and provide a direct line of communication with HSCP staff.
FY 2021	Working Well	Working Well suggested suggested incorporating the GIS History in Your Hands tour of Leon County into a scavenger hunt and making it available to the public via their virtual Corporate Cup.	Information & Technology	GIS created the virtual scavenger hunt based off their History in Your Hands tour. This healthy activity for families across Leon County was released at the end of October 2020. This tour was also added to the Virtual Leon County Benefits & Well-Being Fair for County employees to participate in partnership with Human Resources.
FY 2021	Patty Herrold, Judicial Assistant	After developing and implementing a process for electronically filing court documents, Ms. Herrold, Judicial Assistant identified the need to streamline the receipt of multiple documents from multiple users each day. She suggested a general e-mail account for the single purpose of filing court documents to aide the judicial assistants in easily identifying high priority e-mails and coordinating responses requiring immediate follow up.	Intervention and Detention Alternatives	IDA staff requested MIS create a multi-user e-mail account with access for all administrative support staff tasked with filing and tracking court documents. Once the account was created, IDA notified the judicial assistant staff its establishment, purpose, and improved effectiveness to the electronic filing process.
FY 2021	MIT USA Lab Student Team	As a part of their review of local reentry programs, the student team recommended the Big Bend AFTER Reentry Coalition (BBARC), a local reentry advocacy group, expand their efforts by engaging and educating local employers on the benefits of hiring returning citizens.	Intervention and Detention Alternatives	In January 2021, staff from IDA and OEV are scheduled to be the keynote speakers at BBARC's monthly meeting to share the findings of the MIT USA Lab report. The presentation will emphasize the role their organization could have in the community in bridging returning citizens with local employers.
FY 2021	Library Patrons	Purchase requests made by Library Patrons via ILLiad system, email or in person.	Library Services	148 items, a combination of print and media, were purchased during the month of October in response to Library patron requests.

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FY 2021	Malia Bruker	Email from a citizen, "I received an email about the Active Design lecture event and it mentioned the Market District. Will this be the only area of Tallahassee that's discussed?"	Library Services	We reached out to the speaker to ask for other areas in the community we could highlight and they reached out to Goodwood who they have previously partnered with on a project and people from Goodwood co-presented during the Library Lecture Series.
FY 2021	Dr. J.R. Harding, BP CAC Member	Dr. J.R. Harding, noting the IA Board approved addition of a restroom along FAMU Way/Capital Cascades Trail, recommended designing the facility that could be used by adults with disabilities who require assistance when using a public restroom.	PLACE (Blueprint)	To make the restroom easily accessible to adults with disabilities, the facility was designed as a family restroom and includes an ADA compliant changing station that accommodates adults.
FY 2021	Local Chambers of Commerce	Local Chambers of Commerce BBMC and CCC reached out to OEV and the County requesting that further microloan opportunities for minority and women owned businesses be explored.	PLACE (OEV)	With County staff and FAMU Federal Credit Union, a \$1 million microloan program for minority and women-owned businesses was created. Loans will begin being made in 2021.
FY 2021	TCC Center for Innovation	TCC led a collaboration between OEV and Synapse Florida, an entrepreneur network based in Tampa, to feature Tallahassee-Leon County more prominently within the Synapse Events	PLACE (OEV)	OEV, TCC, and Synapse co-presented an event at the 2020 Global Entrepreneurship Week online event. This event spot lighted Tallahassee-Leon County as an Entrepreneur-friendly community.
FY 2021	Arbor Day/Adopt a Tree Program Participants	Citizens provided feedback on Public Works' tree planting process for the Adopt a Tree Program. In the past, Public Works staff would plant trees for citizens after they designated the location to be planted. Citizens expressed an interest in planting their own trees as this would be a joyful family experience.	Public Works	This suggestion was implemented for the 2021 Adopt a Tree Program. An option for citizens to have their trees delivered to their home to plant at their own convenience was implemented. This option also served well due to the impacts of the pandemic. Public Works staff will still plant for those that need assistance.
FY 2021	Mike Roberts	Citizen Mike Roberts contacted Commissioner Minor's Office with concerns about safety on Lakeshore Drive. Mr. Roberts suggested a realignment of Lakeshore Drive would smooth out a transition from curve to straight in the roadway segment near his home.	Public Works	Staff completed a investigation on the compound curves located near Mr. Roberts' home. While the investigation did not warrant the specific improvements suggested by Mr. Roberts, the following improvements were recommended for implementation to increase traffic safety in the area: (1) replace the existing curve sign with a newer sign and add an advisory speed limit a the transition between the two curves, and (2) add direction chevrons to alert the motoring public of the curve.
FY 2021	Citizen in Roberts/Bradfordville Area	Constituents in the area expressed concerns with how fast people approached the light at Roberts and Bradfordville and recommended rumble strips be installed.	Public Works	Staff completed a traffic study for the intersection of Bradfordville / Roberts / Centerville Roads. The study concluded the 85th percentile speeds exceed the posted speed limit by more than 10 mph at the intersection, except for traffic on Bradfordville Road. Based on the results of the study, staff installed flashers on top of the SIGNAL AHEAD SIGN at all four legs approaching the intersection. In addition, staff installed new Reduced Speed Ahead and 35 mph SPEED LIMIT SIGN for Eastbound traffic on Centerville Road to provide additional driver awareness to the speed limit in the intersection.
FY 2021	Lisa Goode	Mrs. Goode expressed concerns about speeding on Proctor Road at the curve at Bixler Trail and suggested improvements (such as speed humps) to address.	Public Works	Due to the classification of Proctor Road as a minor collector Road it does not qualify for speed humps. Staff suggested the placement of modified rumble strips in the curve approaches along this segment of Proctor Road. The modified rumble strips would reduce nuisance noise created by standard rumble strips but still provide additional awareness to drivers.
FY 2021	Marshall Cassedy	Mr. Cassedy suggested all traffic be slowed to 35 MPH on Ox Bottom Road.	Public Works	Staff conducted a speed study along with the evaluation of reducing the speed limit on Ox Bottom road from the roundabout to Thomasville Road. Due to the continued increase in traffic volume in the area, the risk of crashes, the high density of connecting roads and driveways, and for continuity purposes with the western section of Ox Bottom Road, staff recommended reducing the speed limit for the eastern section of Ox Bottom Road from 45 to 35 mph.

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FY 2021	Ron Hartung	Mr. Hartung suggested safety improvements at the Orange Avenue and Jim Lee Road roundabout for pedestrians trying to cross the street, specifically when dark.	Public Works	Public Works staff worked with the City of Tallahassee to conduct a traffic study at the intersection. County staff recommended rapid flashing beacons be installed to address the safety concerns, and the City agreed to install. Pedestrians can now activate the flashers as they proceed across the intersection.
FY 2021	Sagebrook Mill HOA	Sagebrook Mill residents expressed concerns about 'island' traffic calming structures installed by the developer: they prevent some residents from backing out properly from their driveways; they pose an accident hazard to new people in the neighborhood (especially at night), and they generally do little to slow down traffic. Residents suggested the County explore improvements to address these concerns.	Public Works	County staff added reflectors around the traffic islands to create awareness and increase safety.
FY 2021	Marilyn Barns	Citizen requested a sidewalk be added on Buck Lake Road from Walden Road to Alameda Drive.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 2 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 10, 2019 meeting.
FY 2021	Lorraine Renneker	Citizen requested a sidewalk be added on Whirlaway Trail from Pimlico Drive to the eastern end of Whirlaway Trail.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 2 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 10, 2019 meeting.
FY 2021	Mike McGehee	Citizen requested a sidewalk be added on Thornton Road from Mahan Drive to Miccosukee Road.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 2 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 10, 2019 meeting.
FY 2021	Marilyn Barns	Citizen requested a sidewalk be added on Alameda Drive from Buck Lake Road to Walden Road.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 3 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 10, 2019 meeting.
FY 2021	David Grimes	Citizen requested a sidewalk be added on Miccosukee Road from Meridian Street to Georgia Street.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 4 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 10, 2019 meeting.
FY 2021	Kathryn Stoddard, Terri Eggers	Citizens requested a sidewalk be added on Edenfield Road from Mahan Drive to Miccosukee Road.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 1 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 8, 2020 meeting.
FY 2021	Ms. Murray	Citizen requested a sidewalk be added on Sheller Road from Crossway Road to Capital Circle SW.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 1 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 8, 2020 meeting.

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2021	Kim Stitner	Citizen requested a sidewalk be added on Lakeshore Drive from the City limits to Mays Road.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 3 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 8, 2020 meeting.
FY 2021	Kim Stitner	Citizen requested a sidewalk be added on Lakeshore Drive from Litchfield Road to Meridian Road.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 3 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 8, 2020 meeting.
FY 2021	Tameka Lindo	Citizen requested a sidewalk be added on Faulk Drive from Monroe Street to Sanders Drive.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 3 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 8, 2020 meeting.
FY 2021	Tameka Lindo	Citizen requested a sidewalk be added on Longview Drive from Monroe Street to Faulk Drive.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 3 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 8, 2020 meeting.
FY 2021	Nicole Olmstead	Citizen requested a sidewalk be added on Mission Road from 3299 Connector Drive to Elder Lane.	Public Works	Staff evaluated adding a sidewalk at this location based on the criteria in the County Sidewalk Policy. Based on this evaluation, this segment met the requirements for the Community Sidewalk Enhancement - Tier 3 Category. The Board approved this segment to be included in the approved Sidewalk list at the December 8, 2020 meeting.
FY 2021	Kathleen Rainey	Citizen requested staff look at the stormwater drainage in her area (Miccosukee and Edenfield) to determine if we can do something to help with the stormwater flowing across her property and possibly stabilize the condition of the roadway easement adjacent to her home.	Public Works	County staff inspected the area for possible solutions to the stormwater runoff and made necessary repairs to divert water away from the property.
FY 2021	Concerned Citizen	Citizen contacted staff requesting new signals/warning beacons on Centerville Road approaching Centerville Trace Subdivision Entrance.	Public Works	Staff performed an inspection to determine if the improvements were warranted. Based on the results, the new signs and warning beacons were installed.
FY 2021	Concerned Citizen	Citizen contacted staff to request the front entryway of Centerville Trace at Harpers Ferry Drive be re-dressed.	Public Works	Staff performed an inspection to determine if the improvements were warranted. Based on the results, staff performed the improvements.
FY 2021	Concerned Citizen	Citizen requested signs/warning beacons at County Highway 12 at the Bradfordville VFD.	Public Works	Staff performed an inspection to determine if the improvements were warranted. Based on the results, the new signs and warning beacons were recommended. Installation is scheduled in FY 21.
FY 2021	Concerned Citizens	Citizens in the area of Williams Landing Campground suggested staff look into improvements to prevent sand washing at the Campground.	Public Works	After inspecting the area, staff added additional asphalt to extend the driveways on both exits from the campgrounds 75ft each, completed shoulder work and put down new grass.
FY 2021	Concerned Citizen	Citizen suggested Leon County Sustainability encourage businesses to be more sustainability-minded.	Resource Stewardship	Leon County Sustainability worked with OEV to develop a Green Business Recognition program and plans to roll it out in 2021.
FY 2021	Citizens	Community members requested Tourism develop an Online Gift Shop for local products as a result of COVID-19 and closing the Visitors Information Center.	Tourism Development	Tourism is currently in the final stages of developing the online giftshop for local products. The online giftshop is planned to be released in 2021.
FY 2021	Industry Partners	At the beginning of the pandemic, Tourism Development began weekly Zoom calls with industry partners. When we suggested to move meetings to bi-weekly or monthly calls, industry partners requested the continuation of weekly calls.	Tourism Development	Per recommendation of Industry Partners, weekly industry partner Zoom meetings have continued throughout the pandemic.
FY 2021	Ricardo Schneider	Add a description of the 13 centers of excellence on OEV website	OEV	Added descriptions to the OEV website. Posted July 3, 2021

Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2021	Local business owners	Business owners requested curbside pickup for mask distribution in addition to in person pick up	OEV	Worked with local chambers of commerce to provide curbside system for business owners picking up face masks.
FY 2021	Steve Evans	Citizen Committee member requested that OEV place organization affiliations and titles for each committee member on the new OEV website.	OEV	OEV made changes to the new website to allow organization affiliations and titles for each committee member to be listed.
FY 2021	Ed Murray	Local real estate agent requested that OEV expand GIS WedTech site selection tool include regional commercial properties.	OEV	OEV worked with GIS to make changes to the webtool on the OEV website to reflect regional properties (Gadsden, Wakulla, etc.)
FY 2021	Minority Chamber Leaders	Minority Chamber Leaders asked to use Blueprint funding to develop microgrants/ a loan program to address economic disparity issues.	OEV	OEV partnered with Apalachee Regional Planning Council to develop and implement REVIVE microloan program.
FY 2021	A1dogs@att.net (citizen)	Requested to send reminders to businesses encouraging them to follow public health guidelines during the COVID-19 pandemic.	OEV/CMR	OEV regularly communicated with business contacts and Chambers to remind them of local public health guidelines. CMR posted guidelines and reminders on the EIP/COVID-19 portal and social media.
FY 2021	TCC Foundation (Heater Mitchell)	Requested EMS team present session for TCC Public Safety conference	EMS	EMS presented (virtual) session on Excited Delirium on 12/2/20
FY 2021	CRMC/HCA (Amanda Ardery - Senior Care Ambassador)	Requested an Informational Session for SNF/ALF on how to transfer patients	EMS	Virtual session presented on 12/10/20
FY 2021	Crossroad Academy Charter School	Requested EMS participate in Zoom Career Fair	EMS	EMS participated in Virtual Career Fair on 11/6/20
FY 2021	Nims Middle School	Requested Zoom CPR training to Middle school students	EMS	EMS hosted Zoom CPR training on 10/16/20
FY 2021	Tallahassee Memorial Healthcare	Request to partner with TMH & AHA on short CPR video	EMS	Video filmed in October, posted to Social Media 11/9/20
FY 2021	Tallahassee Community College	Request to collaborate with TCC to update Clinical site Agreement	EMS	Update to agreement/process to incorporate COVID-19 related updates (being finalized Dec 2020)
FY 2021	Doug Barrow	Mr. Barrow requested staff inspect the area of Stoner Road (just west of Stoner Road Park) for possible locations to install "No Litter" signs (with fine information for violations) due to concerns with the area being full of trash.	Public Works	After review, staff installed no dumping signs along Stoner Road. The signs referenced Florida Statute 403.413, "Florida Litter Law" and displayed a a message stating fines up to \$500.
FY 2021	Concerned Citizens in Summerbrooke Area	Commissioner Welch's office received phone calls from concerned citizens regarding the turn lane into Summerbrooke from Bannerman Rd, noting its deterioration. There were growing requests to reconstruct the turn lane with reinforcement underneath, as the claim is that the temporary fixes were wearing quickly.	Public Works	Staff inspected the area for possible safety improvements. After inspection, staff authorized the rebuilding of the turn lane on Bannerman Road at Preservation Drive
	Caroline Couch	Request to plant 200 flowering trees jointly with Leon/COT in recognition of the bicentennial 200 year anniversary.	Resource Stewardship	The County plans to plant an estimated 100 trees at Broadmoor Pond Park as part of the 2022 Arbor Day.
	Unknown Male	Requested an additional bench at the J Lee Vause dog park.	Resource Stewardship	An additional bench was purchased and installed.
	Unknown Male	Install additional seating at the Bradfordville Dog Park.	Resource Stewardship	Two additional benches were purchased and installed, adding additional seating options.
	Ron Saff	Review water safety (lead) in publically accessible drinking fountains.	Resource Stewardship	Staff participated in a local water safety group discussion with City, FSU, Leon County Schools and Dr. Ron Saff. In advance of our regularly scheduled sampling, water fountains in parks and buildings were tested and safety validated.
	Erica Thaler	Install a second "Small Dog Park Entrance" sign on the maintenance gate between the small dog park and large dog park to help discourage large dog park owners from using the small dog park.	Resource Stewardship	A new sign was installed.



Fiscal Year	Name of Citizen or Citizen Committee	Description of Citizen Idea/Improvement/Solution	Implementing Department	Description of Implementation
FY 2021	UPHS, COCA, INIE	In April 2021, UPHS, COCA, and INIE conducted a survey of local nonprofit organizations, which found that 72% of the organizations experienced an increase in demand for their services since the onset of COVID-19. The organizations represented sectors such as education, healthcare, legal services, and workforce development. Subsequently, UPHS, COCA, and INIE worked with the County to develop proposed criteria for a proposed Nonprofit Services Grant Program utilizing \$3.3. million in American Rescue Plan Act (ARPA)	Human Services & Community Partnerships	As recommended by UPHS, COCA, and INIE, the Nonprofit Services Grant Program will provide up to \$20,000 in one-time assistance to support local nonprofit agencies that are providing or will provide human services/programming to Leon County residents impacted by COVID-19. Also in line with the recommendation from these organizations, applicants must be a 501(c)(3) organization registered with the State of Florida to be eligible, and priority for funding consideration through this program would be given to organizations that did not receive previous assistance through the Local Economic Assistance for Nonprofits (LEAN) Program, the Leon CARES Human Services Grant Program, or the Leon CARES Nonprofit Assistance Grant Program.
FY 2021	Neighborhood Medical Center & Bond Community Health Center	As part of the American Rescue Plan Act (ARPA) expenditure plan, the local Federally Qualified Health Centers (FQHCs) identified capital improvements to their facilities that were needed to meet CDC guidelines for reducing the spread of COVID-19, support COVID-19 testing and vaccination efforts, and continue to provide general healthcare services for low-income residents.	Human Services & Community Partnerships	During the May 25, 2021 Budget Workshop, the Board approved \$500,000 in ARPA funding for Neighborhood Medical Center and \$300,000 in ARPA funds for Bond Community Health Center.
FY 2021	North Florida Innovation Labs and Domi Station	As part of the American Rescue Plan Act (ARPA) expenditure plan, local business incubators identified an increased need and demand for entrepreneur training and incubator resources as individuals previously employed in sectors disrupted by COVID-19 have begun to explore new employment ventures and existing businesses and enterprises have sought to better adapt to the changing economic landscape over the past year.	PLACE (OEV)	During the May 25, 2021 Budget Workshop, the Board allocated \$300,000, shared proportionately with the City, to address local entrepreneurs' and startup companies' demonstrated need for assistance while also further promoting resilience among the local business community as a whole. Specifically, this funding would be distributed over the next two years to the local entrepreneur support entities, North Florida Innovation Labs and Domi Station, for enhanced training series, employment connection opportunities, and resources to support talent retention, revenue growth, and innovation among the local entrepreneurial community. With the dedication of these funds, the local entrepreneur support entities seek to train up to 75 new entrepreneurs, support the hiring of up to 20 new employees by local startup companies, and assist local startups in achieving \$1 million in revenue growth in the next two years.
FY 2021	FAMU Federal Credit Union (FAMU FCU)	As part of the American Rescue Plan Act (ARPA) expenditure plan, FAMU Federal Credit Union (FAMU FCU) recommended extending the SmartSteps Micro-Loan Program to further support the needs of growing MWSBE businesses.	PLACE (OEV)	During the May 25, 2021 Budget Workshop, the Board allocated \$2 million, shared proportionately with the City, to extend the SmartSteps Program.

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #11**



# Leon County Board of County Commissioners

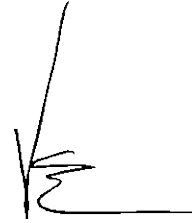
## Agenda Item #11

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Consideration of Owner's Full Compensation Settlement Offer in Eminent Domain Acquisition Involving Parcel Needed for Northeast Lake Munson Septic to Sewer Project and Adoption of Proposed Resolution Authorizing the Exchange of Properties as Part of Full Compensation



<b>Review and Approval:</b>	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director, Public Works Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Dan Rigo, Senior Assistant County Attorney Mitzi McGhin, Real Estate Specialist

### **Statement of Issue:**

This item requests Board approval of a settlement offer for full compensation in an eminent domain acquisition of a parcel needed for the Northeast Lake Munson Septic to Sewer Project. In addition to a cash amount, the proposed full compensation includes the exchange of an adjacent County-owned lot, which requires Board adoption of a Resolution authorizing the exchange.

### **Fiscal Impact:**

This item has a fiscal impact. The proposed settlement includes a cash payment of \$17,750, which is available in the project budget, and the conveyance of an adjacent County-owned lot acquired in 2017 by foreclosure of a code enforcement lien and currently valued at \$21,600.

### **Staff Recommendation:**

- Option #1: Adopt the proposed Resolution authorizing the exchange of properties (Attachment #1) and authorize the Chairman to execute the County Deed.
- Option #2: Authorize the County Administrator, or designee, to execute an Agreement for Acquisition and Full Compensation consistent with the terms as presented herein, and any and all other documents necessary to effect the acquisition, all subject to legal review by the County Attorney.

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Title: Consideration of Owner's Full Compensation Settlement Offer in Eminent Domain Acquisition Involving Parcel Needed for Northeast Lake Munson Septic to Sewer Project and Adoption of Proposed Resolution Authorizing the Exchange of Properties as Part of Full Compensation

July 13, 2021

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Parcel 120 was selected by the County's Project engineer consultant as the preferred location for one of the two pump stations required for the Sewer System. The selection of the Sweets' parcel was due to its natural ground elevation above the 100-year flood plain being the lowest of the five options considered, and the lack of any karst feature being present on the site. The County Lot was eliminated as a viable option for the pump station. Its higher ground elevation would have increased the required depth of the pump station's wet well by over six feet which, in turn, would have significantly increased the Project construction cost.

The Sweets were presented the County's initial written offer for full compensation in April 2021 in the amount of \$18,138, and were informed of their statutory right to obtain legal counsel and expert consultation, at the County's expense, to assist them throughout the acquisition. The offer was based on the County's appraiser's valuation of the land (\$15,850) plus an additional amount (\$2,288) to account for the natural vegetation and fruit trees located on the vacant lot. The Sweets have retained attorneys from the law firm of Nelson Mullins Broad & Cassel to represent them in this matter.

Having expressed a great concern with losing one of their four abutting lots and with having a pump station constructed so close to their remaining three lots, the Sweets were amenable to the County's suggestion that the loss of their southernmost lot could be replaced with the exchange of the County Lot abutting to the north. After negotiating with County Real Estate staff, the Sweets have agreed to accept the exchange of the County Lot plus a reduced cash amount of \$11,000 as full compensation for the County's acquisition of the Parcel 120 lot. In addition, the Sweets' attorneys have agreed to accept \$6,750 as payment for their attorneys' fees incurred in the matter, and there are no experts' fees or other costs to be paid as there have been no experts retained by the Sweets.

**Analysis:**

Pursuant to Article 5 of the Board's Real Estate Policy, No. 16-5, County staff is authorized to proceed, without further Board action, with an acquisition under the threat of eminent domain of any real estate identified on a right-of-way map as being necessary to implement a capital improvements project; provided that the acquisition complies with the pre-suit negotiation requirements set forth in section 73.105, Florida Statutes. Upon identifying Parcel 120 as being necessary for the Project, County Real Estate staff proceeded in compliance with the statutory pre-suit requirements by delivering to the Sweets the County's \$18,138 initial offer of full compensation along with a copy of the appraisal on which the offer was based. Staff negotiations with the Sweets through their attorney resulted in an agreement, subject to Board approval, whereby the Sweets will accept as full compensation the exchange of the County Lot plus a reduced cash amount of \$11,000 and the payment of their attorneys' fees in the amount of \$6,750. The cash equivalency of the proposed full compensation amount, inclusive of attorneys' fees and costs, calculates to \$39,350 when considering the value of the County Lot (\$21,600) combined with the cash payments.

Title: Consideration of Owner's Full Compensation Settlement Offer in Eminent Domain Acquisition Involving Parcel Needed for Northeast Lake Munson Septic to Sewer Project and Adoption of Proposed Resolution Authorizing the Exchange of Properties as Part of Full Compensation

July 13, 2021

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Section 5.2 of the Real Estate Policy authorizes the County Administrator, or designee, to approve and proceed with such acquisitions if the full compensation amount, inclusive of attorney's fees and costs, is no greater than \$250,000 and does not exceed the County's estimate by more than 25 percent. In addition, section 125.37 of the Real Estate Policy authorizes staff to proceed, in accordance with section 125.37, Florida Statutes, with the exchange of any County-owned real estate upon the Board's adoption of a Resolution authorizing the exchange, with no published notice calling for bid.

In order to determine if the proposed full compensation amount for Parcel 120 is within the County Administrator's scope of authority, an estimate of attorney's fees and costs must be added to the County's appraisal amount of \$18,138. In similar acquisitions for the County's other capital improvements projects, the attorney's fees and costs have ranged from \$10,000 to \$20,000 depending on the complexity of the issues involved. The issues involved with the Sweets' property could become somewhat complex if the acquisition were to proceed to a lawsuit. It has been suggested by the Sweets' attorneys that, if the acquisition of Parcel 120 was considered to be a partial taking of the Sweets' combined four lots, the construction of the pump station on Parcel 120 could result in a reduction of value of the three remaining lots thereby exposing the County to a claim for severance damages.

Given the potential for such issues, the County's estimate for attorneys' fees and costs would likely be no less than \$15,000, resulting in a total estimate of full compensation, inclusive of attorneys' fees and costs of \$33,138. As such, the cash equivalency of the proposed full compensation amount agreed to by the Sweets (\$39,350) is only 19 percent in excess of the County's estimate (\$33,138) and, because it is within the County Administrator's scope of authority, it normally would have been approved and proceeded without further Board action. However, because this settlement involves an exchange of County property, Board action was necessary in order to adopt the required Resolution authorizing the exchange. Should the Board decide not to approve the proposed full compensation settlement offer, the next step would be for the County Attorney to present an agenda item to the Board in September requesting the adoption of a Resolution authorizing the Board's exercise of eminent domain with the filing of a condemnation lawsuit.

In accordance with Section 125.37, Florida Statutes, a notice setting forth the terms and conditions of the exchange of properties (Attachment #3) has been published once a week for at least two weeks before the adoption by the Board of the Resolution authorizing the exchange. Given that the proposed full compensation settlement amount is within the range of the County Administrator's approval authority, staff recommends that the Board approve the proposed full compensation settlement amount and adopt the Resolution authorizing the exchange of properties.

Title: Consideration of Owner's Full Compensation Settlement Offer in Eminent Domain Acquisition Involving Parcel Needed for Northeast Lake Munson Septic to Sewer Project and Adoption of Proposed Resolution Authorizing the Exchange of Properties as Part of Full Compensation

July 13, 2021

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**Options:**

1. Adopt the proposed Resolution authorizing the exchange of properties (Attachment #1) and authorize the Chairman to execute the County Deed.
2. Authorize the County Administrator, or designee, to execute an Agreement for Acquisition and Full Compensation consistent with the terms as presented herein, and any and all other documents necessary to effect the acquisition, all subject to legal review by the County Attorney.
3. Do not adopt the Resolution and do not approve the settlement offer.
4. Board direction.

**Recommendation:**

Options #1 and #2

**Attachments:**

1. Resolution Authorizing the Exchange of Properties
2. Project Area Map
3. Notice of Exchange of County Property

**RESOLUTION: R21-\_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, PURSUANT TO FLA. STAT. §125.37, AUTHORIZING THE EXCHANGE OF PROPERTY BETWEEN LEON COUNTY AND WILLIE AND JOAN SWEET AS PART OF FULL COMPENSATION FOR COUNTY'S ACQUISITION OF PROPERTY NEEDED FOR NORTHEAST LAKE MUNSON SEPTIC TO SEWER PROJECT**

**WHEREAS**, Leon County, Florida (the "County"), in accordance with its Real Estate Policy No. 16-05, is pursuing, under the threat of eminent domain, the acquisition of the real property interests needed for the construction of its sanitary sewer capital improvements project known as the Northeast Lake Munson Septic to Sewer Project (the "Project"); and

**WHEREAS**, the County has identified a parcel of real property at the northeast corner of Tom Still Road and Saray Way, identified as "Parcel 120," as the preferred site for the construction of one of two pump stations needed for the Project; and

**WHEREAS**, Parcel 120, legally described as Lot 9, Block I, Second Addition to Yon's Lakeside Estates (PB 3/155), is owned by Willie and Joan Sweet (the "Sweets"), as the southernmost lot of four abutting lots owned by the Sweets and identified collectively as Parcel ID: 412680 I0070 (the "Sweet Lots"); and

**WHEREAS**, the County owns Lots 4 and 5, Block I, Second Addition to Yon's Lakeside Estates (PB 3/155), located on the east side of Saray Way (Parcel ID: 412680 I0050) and abutting the northernmost boundary of the Sweet Lots (the "County Lot"); and

**WHEREAS**, a depiction of the Sweet Lots, including Parcel 120, and the County Lot is provided in Exhibit "A" attached hereto and incorporated herein by this reference; and

**WHEREAS**, the Sweets and the County have come to an agreement on the amount of full compensation to paid by the County for the acquisition of Parcel 120, as approved by the Board on July 13, 2021 concurrently with the adoption of this Resolution, whereby the Sweets have agreed to accept the exchange of the County Lot, plus cash in the amount of \$11,000 and the payment of their attorneys' fees in the amount of \$6,750, as full compensation for the County's acquisition of Parcel 120; and

**WHEREAS**, the consideration for the exchange of the County Lot and the Parcel 120 lot is considered to be reasonable.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Leon County, Florida (the "Board"), assembled in regular session this 13th day of July, 2021, as follows:

1. That the County Lot is not needed for County purposes, and that the Parcel 120 lot is needed for the construction of a pump station associated with the Project.

2. That in accordance with section 125.37, Florida Statutes, the County Lot shall be conveyed to the Sweets in exchange for the Sweets' conveyance to the County of the Parcel 120 lot in accordance with the terms and conditions of the full compensation settlement as approved by the Board concurrently with the adoption of this Resolution.

**DONE AND ADOPTED** by the Board of County Commissioners of Leon County, Florida, on this the 13th day of July, 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

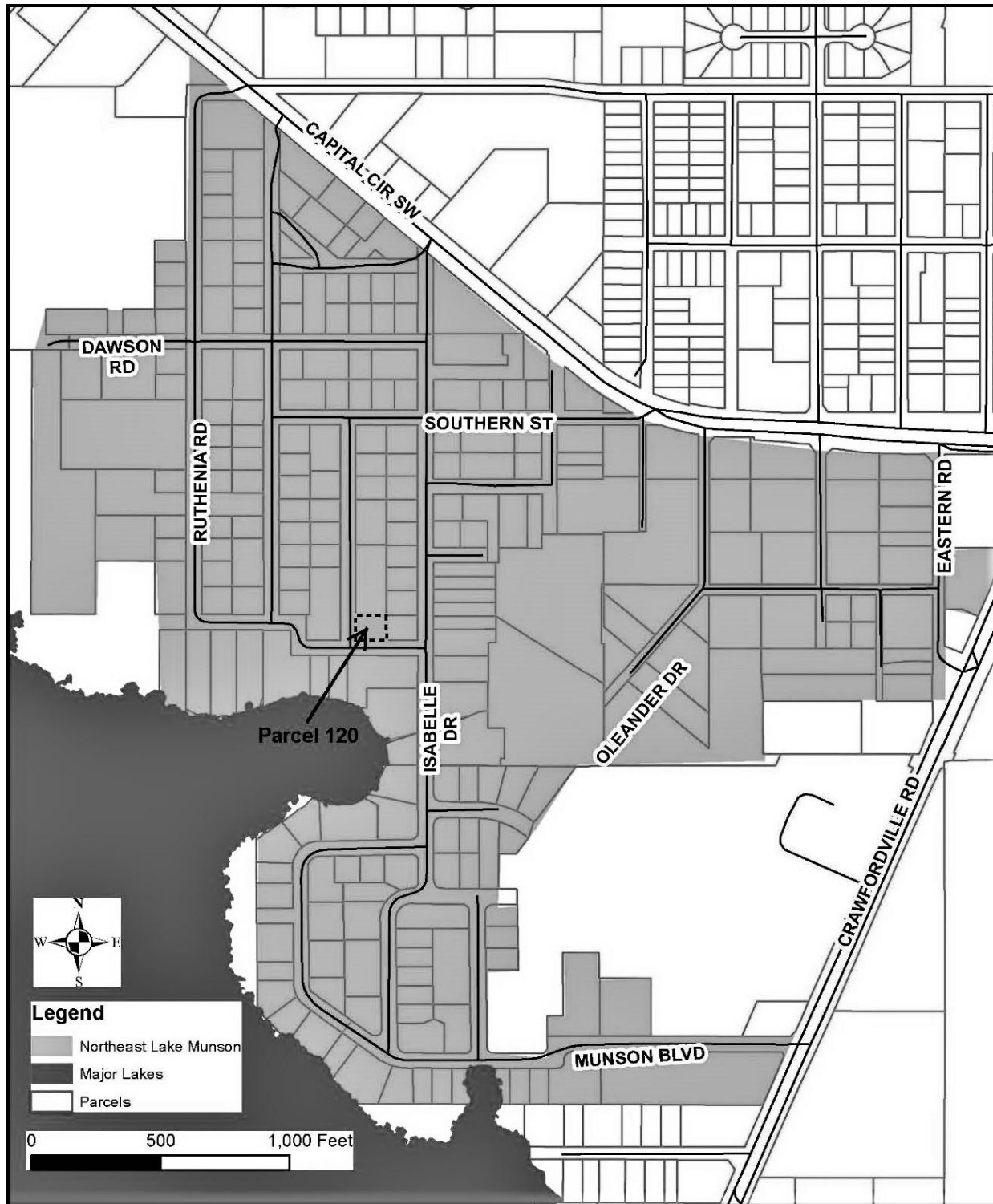
By: \_\_\_\_\_

# Exhibit "A"





**Northeast Lake Munson Septic to Sewer Project Area**



**NOTICE OF EXCHANGE OF COUNTY PROPERTY  
PURSUANT TO FLA. STAT. § 125.37**

NOTICE is hereby given, pursuant to Section 125.37, Florida Statutes, that the Board of County Commissioners (“Board”) of Leon County, Florida (“County”) will, at its regular meeting on July 13, 2021, consider the adoption of a Resolution authorizing the exchange of real property owned by the County for other real property owned by Willie F. Sweet and Joan R. Sweet (“the Sweets”) which the County desires to acquire for County purposes. The terms and conditions of the exchange and the real property involved are as follows:

In accordance with the Agreement for Acquisition and Full Compensation to be considered by the Board on July 13, 2021, as part of the full compensation to be paid by the County for the acquisition in lieu of condemnation of real property owned by the Sweets, the County proposes to convey to the Sweets Lots 4 and 5, Block I, Second Addition to Yon’s Lakeside Estates (PB 3/155), located on the east side of Saray Way (Parcel ID: 412680 I0050), in exchange for the Sweets’ conveyance to the County of Lot 9, Block I, Second Addition to Yon’s Lakeside Estates (PB 3/155), located on the northeast corner of Tom Still Road and Saray Way (a portion of Parcel ID: 412680 I0070).

Advertise:     June 28, 2021  
                     July 5, 2021

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #12**

# Leon County Board of County Commissioners

## Agenda Item #12

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Inclusionary Housing Policy Overview



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Ben Pingree, Department of P.L.A.C.E. Cherie Bryant, Director, Planning Department Barry Wilcox, Director, DSEM Ryan Culpepper, Development Services Director
<b>Lead Staff/ Project Team:</b>	Shington Lamy, Director, Human Services and Community Partnerships Matthew Wyman, Housing Services Manager Artie White, Administrator of Comprehensive Planning

### **Statement of Issue:**

As requested by the Board at its April 13, 2021 regular meeting, this item provides an overview of inclusionary housing policies and provides the next steps in the development of inclusionary housing policy recommendations for future Board consideration.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the status report on Inclusionary Housing Policies.

## Report and Discussion

### **Background:**

As requested by the Board at its April 13, 2021 regular meeting, this item provides an overview of inclusionary housing policies and provides the next steps in the development of inclusionary housing policy recommendations for future Board consideration. As detailed in the analysis section, the agenda item provides a discussion on the purpose and types of inclusionary housing policies; a review of Florida Statutes rules governing inclusionary housing policies; presents the current local inclusionary housing policies adopted by the County and City of Tallahassee, respectively; describes the relationship between the Comprehensive Plan and inclusionary housing policies; and provides an update on the Leon County Affordable Housing Advisory Committee's (AHAC) approach to develop inclusionary housing policy recommendations which will be provided in agenda item to the Board at the December 2021 Commission meeting.

The review of inclusionary housing advances the following FY2017-FY2021 Strategic Initiative:

- *Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan, including a review of inclusionary housing. (2016-25)*

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

- *(Q5) Support strong neighborhoods.*

Based on direction from the Board and City Commission, Planning Department staff began the process of updating the Land Use Element, with subsequent direction adding the Mobility Element to the process. This process began with broad community engagement, including discussions about the affordability of housing, transportation, and office/retail space. This outreach would have served as a precursor to staff completing additional analysis and developing recommendations for inclusionary housing consistent with the strategic initiative; however, several citizens requested that a consultant be brought on to complete data analyses and develop the Land Use and Mobility Elements.

The Board and City Commission budgeted funds for a consultant and directed staff to release a Request for Proposals (RFP) to hire a consultant for the project. After developing and releasing the RFP, citizens requested that the Board and City Commission consider expanding the effort to include a rewrite of the entire Comprehensive Plan (i.e. all 11 Elements). The Board and City Commission directed staff to halt the RFP process and bring back information regarding the budget and scope for a rewrite of the entire Comprehensive Plan. To gain more information about the potential costs of rewriting the entire Comprehensive Plan, the Board subsequently gave direction to release a Request for Information (RFI) seeking more specific feedback on costs from the private sector to complete the Comprehensive Plan Update and related Land Development Code updates. Staff provided the requested information at a Joint County/City Workshop.

At a Joint County/City meeting, the Board and City Commission gave direction to move forward with developing and releasing an RFP for a consultant for the Land Use and Mobility Elements with the option for additional Comprehensive Plan Elements to be updated under the same contract with the selected consultant at the direction of the Board and City Commission. It is anticipated

that the RFP will be released in late summer or early fall with the approval of the selected consultant occurring late fall to early winter 2021. The consultant's work is anticipated to be completed in fall of 2023.

Concurrent to the Planning Department's Comprehensive Plan process, the Leon County AHAC began discussing inclusionary housing policies. As described later in the analysis, the AHAC is actively engaged in evaluating inclusionary housing policies and intends to make recommendations for future Board consideration. These recommendations would come as an agenda item at the Board's December 2021 meeting.

At the April 13 meeting, considering recent statutory changes, the Board requested this agenda item to receive an overview of inclusionary housing policies. Based on previous direction, the Board has only asked for recommendations regarding inclusionary housing policies. The Board has not made a policy determination if the County should modify its existing inclusionary housing policies or implement any new policies.

This item recommends that if the Board wishes to receive policy recommendations related to inclusionary housing then the AHAC should continue with its efforts and provide the information in an agenda item at the Board's December 2021 meeting. Subsequent to any policy action taken by the Board, the Planning Department would prepare any necessary amendments to the Comprehensive Plan and DSEM would develop updates to the Land Development Code. Both of these efforts can be accomplished utilizing staff resources.

### **Analysis:**

The analysis provides an overview on the purpose and types of inclusionary housing policy, including a discussion on the requirements authorized in Florida Statute. Following the overview are descriptions of the County and City current programs, a discussion on how these policies are considered in the comprehensive plan, and an update on the AHAC's efforts related to inclusionary housing.

### **Purpose and Types of Inclusionary Housing Policies**

The intent of an inclusionary housing policy is to increase production of affordable housing units within high market rate developments for low-to-moderate income households to encourage economic integration and access to high-quality amenities such as schools. Affordable housing is defined by the State of Florida and federal governments as housing cost that do not exceed 30% of a household's income.

As presented in the March 13, 2021 Board Workshop on Affordable Housing Initiatives the highest affordable housing needs in Leon County are more rental units for households with income levels 50% or less of the AMI. In Leon County, 50% of the area median income for a household of four is \$38,150. A recent Florida Housing Coalition study assessed that Leon County generally lacks smaller (1 to 2 bedroom) affordable units and affordable rental units for extremely low and low-income households. Although inclusionary housing policies primarily focus on integrating low-to-moderate income households into high market rate developments it does serve as a tool to

mandate or incentivize increased production in the stock of affordable housing. The County AHAC will review trends of new single-family and multi-family housing developments including sales and permit applications as it evaluates possible inclusionary housing policies recommendations for Board consideration in December.

Inclusionary housing policies can vary in each jurisdiction but generally require that a percentage of new housing units in high market rate developments be set aside at an affordable rate for low-to-moderate income households (earning between 30% and 100% of the area median income, based on household size). Based on the definition of affordable housing, the household should expend no more than \$1,910 a month on housing cost (i.e. rent/mortgage, utilities, property taxes, etc.).

Inclusionary housing policies can be classified as one of two types: mandatory or voluntary. As established in Section 125.01055, Florida Statutes, local governments may adopt mandatory inclusionary housing policies to require developers to provide a number or percentage of affordable housing units within a development or allow a developer to contribute to a housing fund or other alternatives in lieu of building affordable housing units. Such financial contributions may be utilized to fund affordable housing programs such as down payment assistance. However, in 2019 the Florida Legislature amended the Statute to require local governments to provide incentives to “fully offset all costs” to a developer of its affordable housing contribution. Examples of incentives cited in Florida Statutes are density bonuses and fee waivers to fully compensate developers for all costs incurred due to the construction of affordable housing units

Voluntary inclusionary housing policies offer incentives such as density bonuses, fee waivers, and expediting permitting to encourage the development of affordable housing unit for low-to-moderate income households.

According to the Florida Housing Coalition (FHC), several local governments in Florida have implemented mandatory or voluntary inclusionary housing policies. Over the next several months, the County will work with FHC to complete a survey of Florida local governments inclusionary housing policies. The results of the survey will be provided to the AHAC to be used as part of their review of the County’s current inclusionary housing policy. The FHC did provide a few examples of existing mandatory programs administered by Palm Beach County and the City of Jupiter. These communities require developers of new homes and apartments to set aside a certain percentage of units based on the development size for low-to-moderate income households. The two local governments also allow developers to contribute into a housing fund in lieu of building affordable housing units. It is important to note that Palm Beach County and the City of Jupiter have some of the highest median home sale prices in the country with an average median price was \$450,000 (\$236,000 for condos and townhomes and \$845,677 for single family-detached). As required by State law, the mandatory policies include offsets in the form of density bonuses and fee waivers. Other local governments in Florida such as Brevard, Collier, Hillsborough, Pinellas, and Miami-Dade Counties have voluntary inclusionary housing policies that incentivize the developers to build affordable housing with density bonuses, fee waivers, and expedited permitting. According to the FHC, these counties have indicated moderate success in attracting developers to participate in their voluntary program that has led to development of affordable housing units in high-market residential developments.

### Current Local Inclusionary Housing Policy

Locally, both the County and City have inclusionary housing policies in place; however, the County's policy is voluntary while the City's policy is mandatory for developments of certain sizes. These policies are consistent with the Housing Element of the Comprehensive Element and are described in detail below.

#### *Leon County*

The County does not have a mandatory inclusionary housing policy. Instead, Policies 1.3.6: [HC] and 1.3.7: [HC] of the Housing Element of the Tallahassee-Leon County Comprehensive Plan (Comp Plan), which were adopted into the Comprehensive Plan in 1994 and updated in 2009, require the establishment of a voluntary program by which the provision of affordable units is incentivized (Attachment #1). The voluntary incentive program found in the County's Housing Element is implemented through Section 10-7.402 of the Leon County Land Development Code (LDC), which provides incentives for the provision of affordable housing (Attachment #2).

The current incentives allow for reduced thresholds for site plan review and permit cost savings if 50% of the residential units within a proposed development meet the criteria for affordable housing. The intent of these incentives is to save the developer time and money through a more streamlined review process. There are similar incentives for development within the Southern Strategy Area and Gum Road Target Area. The County currently does not provide other common voluntary inclusionary housing incentives, such as density bonuses and fee waivers.

To date, the current County voluntary incentive has not been utilized by developers. The lack of interest in the current incentives may be attributable to the relatively high ratio (50%) of affordable to market rate units needed to trigger the incentives. In addition, the current incentives may not be sufficient to encourage the construction of affordable units, e.g. the County does not impose impact fees or water/sewer connection charges, so a waiver or reduction of such fees is not an available option.

#### *City of Tallahassee*

In 2005, the City of Tallahassee (City) adopted a mandatory inclusionary housing ordinance (Attachment #3) as required by the Tallahassee-Leon County Comprehensive Plan. The Ordinance applies to developments in those portions of the City where income levels are above the area median income. Within those areas, all new developments with 50 or more units are required to set aside no less than 10% of the units for households earning 100% or below the area median income. The City prohibits payment in lieu of building affordable housing units. The City provides a variety of incentives to developers to offset costs as required by State law including, but not limited to, density bonuses, design flexibility for types of housing (single-family, duplex, townhouse, etc.), expedited permitting, and water/sewer tap fee waivers. The City's inclusionary housing requirement currently does not apply to multifamily housing developments (i.e. apartments). Since the City's establishment of the Ordinance, only the Canopy Planned Unit Development (PUD) located on Welaunee Boulevard has met the unit threshold. The Canopy PUD is expected to provide a total of 67 single-family inclusionary housing units once the project is fully complete.



*Relationship to the Comprehensive Plan and the Land Use Element Update*

As mentioned previously both the County and City inclusionary housing policies are consistent with the Tallahassee-Leon County Comprehensive Plan (Comprehensive Plan). The Comprehensive Plan addresses housing and the affordability of housing primarily in two Elements: The Land Use Element and the Housing Element.

***Land Use Element:*** The Land Use Element is primarily focused on the use of land (residential development, commercial development, institutional uses, etc.). Goals, Objectives, and Policies in the Land Use Element address where different uses are allowed, the compatibility of uses, and the density and intensity of development. The affordability of housing is addressed indirectly through location (the proximity of residential uses to jobs and services) and density (which impacts the supply of housing in relation to the demand).

***Housing Element:*** The Housing Element is primarily focused on programs and activities of local government with regards to specific housing needs. The Housing Element addresses affordable housing, student housing, energy efficiency of new housing construction, etc. Goals, Objectives, and Policies related to inclusionary housing are addressed in the Housing Element.

Previously, the Board and City Commission directed staff to develop and release an RFP to hire a consultant to update the Land Use and Mobility Elements of the Comprehensive Plan. As part of the Land Use Element Update, the selected consultant would conduct data and analyses related to housing, projected population growth, and population demographics. These analyses could include information such as the need to diversify the housing stock, identification of vacant land available for developing housing, and housing needs based on projected population statistics. Given the ongoing work of both the County and City AHACs, there is not the need for a consultant to develop additional recommendations related to inclusionary housing.

Affordable Housing Advisory Committee

Section 420.9076, Florida Statutes, requires each jurisdiction in the State that receives funding through the State Housing Initiatives Partnership (SHIP) to appoint an Affordable Housing Advisory Committee (AHAC) to review ordinances, policies and procedures, land development regulations, and the adopted comprehensive plan to identify barriers that impact affordable housing efforts. Both the County and City each receive dedicated SHIP funding and have their own respective AHAC. The AHAC membership is comprised of at least eight (8) but not more than eleven (11) members, including an elected official of the governing body that receives SHIP funds. The County's AHAC is comprised of 11 members.

The AHAC is currently reviewing the County's inclusionary housing policy for potential enhancements as part of its annual report of recommendations to the Board which will be submitted in December 2021 as required by the Florida Housing Finance Corporation which administers the SHIP Program. As part of its July 7, 2021 meeting, the AHAC will review the County's current voluntary inclusionary housing policy. This effort will include a review of other voluntary programs adopted by other local governments in Florida. The AHAC can assess reasons the current policy has not been utilized and provide recommendations on modifications to the current

voluntary program. These recommendations may address the current 50% threshold for eligibility and may consider recommending updates to the current policy to provide additional incentives, such as density bonuses and fee waivers.

The AHAC will also review mandatory inclusionary housing policies adopted by other local governments around the State and the implications of the 2019 legislative action that requires local governments to “provide incentives to fully offset all costs to the developer of its affordable housing contribution or linkage fee.” The AHAC may make recommendations for a mandatory inclusionary housing policy as long as such a policy complies with the requirements of Florida Statutes. Leon County Housing Services, Planning, and DSEM will provide data and analysis to the AHAC to conduct their review and develop recommendations.

Additionally, the AHAC will hold a joint meeting with the City AHAC in August 2021 to discuss potential recommendations to consider coordinating the County and City’s inclusionary housing policies as well as encourage greater participation from the development community. The joint County-City AHAC meeting will include the County and City’s respective Housing Services Divisions, DSEM, Planning Department, and City Growth Management. The Tallahassee Builders Association has also been invited to attend and participate in this joint County-City AHAC meeting.

Inclusionary housing policy recommendations from the County AHAC will be presented as an agenda item at the Board’s December 2021 meeting, concurrent with the submission of the AHAC’s annual report. In addition to the inclusionary housing policy, the AHAC will provide recommendations on the County’s Housing Programs such as down payment assistance and home rehabilitation. As directed by the Board on May 11, 2021, a joint workshop on affordable housing with the City is being scheduled for early 2022. The joint workshop is expected to include the recommendations of the County AHAC as well as the City AHAC which will address the inclusionary housing policies of the respective jurisdictions. The specific date for the joint workshop will be brought to the Board in the fall as part of its consideration of the 2022 Board meeting schedule. Any recommendations approved by the Board that require updates to the Comprehensive Plan or Land Development Code would then be developed by staff; it is not anticipated that the consultant would be needed for this effort.

### Conclusion

The intent of an inclusionary housing policy is to increase production of affordable housing units within market rate development for low-to-moderate income households. Inclusionary housing policies can be classified as one of two types: mandatory or voluntary. Mandatory policies require a certain amount of affordable housing units within a market rate development or contribution to a housing fund or other alternatives in lieu of building the affordable housing units. In 2019, the Florida Legislature amended Statutes to require local governments to “provide incentives to fully offset all costs to the developer of its affordable housing contribution or linkage fee, such as density bonuses and fee waivers.” Voluntary inclusionary housing policies offer incentives such as density bonuses, fee waivers, and expediting permitting to encourage the development of affordable housing unit for low-to-moderate income households.

The Board's current direction is for staff to develop recommendations regarding inclusionary housing policies. The Board has not taken a policy position regarding any changes to the County's existing voluntary inclusionary housing policy. If the Board wishes to continue in evaluating inclusionary housing policy recommendations, then over the next several months the County AHAC is prepared to: review the County's current voluntary inclusionary housing policy; review inclusionary housing policies of other local governments around the State; engage with the local development community and evaluate the implications of the 2019 legislative action. The AHAC's inclusionary housing policy recommendations would then be provided as an agenda item at the Board's December 2021 meeting. Subsequent to any Board direction, the Planning Department would prepare any necessary comprehensive plan updates and DSEM would develop any updates to the land development code.

**Options:**

1. Accept the status report on Inclusionary Housing Policies.
2. Do not accept the status report on Inclusionary Housing Policies.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. County Housing Element of the Tallahassee-Leon County Comprehensive Plan
2. Section 10-7.402 of the Leon County Land Development Code
3. City of Tallahassee Inclusionary Housing Ordinance

(LEON COUNTY)  
**HOUSING ELEMENT**  
GOALS, OBJECTIVES AND POLICIES

**Goal 1: [HC]** (REV. EFF. 4/10/09)

Implement, contingent on the availability of funds, an affordable home ownership housing program for very low, low, and moderate income persons and families and for the development of mixed income housing in distressed low income neighborhoods/ communities to facilitate economic growth and revitalization in those neighborhoods and communities.

**ADMINISTRATION**

**Objective 1.1: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

Contingent on the availability of outside funding, facilitate the delivery of 30 rehabilitation and 15 home ownership opportunities for very low and low and moderate income citizens annually through the use of County and community resources.

**Policy 1.1.1: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09;  
REV. EFF. 8/9/12)

The Housing Services Division staff shall develop and present to the Housing Finance Authority and the Board for adoption an annual affordable housing program plan which integrates housing with neighborhood, economic, and social factors. The plan will evaluate the preceding year's progress and establish annual housing unit delivery objectives. The Planning Department shall provide data relating to the supply, demand, and need for affordable housing to be used in developing the plan.

**Policy 1.1.2: [HC]** (EFF. 7/1/94)

With the advice and consent of the Board, the County Administrator shall draft, implement, and update on an annual basis operational policies and procedures to ensure that the affordable housing program is being managed as efficiently as possible. These policies and procedures will concern, by way of example, relocation activities, eligibility criteria for the County's housing program, the allowable unit costs for rehabilitation projects, and the number and amount of Board supported down payment recipients.

**Policy 1.1.3: [HC]** (EFF. 7/1/94)

The Board adopted on November 27, 1990 a Fair Housing Ordinance that satisfies the requirements of s. 760.20, F. S., and a housing relocation policy that complies with and will be used solely in conjunction with the requirements of the Community Development Small Cities Block Grant Program. The fair housing plan contains policies to prohibit discrimination in housing on the basis of race, color, ancestry, national origin, religion, sex, familial status, marital status, handicap, or age. The relocation policy provides for benefit payments, assistance in finding temporary housing, a grievance procedure, eligibility requirements, and replacement housing.

**Policy 1.1.4: [HC]** (EFF. 7/1/94)

The Leon County Housing Finance Authority shall ensure that the housing plans and programs of the County are coordinated with the efforts of the City, non-profit groups, and the private sector

by having County plans reviewed by affected parties, and by holding workshops to obtain citizen input.

**Policy 1.1.5: [HC]** (EFF. 7/1/94)

The Board and the Planning Department shall seek the advice of the Leon County Housing Finance Authority for input on the County's affordable housing program.

**Policy 1.1.6: [HC]** (EFF. 7/1/94)

Due to the extensive numbers of substandard mobile and site built owner-occupied housing units in the County, the Board will place a high priority on the rehabilitation or replacement of owner-occupied housing. The Board will support alternative home ownership programs.

**Policy 1.1.7: [HC]** (EFF. 4/10/09)

The Division of Housing Services, unless otherwise noted, shall be the primary department coordinating and implementing the Leon County's affordable housing services, policies and programs.

**AFFORDABLE HOUSING**  
**Objective 1.2: [HC]**

(EFF. 7/1/94)

The County shall provide monetary incentives, such as a down payment assistance program and regulatory incentives, such as streamlined processing, to encourage the private sector to develop cost saving and innovative techniques for affordable housing initiatives.

**Policy 1.2.1: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

As is provided for in Objective 1.1 and Objective 1.7, the County shall implement a down payment and closing cost assistance program to annually enable 15 very low, low and moderate income residents to become homeowners. For qualified individuals who are unable to save the requisite amounts for down payment and closing costs, the County will draft policies to meet these needs. Maximum loan amounts shall be established by County policy. The cost of this program is to be locally funded up to \$15,000 maximum. Additionally, the County shall work with the existing programs that provide education and savings opportunities for very low, low, and moderate income residents to assist them in qualifying for the purchase of affordable housing.

**Policy 1.2.2: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

For developments incorporating construction or rehabilitation of affordable housing, the Leon County Growth and Environmental Management Department will provide a streamlined permitting process. The County's streamlined permitting procedure will provide in part for: a mandatory maximum review time for projects by type (e.g., 120 days for average and small sized projects; 180 days for large projects) for the processing of all rezoning, site plan, PUD, or subdivision reviews; in conjunction with the City and County GIS, the creation of a computerized wide-area and local-area network which will facilitate the delivery of development services on a one-stop basis and reduce application and permitting processing time. The streamlined permitting process for affordable housing and a process for the review of local ordinances and regulations for their impact on affordable housing shall be developed by the Housing Advisory

Committee and adopted by the County as provided under the SHIP Program.

**Policy 1.2.3: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

To further the purposes of affordable housing, the County will continue to survey all publicly owned land to determine what parcels are not needed for public purposes. After these parcels are evaluated for environmental and other constraints, the County will donate or sell appropriate parcels to non-profit providers of affordable housing and encourage other public agencies to donate or sell properties for the same purpose.

**Policy 1.2.4: [HC]** (EFF. 7/1/94; REV. EFF. 8/9/12)

Contingent on the availability of funding, the County shall enter into public/private partnerships to encourage the private sector to provide reduced cost home repair and improvement loans and first mortgage home financing pursuant to the provisions of the Community Reinvestment Act. In order to make the program feasible, the County will investigate the establishment of a loan guarantee fund, establish a timeline, and annually review implementation of public-private funding partnerships for very low, low and moderate-income homeowner repair and improvements loans and first-time home buyer home purchase loans in order to reduce the risks to the private sector of providing home improvement and home purchase loans to very low, low, and moderate income owners.

**Policy 1.2.5: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

The mixed use land development categories shall allow affordable housing in certain commercial areas where appropriate to the

plan of development consistent with environmental constraints. The land development regulations shall include provisions to implement this policy.

**Policy 1.2.6: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

The Leon County Growth and Environmental Management Department will undertake a study to determine how its concurrency requirements may be modified to provide incentives for the inclusion of affordable housing in residential development plans. This study shall be submitted to Leon County Board of County Commissioners for consideration by December 31, 2009.

**Policy 1.2.7: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

The Leon County Housing Services Division will work with major employers to incorporate employee home ownership assistance programs as part of employee retention programs. Program components can include, if employers agree, mortgage guarantees and forgivable down payment loans.

**FUNDING PROGRAMS**

**Objective 1.3: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

Since the County's affordable housing program is predicated on obtaining non-property tax funding, the Leon County Housing Finance Authority shall annually develop a financial plan for the rehabilitation of 30 units and the subsidy of down payment costs for 15 low income units which emphasizes, first, private sector funding; second, financial institution funding; third, state and federal housing funds, and fourth, grants. The annual financial plan will include funding proposals from the private sector, funding of program components from local financial institutions,

state and federal housing programs and a listing of grants to be applied for. To implement the financial plan, the Affordable Housing Services staff will prepare a grant application schedule showing grants to be applied for and their respective deadlines and will work with the private sector in the preparation of annual funding proposals.

**Policy 1.3.1: [HC]** (EFF. 7/1/94; REV. EFF. 8/9/12)

The Leon County Housing Finance Authority (Subsection (c) of Section 2-134 of Division 3 of Article VI of Chapter 2 of the Code of Laws of Leon County, Florida) shall designate a date-certain for determining the feasibility of the issuance of revenue bonds for the provision of affordable housing units.

**Policy 1.3.2: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

Given the County's eligibility for and the reasonable likelihood of receiving funds, the Affordable Housing Services staff shall investigate and prepare annual applications for housing funds from state and federal programs and private sources.

**Policy 1.3.3: [HC]** (EFF. 7/1/94)

Given the County's eligibility for and the reasonable likelihood of receiving funds, the Affordable Housing Coordinator shall make applications annually for or facilitate, through an education program, low income resident use of federal affordable housing programs such as the Farmer's Home Administration programs in Home Ownership Loans, Home Improvement Loans and Repair Loans and Grants, Community Facility Loans, Congregate Housing and Group Homes, and Water and Wastewater Disposal Loans and Grants.

**Policy 1.3.4: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

The Affordable Housing Services staff shall develop, in conjunction with local financial institutions, private market affordable housing financial programs for very low, low and moderate income persons such as low interest loans and reduced down payments.

**Policy 1.3.5: [HC]** (EFF. 7/1/94)

The Board shall apply for a housing grant under the Small Cities Block Grant in each fiscal year in which the County is eligible to apply for the purposes of increasing the quality of affordable ownership housing.

**Voluntary Inclusionary Housing**

**Policy 1.3.6: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

To facilitate the provision of homeownership opportunities for low and moderate income households within future development; to encourage the even distribution of these opportunities throughout the community; and to prevent negative impacts associated with geographic over concentration of low-income households, the County shall provide incentives for the voluntary provision of residential units affordable to very low, low and moderate income households within new development or at nearby off-site locations.

The minimum percentage of affordable units required to be built by the developer within a new development necessary to qualify for incentives shall be established by the ordinance and shall be consistent with the following: the most recent housing, economic and demographic information available from the United States Department of Housing and Urban Development, the United



States Bureau of the Census, or the best available data, as determined by Leon County.

**Policy 1.3.7: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

By 2009, the County shall adopt an ordinance providing developer incentives for the provision of low and moderate income homeownership opportunities within new developments or at nearby off-site locations. Priority shall be given to developments locating within the Southern Strategy area, especially developments locating in areas where urban infrastructure currently exists with adequate capacity to support new development. This ordinance shall specify all applicable implementation details, including, but not limited to: available developer incentives; criteria for granting incentives; eligible household recipient qualifications and applicable restrictions; exemptions as may be applicable; and periodic review and monitoring of the implementation of Policies 1.4.6 and 1.4.7.

**Policy 1.3.8: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

All Planned Developments and Developments of Regional Impact (DRIs) shall be required to address the provision of affordable housing. The Land Development Regulations (LDRs) shall provide criteria and procedures to implement this policy. Development of Regional Impact shall address its impact on affordable housing consistent with Rule 9J-2, FAC, and other local, state, regional requirements as applicable.

**REHABILITATION PROGRAM**

**Objective 1.4: [HC]** (EFF. 7/1/94)

The County shall conserve and rehabilitate housing whenever economically feasible.

**Policy 1.4.1: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

Contingent on the availability of federal, state, or private funds made available to local government for the purposes of carrying out an affordable very low, low and moderate income home rehabilitation loan and grant program, the County shall target the rehabilitation of 30 low or very low income owner-occupied dwelling units per annum.

**Policy 1.4.2: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

The County shall support the conservation, protection, and rehabilitation of affordable housing by programming housing rehabilitation and infrastructure improvements in areas where there is a concentration of substandard housing and where infrastructure improvements are needed. By December 2009, the County shall identify and adopt target areas for the implementation of this program. The availability of funding shall dictate the annual work program for these target areas.

**Policy 1.4.3: [HC]** (EFF. 4/10/09)

In order to counteract the decline of sound neighborhoods and the further decline of adopted target areas where there are concentrations of deteriorated housing, the County shall, in the preparation of its annual capital budget, give high priority to roadways and other capital improvements located in affected



neighborhoods and/or target area. Given grant or private funding sources, dilapidated units will be replaced and residents relocated pursuant to the provisions of the County's relocation policy.

**Policy 1.4.4: [HC]** (EFF. 4/10/09)

The first priority for the expenditure of unrestricted County housing funding shall be housing rehabilitation and preference shall be given to housing rehabilitation within the target areas adopted pursuant to Policy 1.4.3[HC] and the Southern Strategy Area.

**INSPECTIONS PROGRAM**

**Objective 1.5: [HC]** (EFF. 7/1/94)

Building inspectors shall survey, on a request basis, owner-occupied and rental housing which may be substandard by virtue of having major deterioration or of being in a dilapidated condition.

**Policy 1.5.1: [HC]** (EFF. 7/1/94)

Building inspectors shall maintain a log of all alleged building code violations requests and file an annual report with the Housing Finance Authority and the Board which includes information on the number of requests, the results of each inspection, and the resolution of each complaint. The County's Housing Code shall be used to inspect units.

**REGULATORY PROGRAM**

**Objective 1.6: [HC]** (EFF. 7/1/94)

The Board shall implement land development regulations and development policies which shall ensure the appropriate supply of affordable, group, foster, and special need housing by decreasing the regulatory costs and by facilitating the location of different types of housing throughout the County that is consistent with the availability of community services and employment centers.

**Policy 1.6.1: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

The location of mobile homes, mobile home parks, group homes, foster care, and other special need housing facilities shall be allowed in urban areas of the county which will facilitate their location near employment centers, transportation, and community services. The land development regulations shall include principles to guide the location of such uses.

**NEW HOUSING DEVELOPMENT INCENTIVE PROGRAM**

**Objective 1.7: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

Contingent on the availability of non-property tax funding, the Board shall facilitate the provision of 15 home ownership opportunities per annum for very low, low and moderate income persons.

**Policy 1.7.1: [HC]** (EFF. 7/1/94; REV. EFF. 4/10/09)

The Board shall identify and adopt specific initiatives and incentives to encourage and facilitate the development of affordable housing, as required under the SHIP Program. The

incentives provided shall be reviewed periodically to ensure their effectiveness.

**Policy 1.7.2: [HC]** (EFF. 4/10/09)

Staff shall research the need for housing for the elderly within Leon County. Based on the findings of the study, the County shall consider the adoption of specific incentives for the production of affordable housing for seniors.

**NEIGHBORHOOD VIABILITY PROGRAM**

**Objective 1.8: [HC]** (EFF. 4/18/02; RENUMBERED 1/7/09)

Foster and maintain the viability of residential areas and neighborhoods and the integrity of the housing stock located within them. Neighborhoods in the community shall be safe, attractive, and desirable places in which people choose to live.

**Policy 1.8.1: [HC]** (EFF. 4/18/02; REV. EFF. 4/10/09)

Leon County shall continue to sustain a level of code enforcement within neighborhoods sufficient to maintain and/or improve the housing stock at an acceptable code level and to protect the health, safety, and welfare of the neighborhood and its residents.

**Policy 1.8.2: [HC]** (EFF. 4/18/02; REV. EFF. 4/10/09)

The Department of Housing Services will provide technical assistance to neighborhood associations and other non-profit groups to foster neighborhood improvement, innovative housing solutions, and preservation and restoration of historic housing.

**Policy 1.8.3: [HC]** (EFF. 4/18/02)

City and County governments will consider incentives to individuals and businesses to encourage them to reside and locate, and to promote business and homeownership within the Southern Strategy Area and Central Core. These incentives may include obligations on the part of such individuals and businesses to participate in the betterment of the targeted area through commitment of resources, assets, or other contributions. Special consideration shall be given to provide incentives to attract law enforcement personnel to reside with the targeted Central Core and Southern Strategy Area neighborhoods.

**Policy 1.8.4: [HC]** (EFF. 4/10/09)

The development of affordable housing shall be encouraged in the unincorporated section of the Southern Strategy Area. The County shall prioritize or set-aside a portion of existing incentives for developments locating in the Southern Strategy Area and are providing an integrate community with a mixture of housing types, prices, and lot sizes. As provided for in Policy 1.3.7, Leon County shall develop and adopt incentives for affordable housing development with specific priority and/or set-aside for quality housing development in the Southern Strategy Area that include affordable/workforce housing.

**Sec. 10-7.402. - Development review and approval system.**

The development review and approval system shall consist of the following elements:

- (1) *Permitted use verification process.* A permitted use verification certificate (PUV) shall be used to determine eligibility for either subdivision of property, development of land, or change in use, based upon applicable land development regulations and site-specific conditions. A residential compliance certificate (RCC) shall be used to determine eligibility for small residential uses or structures. The fee for a RCC may be applied to fees for a subsequent project status determination application (PSD) or an administrative streamlined approval process (ASAP) application associated with the proposed residential development tendered within one year of the issuance of the RCC. PUVs and RCCs shall not be construed to be development order approvals.
- (2) *Project status determination.* For any development proposal not required to comply with the provisions of article VII, an application shall be subject to project status determination (PSD) review from the development support and environmental management department during the review of a building permit. This PSD will indicate on what basis the proposed development is exempted from either the procedural or substantive provisions of this article and shall verify compliance with any applicable previously approved development order and land development code, as may be applicable.
- (3) *Pre-submittal conference (optional for Type A, B, and C; required for Type D).* The pre-submittal conference is intended to set forth the specific application requirements once a development review track is identified.
- (4) *Development review types.* There are four different review types of development review, Type A, B, C, and D review. The applicable level of review for proposed subdivision or site and development plan application depends upon the type and intensity of development, the extent of environmental constraint, and zoning district in which the development site is located. Table 10-7.1, below, specifies the applicable review level for development qualifying for administrative streamlined application process, and Type A through Type C site and development plan review applications. Table 10-7.1 specifies the review level by zoning district, for residential, nonresidential, and institutional land uses. Type D site and development plan review is required for any new planned unit development concept plan application. Type C applications consist of any application where the scale of development proposed exceeds the upper limit of the thresholds listed in the table for Type B site and development plan review, but not required to undergo Type D review.

The thresholds set out in Table 10-7.1 may be modified as follows:

- a. *Incentive for mixed use development.* The review threshold for any Type A—Type C site and development plan application proposing a mixture of residential and office or retail/service commercial use shall be equivalent to 100 percent of the residential unit threshold plus 100 percent of the office or retail/service commercial use; however, the thresholds for Type A and Type B site and development plan applications proposing a mixture of residential and office or retail/service commercial use may be increased to 125 percent of the residential unit threshold plus 125 percent of the office or retail/service use, so long as the following criteria are met:
  1. The application must include a minimum of four residential dwelling units per gross acre of site area; and
  2. The application must include a minimum of 10,000 gross square feet of non-residential use.
- b. *Incentive for quality design; non-residential use.* The review threshold for any Type A—Type C site and development plan application proposing any non-residential or institutional use, and proposing the following design elements may be increased by the corresponding percentage:
  1. Threshold increased by ten percent, for a building footprint of no greater than 50,000 square feet of enclosed floor area;
  2. By 15 percent, for utilization of a planted "green roof" over no less than 40 percent of roof surface area, or a rain garden, which reduces stormwater runoff by no less than 60 percent;
  3. By 15 percent, for developments with access to an arterial road and having  $\geq 100,000$  gross square feet of office or commercial retail floor area (also referred to as equivalent to 100 percent commercial base standard) and  $\geq 100$  dwelling units (equivalent to 100 percent of the residential base standard) or, any combination of these uses wherein the square footage of office or commercial floor space exceeds 20,000 and the number of residential units exceeds 25 and the cumulative total of the base standards exceeds 200 percent;
  4. By 15 percent, for developments having  $\geq 100,000$  of office or commercial retail gross square footage floor area that provide a transit stop consisting of surface area for bus access, a shelter to provide weather protection, bench or seating for the shelter, and pedestrian access to the stop;
  5. By 25 percent, for developments locating no less than 90 percent of provided parking spaces behind the front building facade line;
  6. By ten percent, for structures having ground floor window glazing along building frontages adjacent to streets or publicly-accessible parking areas  $\geq 20$  percent of facade area on the ground floor principal frontage and  $\geq 15$  percent of the area of each other applicable ground floor facade;
  7. By 15 percent, for developments where the number of spaces provided  $\leq 80$  percent of the standard number of parking spaces set out in schedule 6-2; and,
  8. By 15 percent, for developments having a density of connectivity of  $\geq 0.4$  per acre.
- c. *Incentive quality design; residential use.* The review threshold for any Type A—Type C site and development plan application proposing residential use site and proposing the following design elements may be increased by the corresponding percentage:
  1. Threshold increased by ten percent, for utilization of a planted green roof over no less than 40 percent of roof surface area, or a rain garden, which reduces stormwater runoff by no less than 80 percent;
  2. By ten percent, for developments with access to an arterial road having  $\geq 200$  dwelling units that provide a transit stop of surface area for bus access, a shelter to provide weather protection, bench or seating for the shelter, and pedestrian access to the stop;
  3. By 15 percent, for having  $\geq 0.25$  accessory dwelling unit for every residential dwelling unit;
  4. By 15 percent, for having  $\geq 50$  percent of all principal dwelling units served by side- or rear-loaded garages;
  5. By 15 percent, for developments having a density of connectivity of  $\geq 0.4$  per acre;
  6. By 15 percent, for developments having an index of interconnectivity of  $\leq 0.5$ .
- d. *Incentive for development in the Southern Strategy Area.* The review threshold for any Type A, B or C site and development plan proposed within the Southern Strategy Area, as identified in the Comprehensive Plan, shall be increased 25 percent.
- e. *Incentive for development in the Gum Road Target Planning Area.* The review threshold for any Type A, B or C site and development plan proposed within the Gum Road Target Planning Area, as adopted by the Board of County Commissioners, shall be increased 25 percent.
- f. *Incentive for providing access to multiple businesses within a safe and convenient pedestrian pathway through facade design.* The threshold is increased by 25 percent, when all proposed non-residential building facades are less than 100 feet in length; and each facade abutting a street frontage, public open space, parking area, or pedestrian corridor, has no less than 40 percent surface area coverage by windows, display areas, or doorways, or, in those instances where the facade exceeds 100 feet in length, the following criteria are met:
  1. Structure with a single facade longer than 100 feet shall be divided into individual tenant spaces and shall not be used solely by a single business. Individual tenant spaces shall have no more than 60 feet of horizontal frontage along that facade. Tenant spaces shall be separated by vertical elements on the facade at intervals no

greater than 60 feet, coinciding with the dimensions of tenant spaces. Vertical elements shall include columns, posts, or pilasters; reveals, recesses and other shadow-casting devices; variations in material, texture or color; recessed entrances; or other methods of architectural articulation.

2. Every individual business establishment located along the facade of greater than 100 feet shall have its own public entrance located on the facade or on a diagonal at each building corner having two street frontages, with one of them being the facade.
3. The facade shall have windows, display areas or doorways spanning no less than 75 percent of the length of the facade and covering no less than 40 percent of the surface area of the facade. No blank walls shall face street frontages, public open spaces or pedestrian corridors along any building side.
4. The area directly adjacent to the facade length shall include a pedestrian walkway of at least eight feet in width.
5. The applicant may utilize alternative design approaches to qualify for this incentive by demonstrating to the County Administrator or designee that the alternative fulfills the design objective of providing access to multiple businesses within a safe and convenient pedestrian pathway.
- g. *Incentive for conservation subdivisions.* The review threshold for any Type A, B or C site and development plan proposed within the Lake Talquin Recreation Urban Fringe or Urban Fringe zoning district, accomplished as a conservation subdivision, shall be increased 50 percent.
- h. *Incentive for affordable housing.* The review threshold for any Type A, B or C affordable housing site and development plan proposed shall be increased by 50 percent. For the purposes of this subsection, affordable housing site and development plan demonstrating affordable housing for 50 percent or more of the proposed dwelling units.
- i. *More rigorous review to protect environmental features.* Any application otherwise qualifying for administrative streamlined application process or Type A site and development plan review per this section, and proposing development on a site inside the urban services area with 75 percent or more site coverage by conservation or preservation areas as defined by the Comprehensive Plan or outside of the urban services area with 40 percent or more coverage by conservation or preservation areas, shall require review as Type B site and development plan application. Sites of three acres or larger wherein all buildings, attendant parking facilities, streets, and access facilities will be located outside of conservation and preservation areas shall be exempt from this requirement.
- j. *Combination of threshold modifications.* A combination of threshold modifications (a)—(e) may be cumulatively applied to Type A—Type C site and development plan applications, as applicable.
- k. *Limitation on degree of site and development plan review level reduction.* The incentives provided above may be used to reduce what would otherwise be a Type C site and development plan application to a Type B or Type A site and development plan application, to reduce what would otherwise be a Type B site and development plan application to a Type A site and development plan application, and a Type A site and development plan application to an administrative streamlined application. Modifications (a)—(f) shall not be applicable to any Type D application, including those establishing a planned unit development concept plan.

Table 10-7.1

Review Level	Zoning District→  Type of use↓	R, UF, LTR/UF	RC, WC	RP, RA, OS	LP	R-1, R-2, R-3, R-4, R-5	MH	BOR, OR-1, OR-2, C-1, BC-1, BC-2, BCS	MCR, MCN, LPN	NBO	I, M-1	OR-3, CM, MF-1, C-2, CP, IC, UP-1, UP-2, OA-1, PD, PU
Administrative Streamlined	Residential	≤ 2 dwellings or lots for dwellings		≤ 2 dwellings or lots for dwellings		≤ 2 dwellings or lots for dwellings		≤ 2 dwellings or lots for dwellings			≤ N/A	≤ 2 dwellings or lots for dwellings
	Non-residential	See Note**		N/A	See Note**; Only for lawfully established existing uses	N/A	See Note**	See Note**	See Note**	See Note**	≤ 9,999 gross building, square feet	See Note**
	Institutional	See Note**		See Note**		See Note**		See Note**				See Note**
Type A	Residential	≤ 3—10 dwellings, if platting is required		3—14 dwellings		≤ 24 dwellings	Addition of ≤ 99 dwellings to an existing MH Park	≤ 34 dwellings		≤ 24 dwellings	N/A	≤ 299 dwellings

# TALLAHASSEE, FLORIDA – LAND DEVELOPMENT CODE

## CHAPTER 9 SUBDIVISIONS AND SITE PLANS

### ARTICLE VI. - INCLUSIONARY HOUSING

#### Sec. 9-240. - Purpose and intent.

The regulations and requirements of this article are intended to:

- (a) Promote the health, safety and general welfare of the citizens of the city through the implementation of the goals, objectives and policies of the Tallahassee-Leon County Comprehensive Plan Housing Element;
- (b) Increase affordable home ownership opportunities within the city,
- (c) Stimulate the private sector production of housing available to families within the range of 70 percent to 100 percent of the area median income, or lower;
- (d) Facilitate and encourage development that includes a range of housing opportunities through a variety of residential types, forms of ownership, and home sales prices; and
- (e) Encourage the even and widespread distribution of affordable housing opportunities throughout all portions of the community, including within new developments in fastest growing areas of the community.

(Ord. No. 04-O-90AA, § 4, 4-13-2005; Ord. No. 07-O-07AA, § 2, 8-20-2008)

#### Sec. 9-241. - Definitions.

In addition to the definitions and rules of construction in section 1-2 of this Code, the following words, terms and phrases, when used in this section, shall have the meanings ascribed to them as set forth below, except where the context clearly indicates a different meaning:

*Area median income (AMI)* means the median family income for the Tallahassee Metropolitan Statistical Area, as published by the US Bureau of the Census and the US Department of Housing and Urban Development, unless otherwise specified.

*Average sales price (ASP)* means the price at which all inclusionary housing units in a single development must average. The current ASP is \$159,379.00. The ASP shall be reviewed annually by the city commission, and reset if necessary.

*Eligible households* shall be defined as those households composed of residents of the city earning 70 percent—100 percent of Tallahassee Metropolitan Statistical Area (TMSA), adjusted for size, based upon the most recently published Census or HUD data. In addition, eligible households shall include the following:

- (1) Households earning less than 70 percent of the area median family income but able to secure a first institutional mortgage wherein the lender is satisfied that the household can afford principal and interest mortgage payments in excess of 27 percent of its income, shall be deemed eligible households for purposes of owner-occupied housing provided pursuant to requirements of this article;
- (2) Households earning less than 70 percent of the area median family income but willing to pay rent in excess of 30 percent of its income, shall be deemed eligible households for purposes of rental housing provided pursuant to requirements set out in this article; and

- (3) Households earning less than 70 percent of the area median income when available housing units considered affordable to that income group by first institutional mortgage lenders are available through a development.

*Fee in-lieu* means the fee paid by the developer/owner of any primary development as an alternative to providing required inclusionary housing for sale within the primary development.

*Inclusionary unit* means a newly constructed dwelling unit offered to an eligible household at or below the maximum purchase price (MPP) such that the average sales price of all the required inclusionary units within the development are at or below the average sales price (ASP) established by this article.

*Market-rate unit* means a dwelling unit in a residential development that is not an inclusionary unit.

*Maximum affordable rent* means the maximum monthly rent that may be charged for an inclusionary rental unit provided in lieu of owner-occupied inclusionary housing provided within the primary development.

*Maximum purchase price (MPP)* means the highest price allowed for the purchase of an inclusionary housing unit as established in the city's local housing assistance plan adopted by the city commission.

*Metropolitan Statistical Area (MSA)* means a geographic entity defined by the federal office of management and budget for use by federal statistical agencies, based on the concept of a core area of a city with 50,000 or more inhabitants, or the presence of an urbanized area, as defined by the office of management and budget, and a total population of at least 100,000, plus adjacent communities having a high degree of economic and social integration with that core. The Tallahassee MSA (TMSA) consists of the city, Leon County, Gadsden County, Jefferson County, and Wakulla County, Florida, and all inclusive local governments.

*Off-site unit* means an inclusionary unit that will be built at a different location than the primary development.

*On-site unit* means an inclusionary unit that will be built as part of the primary development.

*Primary development* means a subdivision or site plan including 50 or more housing units intended for sale and owner-occupancy, required to provide inclusionary housing within its physical confines or to provide those in-lieu comparables as authorized by this section.

*Selected census tracts* means those census tracts where the median family income is greater than the countywide median, based upon the most recently published Census or HUD data.

(Ord. No. 04-O-90AA, § 4, 4-13-2005; Ord. No. 07-O-07AA, § 3, 8-20-2008)

#### Sec. 9-242. - Applicability.

- (a) The requirements of this section shall apply to new development within the urban services area, located within selected census tracts as defined herein, zoning districts that implement the planned development future land use category, and developments of regional impact (DRIs) with 50 or more residential dwelling units intended for owner occupancy. Developments subject to the requirements of this section providing no less than ten percent and as much as 100 percent of the total number of residential dwelling units in the primary development as inclusionary housing units shall be eligible for development incentives as provided in accordance with section 9-246.
- (b) Sales price methodology. Any inclusionary housing development project shall meet the following requirements:
  - (1) All housing units produced to satisfy the requirements of this article shall be sold for no more than the maximum purchase price established by this article, as it may be amended from time to time; and

- (2) The average sales price of all units produced to satisfy the requirements of this article shall not exceed the average sales price established by this article, as it may be amended from time to time.
- (c) City commission review of average sales price (ASP). The city commission review of the ASP shall consider analysis of housing economic information, including supply-side factors, demand-side factors, and financing factors, not limited to the following: consideration of ASP computed through the formula used to set the initial ASP; Florida Housing Authority (FHA) single-family home mortgage limits; consumer price index (CPI), area median income, prevailing mortgage rates, Florida Housing Finance Corporation (FHFC) first-time home buyers bond limit, construction materials costs and other information as may be deemed relevant. The formula used to set the initial ASP shall consider published HUD income limits and the current interest rate based on the average interest rate of the most recent six months (30-year, fixed-, non-jumbo rate) as published by the Federal Housing Finance Board. The city commission through the passing of a resolution can amend the ASP.
- (d) Developments not subject to subsection (a), and located within selected census tracts that provide no less than ten percent and as much as 100 percent of the total number of residential dwelling units in the primary development as inclusionary housing units shall be eligible for those development incentives as provided in accordance with section 9-246.
- (e) For the purposes of this section, two or more developments shall be aggregated and considered as one development, if they are no more than one-quarter-mile apart and any two of the following criteria are met:
  - (1) There is a common interest in two or more developments;
  - (2) The developments will undergo improvements within the same five-year period;
  - (3) A master plan exists, submitted to a governmental body, addressing all developments;
  - (4) All developments share some infrastructure or amenities; or
  - (5) A common advertising scheme addresses all development.

(Ord. No. 04-O-90AA, § 4, 4-13-2005; Ord. No. 07-O-07AA, § 4, 8-20-2008)

Sec. 9-243. - Vested rights.

Those provisions set out in this article requiring of new development the provision of inclusionary housing units or in-lieu comparables shall not apply to the development of any property authorized by and consistent with any of the following development orders approved or prior to the effective date of the inclusionary housing ordinance or in application prior to the effective date of the inclusionary housing ordinance and subsequently approved without major modification during the application period: preliminary plat approval; site plan approval; PUD concept plan approval; development agreement, approved pursuant to Chapter 163, Florida Statutes; or, DRI development order approval. In those instances where the property owner of a vested property applies for a new development order, that if approved, would constitute a major modification of the previous development order, that property may lose its vested status as it relates to the provisions of this article. Any modification to a previously approved development order resulting in the addition of 50 or more dwelling units than previously allowed in the development order approved prior to April 13, 2005 (the adoption date of this ordinance), that were not previously mitigated, shall be subject to the provisions of this article for the increased number of residential dwelling units. Determination as to whether a change to the development order would constitute a major modification shall be made by the director of the growth management department or his/her designee, based upon applicable criteria in this code and Chapter 163, Florida Statutes, as may be applicable. Any property owner may instead request that the city commission make this determination or may appeal staff's determination to the city commission for reconsideration. In rendering its determination as to vested rights status, the city commission shall consider staff's recommendation and whether the affected property already complies with this article; has been "built out" in terms of residential development capacity; or, substantially complies with this article. If the city commission determines that

the property substantially complies with this article, it shall also specify those inclusionary housing requirements that thereafter apply to its further development, if any.

(Ord. No. 04-O-90AA, § 4, 4-13-2005; Ord. No. 09-O-31AA, § 14, 10-29-2009)

Sec. 9-244. - Exemptions.

The following shall be exempt from the requirements of this article:

- (a) Multifamily and multi-unit residential units constructed for rental purposes shall not be subject to requirements to provide inclusionary housing; however, multifamily and multi-unit residential units constructed for rental purposes may be provided to satisfy certain requirements for inclusionary housing, as provided herein; condominium residential units intended for owner-occupancy are not exempt and shall be subject to these regulations;
- (b) Nursing homes, residential care facilities, assisted care living facilities, and retirement homes;
- (c) Dormitories and group quarters, as defined by the US Census;
- (d) Manufactured homes shall not be subject to requirements to provide inclusionary housing and may not be provided to satisfy any requirements set forth herein.
- (e) All developments within the Southern Strategy Area, as established in the Tallahassee-Leon County Comprehensive Plan, except for those included within planned development zoning district, or developments of regional impact (DRIs); and
- (f) All developments within areas designated lake protection on the future land use map.

(Ord. No. 04-O-90AA, § 4, 4-13-2005; Ord. No. 07-O-07AA, § 5, 8-20-2008)

Sec. 9-245. - Requirements for inclusionary housing.

The following requirements shall apply:

- (a) *Number of inclusionary units required.* Subdivisions and site plans including 50 or more dwelling units shall provide a minimum of ten percent of the units at prices no greater than the maximum purchase price and with purchase prices averaging not greater than the average sales price. For purposes of this section accessory apartment units shall not be construed as a dwelling or residential unit, either for purposes of determining the number of inclusionary units required or the number of inclusionary units provided.
- (b) *Calculation of required number of units.* The following standards shall be utilized in the calculation of number of inclusionary units required to be provided:
  - (1) *Density bonus units:* For purposes of calculating the number of inclusionary units required by this section, any additional units provided through use of the density bonus incentives of this article will not be counted in determining the required number of inclusionary units.
  - (2) *Fractional unit requirements:* In determining the number of whole inclusionary units required, any fractional requirement shall be rounded up to the nearest whole number.
- (c) *Location of inclusionary units.* Required inclusionary housing units shall be provided within the primary development, at an alternative location within the same census tract or, in a contiguous selected census tract, so long as the off-site location is within the urban service area; the option of providing inclusionary housing at an off-site location shall not be available for developments within planned development zoning districts, nor within DRIs. For projects within applicable census tracts in the MMTD, inclusionary units shall be dispersed throughout the development, with no more than two contiguous parcels designated for inclusionary units.



- (d) *Waiver of inclusionary housing requirements.* The city commission may grant waivers of requirements for inclusionary housing if the commission finds the following:
- (1) The application of the requirement would produce a result inconsistent with the goals and objectives of the Tallahassee-Leon County Comprehensive Plan pertaining to the development of the community; or,
  - (2) If the primary development is part of a larger development, that development furthers the intent of this section through means other than strict compliance with the regulations set out in this section.
- (e) *Developer financial responsibility.* At the time of the approval of any site plan or preliminary plat for any primary development required to provide on-site or off-site, owner-occupied or rental, inclusionary housing units, or buildable lots, as authorized by this section, the applicant shall post a bond or submit a letter of credit or other acceptable instrument equivalent to the fee in-lieu of providing the required inclusionary housing. The city shall retain the bond money in escrow in an interest-bearing account for a period of no less than three years, or other time period agreed upon by the applicant and the city, or until the city has documented that the required inclusionary housing or in-lieu comparables have been provided. Upon documentation that the inclusionary housing requirement has been met in part or in full, the city shall remit that portion of the bond money and interest proportionally equivalent to portion of the inclusionary housing requirement satisfied to the applicant or their assigns. If, after a period of three years, or other time period agreed upon by the applicant and the city, the applicant has not demonstrated compliance with the requirement, the bond shall be forfeited and the bond money and interest shall be transferred to the inclusionary housing trust fund, and may thereafter be utilized for purposes of providing inclusionary housing. In those instances where the applicant has agreed in advance to pay a fee in-lieu of all or a portion of the required inclusionary housing, no bond shall be required to be posted for that amount of the requirement to be satisfied through payment of the fee in-lieu. This provision shall not be available for developments within planned development zoning districts, nor within DRIs.
- (f) *Fee in-lieu of providing inclusionary units.* As an alternative to providing inclusionary housing units, the owner/developer may pay a fee in-lieu to the city. The fee rate shall be as follows:
- (1) For those developments where the average sales price of all housing units is greater than 100 percent of the average sales price (ASP) but less than 110 percent of ASP: \$10,000.00 per required inclusionary unit not constructed;
  - (2) For those developments where the average sales price of all housing units is greater than 110 percent of ASP and less than or equal to 175 percent of ASP: \$15,000.00 per required inclusionary unit not constructed;
  - (3) For those developments where the average sales price of all housing units is greater than 175 percent of ASP and less than or equal to 225 percent of ASP: \$20,000.00 per required inclusionary unit not constructed; and
  - (4) For those developments where the average sales price of all housing units is greater than 225 percent of ASP: \$25,000.00 per required inclusionary unit not constructed.

This provision shall not be available for developments within planned development zoning districts, nor within DRIs.

- (g) *Multifamily rental housing in-lieu of providing inclusionary units.* As an alternative to providing inclusionary owner-occupancy housing units, the owner/developer may provide 1½ multifamily rental units per each owner-occupancy unit not otherwise provided. Rental units provided in lieu of owner-occupancy units shall be provided on-site within the primary development, at an alternative location within the same census tract or, in an adjacent selected census tract, so long as the off-site location is within the urban service area. Rents charged for these rental units shall not exceed the current US HUD's High HOME rent limit by bedroom size in the Tallahassee Metropolitan Statistical Area (TMSA). The option of providing off-site multifamily

rental housing in-lieu of providing inclusionary units shall not be available for developments within planned development zoning districts, nor within DRIs.

- (h) *Residential lots in-lieu of providing inclusionary units.* As an alternative to providing inclusionary owner-occupancy housing units, the owner/developer may provide to the city or its designated agent, one residential lot per each owner-occupancy unit not otherwise provided. Lots so provided shall be located on-site within the primary development and each lot shall have sufficient area devoid of environmental constraint to allow construction of a residential unit thereupon. The city or its designated agency shall assume responsibility for the development of all lots so provided with inclusionary units.
- (i) *Establishment of the required number of inclusionary units at time of plan approval.* The number and location of inclusionary units required in conjunction with a particular primary development will be determined at the time of preliminary plat or site plan approval. Any of the following changes in the location of any on-site inclusionary housing unit after preliminary plat or site plan approval shall constitute a major modification to the original development order and shall be reviewed accordingly:
  - (1) Relocation contiguous to vacant property outside the primary development;
  - (2) Relocation contiguous to property outside the primary development developed with less intensive residential use; or
  - (3) Relocation contiguous to property inside the primary development, developed with less intensive residential use and not previously intended as the location of inclusionary housing.

Determination as to whether the contiguous property is considered less intensive residential use shall be made by the land use administrator.

(Ord. No. 04-O-90AA, § 4, 4-13-2005; Ord. No. 07-O-07AA, § 6, 8-20-2008; Ord. No. 13-O-03, § 8, 8-28-2013)

#### Sec. 9-246. - Incentives for provision of inclusionary housing.

The following incentives shall be available to developments constructing the required number of inclusionary housing units within the primary development:

- (a) *Additional development density.* Any development providing inclusionary housing pursuant to this section shall be entitled to a 25 percent increase in allowable density above that otherwise established by the zoning district in which the development is located. The density bonus provided herein shall only be effectuated consistent with policy 2.1.14 of the Land Use Element of the Tallahassee-Leon County Comprehensive Plan. To qualify for this bonus, the applicant must include a narrative in the development application describing how the design and orientation of the development seeking the density bonus is compatible with the surrounding land use character, particularly with any low density residential neighborhoods. This narrative shall address building size and massing, site layout and design, architectural characteristics, and landscaping, as well as any other aspects of development that the applicant deems appropriate.
- (b) *Design flexibility.* The developer of inclusionary housing developments shall be eligible to obtain greater flexibility in development design through application of the following:
  - (1) *Choice of housing type.* Inclusionary housing units required by this section as well as any provided through density bonus incentive may be provided as single-family, duplex, townhouse units, or cluster development within the RP-1, RP-2, and RP-MH zoning districts, and as single-family, duplex, triplex, or townhouse units or as units intended for owner occupancy in a condominium, or multifamily residential structure, in other zoning districts provided that the height, setbacks, massing and exterior appearance of the

inclusionary units are consistent with other residential units within the development in which they are located. Within the applicable census tracts in the MMTD, creative housing types (e.g., the multi-family "Big House" design) should be used to increase affordability, effectively provide multiple housing types, and maintain compatibility in scale and mass with other housing types.

- (2) *Alleviation of setback and lot size requirements internal to the development.* Housing units (inclusionary and "non-inclusionary") shall not be subject to yard setback requirements, except for yards adjacent to boundary of the primary development and other property. Housing units (inclusionary and "non-inclusionary") shall not be subject to minimum lot size requirements, except where lots are located adjacent to property outside of the primary development.
  - (3) *Alleviation of buffering and screening requirements internal to the development.* Inclusionary housing units shall not be subject to requirements for the provision of buffering and screening for purpose of mitigating incompatibility within the primary development. Where adjacent to property outside of the primary development, inclusionary housing units shall be subject to those buffering and screening requirements as set out in this Code as may be applicable.
  - (4) *Consideration of reduced parking in the MMTD.* The city encourages reduced parking proposals by the applicant and recommends a minimum of a ten percent reduction for developments ten units and over, for inclusionary housing units, for projects located within the applicable census tracts in the MMTD within one-fourth mile of transit routes. In assessing proposed parking reductions, as an incentive, additional allowances may be considered by the city for site and design (i.e., building placement, setbacks, and facades) during the site plan review process.
- (c) *Expedited review.* The developer of an inclusionary housing development shall be eligible for expedited development review. The developer shall inform the growth management department at the pre-application stage that the development will include inclusionary housing; thereafter, the growth management department shall expedite the review of the application to the fullest extent permitted by law and shall notify other reviewing departments/agencies that the application is required to receive expedited review. Expedited applications are to be reviewed prior to other applications filed on the same date or in the same application period, except for other applications including inclusionary housing or affordable housing, pursuant to Chapter 420.9076, Florida Statutes. Any development order application not directly pertaining to or required for the development of inclusionary housing units shall not be entitled to expedited review.

The director of the growth management department shall serve as the city's liaison to expedite the review and approval process. This provision shall apply to site and development plan applications, subdivision applications, environmental permits, as well to individual building permits for individual inclusionary units.

- (d) *Deviations to development standards for primary developments incorporating inclusionary housing.* The developer of inclusionary housing seeking deviation(s) to development standards not addressed in subsection (2) above, shall submit a request for the deviation(s), along with the development application, to the entity with authority to approve the development application. There shall be no fee charged to the developer of inclusionary housing for requested deviations in conjunction with the development of the inclusionary housing. Deviations requested pursuant to this section shall not be required to comply with requirements of section 9-233 of this chapter for the granting of a deviation. Instead, requests for deviation under this section shall be subject to demonstrate compliance with the following criteria:
- (1) The request for deviation shall specify the standard(s) to be deviated, the extent of deviation, and where the deviation will apply (requests for deviations to setbacks should be expressed in terms of linear feet and, requests for deviations to lot sizes should be expressed in square footage; requests may provided on a graphic plan);

- (2) The deviation shall not result in an increase in gross residential density for the development in excess of the density bonus provided by this section;
- (3) The deviation shall not result in conditions detrimental to the public's health, safety, or welfare; and,
- (4) The granting of this deviation shall be consistent with the intent and purpose of this section and the Tallahassee-Leon County Comprehensive Plan.

Upon a finding in the affirmative, the entity with authority to approve the application shall grant the requested deviation(s).

- (e) *Transportation concurrency exemption.* Within any and all developments wherein inclusionary units are provided under this article, any inclusionary units provided, less than or equal to the requirement for inclusionary units, as well as any provided electively through density bonus, shall be exempt from transportation concurrency requirements.
- (f) *Additional incentives.* A developer of inclusionary housing may request additional incentives. The city commission may grant such additional incentives through approval of a development agreement pursuant to Section 163.3220, Florida Statutes ("163 Development Agreement") or planned unit development concept plan, so long as the commission finds the following:
  - (1) The application of the incentive would not produce a result inconsistent with the goals and objectives of the Tallahassee-Leon County Comprehensive Plan; and,
  - (2) The provision of the incentive furthers the intent of this section.

(Ord. No. 04-O-90AA, § 4, 4-13-2005; Ord. No. 13-O-03, § 9, 8-28-2013)

Sec. 9-247. - Compliance procedures.

- (a) *General.* Approval of an inclusionary housing plan and implementation of an approved inclusionary housing agreement is a requirement of any site plan and preliminary plat subject to the requirements of the inclusionary housing section. An inclusionary housing plan is not required where the requirements are satisfied by provision of residential lots or payment of a fee in-lieu of provision of inclusionary units. The inclusionary housing plan must include:
  - (1) A site plan that includes the location of the inclusionary units (or lots or areas set aside for inclusionary units), setbacks and lot sizes for inclusionary housing units and other proposed development;
  - (2) The structure type of inclusionary units (may be a range of types) to be provided;
  - (3) The proposed tenure (owner-occupancy or rental) of inclusionary units to be provided;
  - (4) The structure size (may be a size range) of the inclusionary units to be provided;
  - (5) The mechanisms that will be used to assure that the units remain affordable, per city commission policy, such as resale and rental restrictions, and rights of first refusal and other documents;
  - (6) For inclusionary units to be provided off-site: the location (including parcel identification number(s)), structure type of inclusionary units and, proposed tenure; and,
  - (7) Any other information as may be necessary to demonstrate that the development complies with the provisions of this section.
- (b) *Pertinent information to be recorded.* The method of compliance with this section, including, as applicable, the number and location of inclusionary housing units, shall be established within the final development order and incorporated through appropriate annotation on the approved site plan or preliminary plat and in an inclusionary housing letter of agreement, signed by all parties, and recorded by the county clerk of courts. Where inclusionary requirements are satisfied through the

provision of units off-site, the development orders for the primary and off-site development may be issued concurrently or sequentially; however, the site plans or preliminary plats for both developments shall reflect the method the compliance and shall as well be incorporated through appropriate annotation in an inclusionary housing letter of agreement, signed by all parties, and recorded by the county clerk of courts.

(Ord. No. 04-O-90AA, § 4, 4-13-2005)

Sec. 9-248. - Appeals of subdivision and development orders for developments with on-site inclusionary housing.

- (a) *Appeals.* Appeal of a decision by the city commission to approve, approve with conditions, or deny a subdivision final plat, or any other development order authorizing the development of inclusionary housing shall be considered by the circuit court. A party with standing shall have the right to seek review in circuit court by petition for writ of certiorari within 30 days from final action on any application.
- (b) *Attorney's fees and related costs.*
  - (1) In any civil litigation resulting from the city's approval of inclusionary housing as part of a development order, the prevailing party may receive his or her reasonable attorney's fees and costs from the nonprevailing party. For the purposes of this section, civil litigation shall include administrative proceedings before the Tallahassee-Leon County Planning Commission, the division of administrative hearings, county circuit court, and any appellate proceedings before the first district court of appeal and state supreme court.
  - (2) The attorney for the prevailing party shall submit a sworn affidavit of his or her time spent on the case and his or her costs incurred in the civil litigation for all the motions and hearings, including appeals, to the circuit court having jurisdiction or the administrative law judge who presided over the civil litigation.
  - (3) The circuit court having jurisdiction or administrative law judge may award the prevailing party the sum of reasonable costs incurred in the action plus a reasonable legal fee for the hours actually spent on the case as sworn to in an affidavit.
  - (4) Any award of attorney's fees or costs, to the extent allowed by law, shall become a part of the judgment or final order and subject to execution as the law allows.

(Ord. No. 04-O-90AA, § 4, 4-13-2005)

Sec. 9-249. - Monitoring and sunset review.

The inclusionary housing implementation provisions in this Code shall be monitored to ensure effective and equitable application. The city manager will present status report to the city commission on the implementation of this article every two years or as needed.

(Ord. No. 04-O-90AA, § 4, 4-13-2005; Ord. No. 07-O-48, § 1, 9-26-2007; Ord. No. 07-O-07AA, § 7, 8-20-2008)

Sec. 9-250. - Administration.

The housing provisions of this section shall be administered jointly by the department of neighborhood and community services and the growth management department, or their successors in interest, in consultation with the Tallahassee-Leon County Planning Department. These departments

shall be authorized to provide interpretations regarding the implementation and administration of this section.

(Ord. No. 04-O-90AA, § 4, 4-13-2005)

**Leon County**  
**Board of County Commissioners**  
**Notes for Agenda Item #13**

# Leon County Board of County Commissioners

## Agenda Item #13

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** 9/11 Day of Remembrance and Service for 2021



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Mathieu Cavell, Assistant to the County Administrator
<b>Lead Staff/ Project Team:</b>	Shington Lamy, Director, Human Services & Community Partnerships Matthew G. Wyman, Director Housing Services

### **Statement of Issue:**

This item seeks Board acceptance of a status report on the planned activities related to the annual Leon County 9/11 Day of Remembrance and Service, scheduled for Thursday, September 9, 2021 in the Frontier Estates Neighborhood, to mark the 20-year anniversary of the national tragedy that occurred on September 11, 2001.

### **Fiscal Impact:**

This item has a fiscal impact. Funding for the 9/11 Day of Remembrance and Service is contemplated in the FY 2021 budget. In addition, the Housing Finance Authority of Leon County provides \$1,500 annually for the 9/11 Day of Remembrance and Service activities.

### **Staff Recommendation:**

Option #1: Accept the status report on the 9/11 Day of Remembrance and Service for 2021.



## **Report and Discussion**

### **Background:**

This item seeks Board acceptance of a status report on the planned activities related to the annual Leon County 9/11 Day of Remembrance and Service for 2021. This year's Day of Remembrance and Service will occur on Thursday, September 9, 2021 in the Frontier Estates Neighborhood to mark the 20-year anniversary of the national tragedy that occurred on September 11, 2001.

Each year, staff brings a status report to the Board detailing the upcoming 9/11 Day of Remembrance and Service event, the project's location, and how neighborhood residents will be engaged. However, in 2020 the event was canceled due to the COVID-19 pandemic.

In 2009, Congress designated September 11th as a National Day of Remembrance and Service. Beginning in 2011, on the tenth anniversary of the tragic attacks of September 11, 2001, Leon County established the community's annual 9/11 Day of Remembrance and Service. Since that time, the 9/11 Day of Remembrance and Service has earned several national and local awards for community service and citizen engagement. Most notably it earned a 2015 National Association of Counties Best in Category award for being an exemplary volunteer service project.

Each year, Leon County organizes a service day that brings together community volunteers and County employees to help revitalize a neighborhood in remembrance of September 11, 2001. Volunteers perform services such as neighborhood-wide clean-ups, build handicap ramps, lawn maintenance, and paint homes. Previous neighborhoods hosting the day of service event include: Crown Ridge (2014), Natural Wells (2015), Woodside Heights (2016), Oak Ridge (2017), Deer Tree Hills (2018) and Lakewood Estates (2019).

On May 22, 2018, the Board approved incorporating the Day of Remembrance ceremony that had traditionally been held on September 11, into the Day of Service event after previous ceremonies were canceled due to hurricanes that impacted Leon County.

### **Analysis:**

Over the past several years the 9/11 Day of Remembrance and Service has traditionally been held in August. However, it is recommended that the event be held on Thursday, September 8, 2021, to commemorate the 20-year anniversary of the tragedy that occurred on September 11, 2001. Following the cancellation of last year's event due to COVID-19, Leon County will build on the success of previous events by hosting a service day in the Frontier Estates neighborhood, located north of Apalachee Parkway and just west of the Leon County Apalachee Regional Park in unincorporated Leon County. As mentioned previously, County staff along with community volunteers are anticipated to perform neighborhood-wide clean-ups, build handicap ramps, provide lawn maintenance, and paint homes.

In cooperation with Capital Area Neighborhood Network, Council of Neighborhood Associations, and the Frontier Estates neighborhood, staff will hold a meeting with the residents in early August to discuss the plan for the Day of Remembrance and Service. Variable message board signs along with mailed letters will be utilized to notify residents of the meeting date, time and location. The

meeting will provide residents with an opportunity to share their needs with staff, which will identify the service projects that will be performed in September.

A remembrance ceremony will be incorporated into the lunch portion of day's event that will take place at the Apalachee Regional Park, to formally recognize the tragic events of September 11, 2001. The Ceremony provides an opportunity to continue building a meaningful sense of unity and community engagement with the neighborhoods, community partners, volunteers, and County staff.

**Options:**

1. Accept the status report on the 9/11 Day of Remembrance and Service for 2021.
2. Do not accept the status report on the 9/11 Day of Remembrance and Service for 2021.
3. Board direction.

**Recommendation:**

Option #1

**Leon County**  
**Board of County Commissioners**  
**Notes for Agenda Item #14**

# Leon County Board of County Commissioners

## Agenda Item #14

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Request to Schedule a Second and Final Public Hearing on a Small Cities Community Development Block Grant-Coronavirus Relief Funding Application for September 14, 2021

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Shington Lamy, Director, Human Services and Community Partnerships Scott Ross, Director, Office of Financial Stewardship Maggie Theriot, Director, Office of Resource Stewardship
<b>Lead Staff/ Project Team:</b>	Matthew Wyman, Housing Services Manager Eryn Calabro, Sr. Management & Budget Analyst

### **Statement of Issue:**

The item seeks Board approval to schedule the second public hearing to consider a draft application for the Small Cities Community Development Block Grant-Coronavirus Relief Funding, for Tuesday, September 14, 2021 at 6:00 p.m.

### **Fiscal Impact:**

This item has no fiscal impact; however, if awarded the grant, these funds would support the Miccosukee Sense of Place project. No match is required for this grant.

### **Staff Recommendation:**

Option #1: Schedule the second public hearing on a Small Cities Community Development Block Grant-Coronavirus Relief Funding application for Tuesday, September 14, 2021 at 6:00 p.m.

## **Report and Discussion**

### **Background:**

The item seeks Board approval to schedule the second public hearing to consider a draft Small Cities Community Development Block Grant-Coronavirus Relief Funding application for Tuesday, September 14, 2021 at 6:00 p.m.

The Florida Department of Economic Opportunity (DEO) administers the Small Cities Community Development Block Grant (CDBG) program. DEO receives Federal funding that is passed through to small and rural local governments via a competitive grant selection process that, typically, is made available annually for development needs in one of the following funding categories: Housing Rehabilitation, Neighborhood Revitalization, Commercial Revitalization, and Economic Development.

In December 2020, the DEO issued a Notice of Funding Availability to alert eligible governments of the application requirements of CDBG-Coronavirus (CDBG-CV) program which requires funds to be expended on activities that help the County prepare for, prevent, or respond to the health and economic impacts of COVID-19. The CDBG-CV program requires that activities must be primarily for the benefit of low- and moderate-income residents of unincorporated Leon County as well as to prepare for, prevent, or respond to the health and economic impacts of COVID-19. Up to \$5,000,000 in funding, which must be expended prior to September 29, 2023, is available for the following categories:

- Buildings and Improvements, Including Public Facilities; or
- Assistance to Businesses, including Special Economic Development Assistance; or
- Public Services; or
- Planning.

On February 1, 2021, the DEO opened a pre-application process with a submission deadline of March 15, 2021 for the CDBG-CV program. Per Board Policy No. 20-3, the CDBG Citizen Advisory Task Force (CATF) conducted the first public hearing on February 2<sup>nd</sup> (Attachment #1). No citizens were present for the public hearing. The CATF recommended that County staff prepare a Small Cities CDBG-CV program application to fund the necessary improvements to consolidate and enhance the Miccosukee Community Center with the amenities at the Concord School in order to prevent the spread of COVID-19 when in use.

On February 18, 2021, staff held an additional public hearing to ensure citizens had an opportunity to provide input on the CDBG-CV pre-application (Attachment #2). No citizens were present for the public hearing.

On March 15, 2021, staff submitted the CDBG-CV pre-application to consolidate and enhance the Miccosukee Community Center with the amenities at the Concord School in order to prevent the spread of COVID-19 when in use, as recommended by the CATF (Attachment #3).

**Analysis:**

Consistent with the recommendation of the CATF at its February 2, 2021 public hearing, staff proposes to apply for CDBG-CV funding to renovate the Concord School in Miccosukee. The Small Cities CDBG-CV application process requires the local government to advertise and conduct two public hearings, with one being conducted by the governing body.

On June 16, 2021, the County received notification of the completion of a technical review of its pre-application. This review is meant to facilitate the preparation of the full application and provide technical assistance for any elements of the application. At this time, the application timeframe had not been announced, but DEO staff anticipate the application opening this Summer with a due date in early Fall.

Due to the fluid timing of this grant opportunity, this item seeks Board approval to schedule the second public hearing for September 14, 2021 at 6:00 p.m. to present and solicit public input on a draft grant application as required by federal, state and program rules in anticipation of submission. The CDBG grant application also requires the Board of County Commissioners to adopt a Resolution authorizing the submission of the CDBG-CV grant application. The final proposed application and draft Resolution will be presented to the Board at the September 14th public hearing.

**Options:**

1. Schedule the second public hearing on a Small Cities Community Development Block Grant – Coronavirus Relief Funding application for Tuesday, September 14, 2021 at 6:00 p.m.
2. Do not schedule the second public hearing on a Small Cities Community Development Block Grant – Coronavirus Relief Funding application.
3. Board Direction.

**Recommendation:**

Option #1

**Attachments:**

1. Meeting Notice and materials for the February 2, 2021 CATF public hearing
2. Meeting Notice and materials for the February 18, 2021 public hearing
3. CDBG-CV Pre-application confirmation

# TALLAHASSEE DEMOCRAT

## Tallahassee.com

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Attn:  
**LEON COUNTY COMMUNITY & MEDIA**  
**301 S MONROE ST STE 502**  
**TALLAHASSEE, FL 32301**

### STATE OF FLORIDA COUNTY OF LEON:

Before the undersigned authority personally appeared ,  
who on oath says that he or she is a Legal Advertising  
Representative of the Tallahassee Democrat, a daily  
newspaper published at Tallahassee in Leon County,  
Florida; that the attached copy of advertisement, being a  
Legal Ad in the matter of

### NOTICE

In the Second Judicial Circuit Court was published in  
said newspaper in the issues of:

01/26/2021

Affiant further says that the said Tallahassee Democrat  
is a newspaper published at Tallahassee, in the said  
Leon County, Florida, and that the said newspaper has  
heretofore been continuously published in said Leon  
County, Florida each day and has been entered as  
periodicals matter at the post office in Tallahassee, in  
said Leon County, Florida, for a period of one year next  
preceding the first publication of the attached copy of  
advertisement; and affiant further says that he or she  
has never paid nor promised any person, firm or  
corporation any discount, rebate, commission or refund  
for the purpose of securing this advertisement for  
publication in the said newspaper.

Sworn to and Subscribed before me this 10th of  
February 2021, by who is personally known to me.

Affiant

Notary

*Kathleen Allen*

*Shelly Hora*  
notary exp 8-25-23

SHELLY HORA  
Notary Public  
State of Wisconsin

### NOTICE OF PUBLIC HEARING

#### Community Development Block Grant – Coronavirus (CDBG-CV) Application

Tuesday, February 2, 2020 at 10:00 a.m.  
615 Paul Russell Road, Tallahassee, 32301  
County Agricultural Center

This hearing will afford the public an opportunity to provide input and discuss community needs. The input and discussion will be used to identify eligible projects in which Leon County will pursue an application for the Small Cities Community Development Block Grant – Coronavirus (CDBG-CV) to prepare for, prevent, or respond to the health and economic impacts of COVID-19. The activities must be critical to their locality and primarily for the benefit of low- and moderate-income residents of unincorporated Leon County. Up to \$5,000,000 in funding is available for the following project categories:

- Buildings and Improvements, Including Public Facilities; or
- Assistance to Businesses, including Special Economic Development Assistance; or
- Public Services; or
- Planning

Anyone interested in making comment or having questions, may contact Matthew Wyman, Division of Housing Services Manager, at 850-606-1900 or visit [www.leoncountyfl.gov/housing](http://www.leoncountyfl.gov/housing) to obtain a comment card.

PUBLICATION: 1/26/2021

0004570018-01

**Leon County  
Community Development Block Grant Coronavirus  
Citizen Advisory Task Force Public Hearing  
February 2, 2021  
10:00 A.M.**

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**MEMBERS PRESENT:** Talethia Edwards -Chair  
Nita Jackson - Co-Chair  
Linda Ryles Lockley  
Andy Johnson  
Tom Lewis

**MEMBERS ABSENT:** None

**GUESTS PRESENT:** None

**STAFF PRESENT:** Shington Lamy, Director of the Office of Human Services &  
Community Partnerships  
Maggie Theriot, Director of the Office of Resource Stewardship  
via telephone  
Matthew Wyman, Housing Services Manager  
Eryn Calabro, Staff from Office of Management & Budget  
Ken Arieton, Staff from Public Works

**Agenda Item #I                      Call to Order**

With a quorum present, Chair Edwards called the meeting to order at 10:14 a.m.

**Agenda Item #II                      Roll Call**

Chair Edwards conducted Roll Call.

**Agenda Item #III                      Approval of January 16, 2020 Meeting Minutes**

Chair Edwards stated that a motion to approve January 16, 2020 Meeting Minutes was needed.

Mr. Andy Johnson motioned to approve, Vice Chair Jackson seconded, motion was passed unanimously.



#### **Agenda Item # IV                      Approval of February 2, 2021 Agenda**

Chair Edwards stated a motion was needed to approve the February 2, 2021 Agenda

Vice Chair Jackson motioned to approve, Mr. Tom Lewis seconded, motion was passed unanimously.

#### **Agenda Item # V                      Brief Overview of Small Cities CDBG-CV Program**

Chair Edwards turned the floor over to County staff to provide an overview of the Small Cities Community Development Block Grant-Coronavirus (CDBG-CV) to the Task Force and for the purpose of the public hearing.

Mr. Matthew Wyman oriented the Task Force to the agenda item on the CDBG-CV application cycle which provided a written summary of the program for the Public Hearing as well as requested a Citizen Advisory Task Force recommendation on the project type to pursue.

Mr. Wyman proceeded by informing the Task Force and staff present of the following: The Florida Department of Economic Opportunity (DEO) administers the Small Cities CDBG program. Funding from the federal government is passed through DEO to small and rural local governments through a competitive grant selection process.

In December 2020, DEO posted a Notice of Funding Availability on their website providing the application requirements for CDBG-CV. There is a pre-application window that opened on February 1 and will close on March 15, 2021. The County may submit one pre-application for one proposed activity in the unincorporated area in the county. The maximum grant amount is \$5,000,000 which must be expended before September 29, 2023.

The purpose of the public hearing is to provide members of the public the opportunity to obtain the views of the citizens on community needs in order to respond to, prepare for or prevent the coronavirus. Mr. Wyman clarified for the record that no members of the public are present.

This is the first public hearing; another public hearing will be necessary after the full application has been developed by staff but before it is submitted to DEO. The pre-application is not being considered as the full application. The full application is expected to be due in the Summer 2021. The grant must be expended before September 29, 2023.

Chair Edwards thanked Mr. Wyman for the overview and asked if there were questions or comments.

## **Agenda Item #VI. Public Comments**

Chair Edwards reiterated that there were no members of the public present at the hearing therefore no public comment could be taken and asked if there were any questions from the Task Force.

## **Agenda Item #VII. CDBG-CV Citizen Advisory Task Force Discussion**

Mr. Tom Lewis asked, being respectful of the CDBG-CV and the regular CDBG program; what additional items had this group been discussing that would be addressed by this specific CDBG.

Mr. Wyman stated, the regular CDBG would allow more latitude or more flexibility like home rehabilitation; which was the last CDBG award that the county received. Other projects such as homeless shelters are a possibility but there are not a lot of options since the funds have to benefit citizens in unincorporated Leon County.

Chair Edwards asked if they were going to send out regular CDBG funds in addition to these CDBG funds? Mr. Shington Lamy stated there would be two pots of money. These are the dollars that the state received from the CARES Act. These dollars have to be associated with COVID-19.

Chairman Edwards asked if these dollars would impact the dollars from regular CDBG. Mr. Wyman says the CDBG-CV program guidelines explicitly indicate that the CDBG-CV dollars will not negatively impact future Small Cities CDBG.

Vice Chair Jackson asked which unincorporated areas would be targeted with this grant? Chair Edwards and Mr. Lamy stated any project outside the city limits is an option. Mr. Wyman added as long as it benefits at least 51% of Low to Moderate income households.

Chairman Edwards asked what had been done since the application for the Concord School was submitted and denied? Maggie Theriot stated the project will be completed and has been running parallel in preparation for when CDBG funds come in, if awarded, which would allow for a more holistic project. Currently, there is no formal design for renovations. If we are not successful with the CDBG funds, the County has dedicated up to \$1,000,000.00 from sales tax from Livable Infrastructure for Everyone (LIFE) funding over the next four years designated for the renovations.

Mr. Lamy provided background on other County projects that could be eligible for CDBG but does not fit the Coronavirus requirements of the grant. He continued that the Concord School Renovation is the most project ready of any project that could be eligible for CDBG-CV.

Ms. Theriot followed by listing the programs conducted at the Concord School and Community Center prior to the pandemic which include the Boys & Girls Club of the Big Bend which provides disadvantaged youth ages 6-18 an afterschool and summer program at little or no cost; the Miccosukee Youth Foundation which provides low-cost assistance

to children K-12 an afterschool and summer program to excel in reading, writing, language arts, math, science and technology. Both the Boys and Girls Club and the Miccosukee Youth Foundation are closed due to the pandemic; the Senior Outreach Program, funded by Leon County Government, is a program of the Tallahassee Senior Foundation that helps rural area seniors. Programming is currently provided but not physically on site due to the pandemic. Typically programming includes monthly Lunch & Learns, senior fitness classes, and Lifelong Lecture series. The Center can be reserved for up to 100 participants 7 days a week, at only \$35. Being a rural community, the Community Center is the only available event space, with the exception of churches.

Chairman Edwards thanked Ms. Maggie Theriot covered the community needs, the funding category and eligible projects. Mr. Lamy stated that the public hearing was noticed, and we expected to receive community input but since no citizen is present, the County looks to the Task Force to consider making a recommendation for a particular project to pursue.

Chairman Edwards acknowledged that this project seems to be project ready and requested a motion to recommend that staff move forward with submitting a pre-application for Concord School is application.

Mr. Tom Lewis indicated that he thought this public hearing and meeting was for a different purpose and requested confirmation from staff. Mr. Wyman explained that the first public hearing is to collect community input as well as for the Task Force to make a recommendation if desired and a second public hearing will be necessary after the full application has been developed by staff but before it is submitted to DEO. Mr. Lamy added that the second hearing would be conducted by the Board of County Commissioners and that the Task Force would be called back to discuss the Small Cities Community Development Block Grant when a Notice of Funding Availability is posted.

Vice-Chair Jackson made a motion for staff to prepare a Small Cities Community Development Block Grant-Coronavirus program application to fund the necessary improvements to consolidate and enhance the Miccosukee Community Center with the amenities at the Concord School that would prevent the spread of the COVID-19 when in use (Option #1).

Seconded by Mr. Andy Johnson.

Chairman Edwards asked if there was any discussion. After being asked by the Task Force, staff explained that the project cost has not been finalized but DEO requests that a preliminary funding request be determined for the pre-application ensuring that all eligible expenses are requested.

After discussion, the motion passed unanimously after discussion.

**Agenda Item #VIII.**

**Adjournment**

Chairman Edwards wished the project good luck and Adjourned the meeting at 10:41 a.m.

I certify that these minutes are true and correct to the best of my knowledge:

By:   
Geraldine Green, Housing Services Specialist

## February 2, 2021

## Sign-In Sheet

[illegible]

**TALLAHASSEE DEMOCRAT**  
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Attn:  
**LEON COUNTY COMMUNITY & MEDIA**  
**301 S MONROE ST STE 502**  
**TALLAHASSEE, FL 32301**

STATE OF FLORIDA COUNTY OF LEON:

Before the undersigned authority personally appeared *Mr*, who on oath says that he or she is a Legal Advertising Representative of the Tallahassee Democrat, a daily newspaper published at Tallahassee in Leon County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of

NOTICE

In the Second Judicial Circuit Court was published in said newspaper in the issues of:

02/12/2021

Affiant further says that the said Tallahassee Democrat is a newspaper published at Tallahassee, in the said Leon County, Florida, and that the said newspaper has heretofore been continuously published in said Leon County, Florida each day and has been entered as periodicals matter at the post office in Tallahassee, in said Leon County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has never paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and Subscribed before me this 12th of February 2021, by *Nicholas Kuntz* who is personally known to me.

Affiant

*Nancy Heyrman*  
Notary Public, State of Wisconsin, County of Brown

My commission expires *5.15.23*

# of Affidavits 1

NANCY HEYRMAN  
Notary Public  
State of Wisconsin

NOTICE OF PUBLIC HEARING  
Community Development Block Grant – Coronavirus (CDBG-CV)  
Application

Thursday, February 18, 2021 at 10:00 a.m.  
615 Paul Russell Road, Tallahassee, 32301  
County Agricultural Center

Leon County is considering applying to the Florida Department of Economic Opportunity for the Small Cities Community Development Block Grant – Coronavirus (CDBG-CV). Up to \$5,000,000 in funding is available to prepare for, prevent, or respond to the health and economic impacts of COVID-19 within one of the following project categories:

- Buildings and Improvements, Including Public Facilities; or
- Assistance to Businesses, including Special Economic Development Assistance; or
- Public Services; or
- Planning

Construction activities funded through the CDBG-CV Program must meet one of the following National Objectives:

- Provide benefit to low- and moderate-income persons; or
- Meet a need of recent origin having a particular urgency.

This hearing will afford the public an opportunity to provide input and discuss community needs. The input and discussion will be used to identify eligible projects in which Leon County may pursue an application for the Small Cities Community Development Block Grant – Coronavirus (CDBG-CV).

In developing a CDBG-CV application, Leon County must plan to minimize displacement of persons as a result of the activities. In addition, Leon County is required to develop a plan to assist displaced persons.

Anyone interested in making a comment or having questions about the hearing may contact Matthew Wyman, Division of Housing Services Manager, at 850-606-1900 or visit [www.leoncountyfl.gov/housing](http://www.leoncountyfl.gov/housing) to obtain a comment card.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this public meeting should contact Matthew Wyman at [wymann@leoncountyfl.gov](mailto:wymann@leoncountyfl.gov) by written request at least 48 hours prior to the proceeding. Telephone: 850-606-1900 or 711 via Florida Relay Service.

Any non-English speaking person wishing to attend the public hearing should contact Matthew Wyman at least five days prior to the hearing and an interpreter will be provided.

PUBLICATION: 2/12/2021

**Leon County  
Community Development Block Grant-Coronavirus  
Public Hearing Minutes  
February 18, 2021  
10:00 a.m.**

---

**STAFF PRESENT:** Shington Lamy, Director of the Office of Human Services &  
Community Partnerships  
Geraldine Green, Housing Services Specialist  
Alexander Rose, Financial Compliance Administrator

**GUESTS PRESENT:** N/A

**Agenda Item #I                      Call to Order**

Mr. Rose called the meeting to order at 10:00 a.m. and provided time for members of the public to arrive.

**Agenda Item #II                      Public Comments**

No members of the public were present therefore a program summary was not provided.

**Agenda Item #III.                      Adjournment**

Mr. Rose adjourned the meeting at 10:15

I certify that these minutes are true and correct to the best of my knowledge:

By:   
Geraldine Green, Housing Services Specialist



***Please click "Download pdf" below to download a copy of your pre-application for your records. Once downloaded, scroll to the bottom of the page and click the Next button to submit your pre-application.***

Below is a summary of your responses

[Download PDF](#)



*Welcome to the Community Development Block Grant Coronavirus (CDBG-CV) Pre-Application for Small Cities (non-entitlement communities).*

*There are detailed instructions for completing and submitting your pre-application, as well as CDBG-CV Small Cities Program Guidelines, templates and other helpful information available at [www.floridajobs.org/CDBG-CV](http://www.floridajobs.org/CDBG-CV).*

*Please take the time to read the guidelines and pre-application instructions thoroughly before beginning your pre-application.*



*Quick tips are provided throughout the pre-application to help you complete and submit your pre-application.*

*The maximum file size for any individual file upload is 100 MB. If you have difficulty completing any section of the pre-application or uploading any related pre-application documents, please contact us by email at [CDBG\\_CV@deo.myflorida.com](mailto:CDBG_CV@deo.myflorida.com)*



**REMINDER: Small Cities pre-applications must be submitted no later than 5 p.m., Eastern Time, on March 15, 2021, to receive DEO review and technical assistance.**

*Please click the Next button to proceed with your CDBG-CV Small Cities Pre-Application.*

## ***Part I - Applicant Information***

Please complete the following information:

Unit of Local Government Applicant Name:

Leon County

Chief Elected Official Name:

Rick Minor (c/o Vince Long, County Administrator)

Chief Elected Official Title:

Chairman

Mailing Address:

301 S. Monroe Street

City:

Tallahassee

County:

Leon

Zip Code:

32301

32301

Direct Phone:

Attachment #3  
Page 3 of 28

850.606.5300

Fax:

850.606.5301

Email:

LongV@leoncountyfl.gov

Applicant Contact  
Name:

Timothy Barden

Applicant Contact  
Title:

Budget Manager

Direct Phone:

850.606.5113

Email:

Bardent@leoncountyfl.gov

Federal Identification Number/Tax Number:

59-6000708

DUNS Number:

193730645

CAGE Code:

8A3h3

SAMS Expiration  
Date:

5/29/2021



User Guides for Sam.gov registration or renewal can be found on the [SAM.gov User Guides](#) page.

### **SAM.gov and CAGE Code**

You must have an active registration in SAM to do business with the Federal Government. If you have already started your registration, you can check your status by entering your DUNS Number or the CAGE Code provided after registration in the SAM Status Tracker. SAM.gov registrations must be updated annually. Directions on creating an account or checking your status can be found on the SAM Status Tracker page.

### **DUNS Number**

In order to register for SAM.gov, you must have your entities DUNS Number, Legal Business Name, and Physical Address. If you do not already have one, you can request a DUNS Number for FREE from Dun & Bradstreet (D&B).

## ***Part II - Grant Request Information***

Total Grant Request:

3,942,481

Project Type: Choose one (1) of the following:

Commercial Revitalization



Economic  
Development



Development

Neighborhood Revitalization



Public Service



Planning



Housing



Other, specify below:



## ***Part III - Citizen Participation***

Two public hearings must be held at different stages of project development. One public hearing must be held prior to the submission of the pre-application to collect information on the COVID- related housing and community development needs of the jurisdiction. The second public hearing must be conducted prior to the submission of the final application. Please provide dates for the following:

First Notice of First Public Hearing:

2/12/2021; 1/26/2021

Date of First Public Hearing:

2/18/2021; 2/2/2021

Recipients are required to take reasonable steps to ensure meaningful access to Limited English Proficiency (LEP) persons. This "reasonableness" standard is intended to be flexible and fact dependent. It is also intended to balance the need to ensure meaningful access by LEP persons to critical services while not imposing undue financial burdens on small businesses, small local governments, or small nonprofit organizations. As a starting point, a recipient may conduct an individualized assessment that balances the following four factors:

1. The number or proportion of LEP persons served or encountered in the eligible service population ("served or encountered" includes those persons who would be served or encountered by the recipient if the persons received adequate education and outreach and the recipient provided sufficient language services);
2. The frequency with which LEP persons come into contact with the program;
3. The nature and importance of the program, activity, or service provided by the program; and
4. The resources available and costs to the recipient.

Examples of applying the four-factor analysis to HUD-specific programs are located in Appendix A of the LEP Final Guidance.



#### [Sample Four-Factor Analysis](#)

Describe outcomes of Four-Factor Analysis for Limited English Proficiency:

Leon County must make accommodations for Spanish speaking household because there are more than 5,000 in the County. The four-factor analysis identified Spanish as the most significant language spoken by the LEP population in Leon County. The size of the LEP population in this region is relatively small. However, to date, no requests for language assistance services have been made by LEP individuals or groups with the exception of Emergency Medical Services (Ambulance) as addressed in Factor 3 below. The County will continue to monitor the requests for language assistance. The largest concentration of LEP individuals in Leon County is Spanish. In terms of importance, Leon County provides EMS ambulance services to all County residents. Leon County through its Emergency Medical

Services could encounter LEP individuals at any time. Should EMS provide service to an LEP individual specific detailed procedures are in place that guide the support. For callers requesting emergency medical service the Leon County Division of Emergency Management has subscribed to the Language Line service for use with non-English patients. For patients interacting with paramedics Kwikpoint® Visual Language Translator cards are aboard all ambulances. For non-English speakers a copy of the Notice of Privacy Practices has been translated into Spanish by the International Translation Center of Florida. Although the percentage of LEP persons in Leon County is not significant enough to trigger a responsibility to provide services in languages other than English, Leon County is committed to the principles of Title VI and will provide, with reasonable notice, interpreter and translation services upon request. Leon County is committed to the principles of nondiscrimination and inclusion.

Describe the methods used to solicit participation of low- and moderate-income persons in public hearing(s):

In 1993, the Leon County Board of County Commissioners established the Community Development Block Grant Citizens Advisory Task Force (CDBG CATF) in order to improve the competitiveness of the County's application for CDBG funding. Historically, the County has applied and been awarded CDBG funding in the categories of housing rehabilitation, economic development, neighborhood revitalization, and disaster relief. The CATF's responsibilities include assisting with the CDBG program planning, implementation, assessment, and oversight; assisting in the development of new programs; and advocating for citizens by setting up and monitoring grievance procedures. In compliance with State guidelines, on February 19, 2002, the Board increased the CATF membership from seven to eight by adding a County resident who met the low-income criteria. After receiving notification from the State that more representation of low- and moderate-income households was needed, on November 10, 2009, the Board added two more County residents who met the income criteria; bringing the CATF membership to ten. The CATF advises staff on the development of CDBG applications, provides staff input on the implementation of CDBG projects, raises public awareness of the County CDBG program and assists staff in establishing and managing the grievance procedure for the CDBG program. The CATF also provides the Board its recommendations on the CDBG program and projects. The CATF meets regularly and holds additional meetings in preparation for the development of a CDBG grant application and to gather public input.

Denote any adverse comments/complaints received in the public hearing(s) and describe the resolution:

Two First Public Hearings were conducted to comply with LEP set in 2018 and accommodate

If no comments were made by the residents during the public hearing, describe efforts to obtain input from residents on the project.

This project has been part of the Miccosukee Sense of Place initiative conducted by Leon County and the Miccosukee Community. Community input and engagement is a fundamental element of every Sense of Place initiative. For Miccosukee, engagement has included numerous community meetings and 18 Working Group meetings throughout the initiative. On February 18, 2020 the Working Group hosted an evening town hall meeting focused on the community center project. More than 50 people were present. Across the numerous meetings, feedback has been diverse with vastly differing visions of Miccosukee's community center wants. A singular thread can be found in nearly every exchange; the passion for their rural community and the importance of being involved in the creation of a dynamic communal gathering space. The project scope utilizes direct feedback from community members. Additional community meetings will be held as the project moves forward.

Public Hearing Documentation - Please upload the following required documentation:

Copy of Advertisements of Public Hearing Notices:

Advertisements and affidavits.pdf

**0.4 MB**

application/pdf

### Copy of Publisher's Affidavit:

Advertisements and affidavits.pdf

**0.4 MB**

application/pdf

### Copy of Minutes of the Hearing:

Minutes.pdf

**0.2 MB**

application/pdf

### Copy of Sign-In Sheet for Hearing:





held virtually, use the chat feature of the virtual platform and request attendees enter their name and entity there. Print or download the chat log at the end of the hearing to document attendance. Phone-in callers should be asked to state their names and added to the attendance sheet.

Attachment #3  
Page 10 of 28

CDBG-CV Hearing sign in 2 2 2021.pdf

**41.5 KB**

application/pdf

Copy of Four-Factor Analysis:

Limited English Proficiency Plan SEP 2018.pdf

**0.2 MB**

application/pdf

Public Hearing Documentation - Please provide the following if applicable/available:

Drop files or click here to upload

Copy of Language Access Plan:

Limited English Proficiency Plan SEP 2018.pdf

**0.2 MB**

application/pdf

## ***Part IV - Activity Description***

Project/Program Title:

Renovation of Old Concord School

Leon County proposes to renovate the Concord School building in the Miccosukee rural community, located in northeastern Leon County at the intersection of Moccasin Gap Road (CR151), Miccosukee Road, and Veterans Memorial Drive (CR 59). The small rural community is located in a remote area of the county with no other public gathering space. The building, circa 1940, was acquired by Leon County in January 2018 and is in need of extensive renovations to continue operating as a community amenity. The goal of this project is to bring the building up to building code and to prepare for and prevent the spread of COVID-19 or any other similar public health concern the community may face in the future. The project will allow critical programs and services offered typically to seniors and/or children of LMI to commence during the COVID crisis. This project will include a façade update; replacement of exterior windows and exterior doors; replacement of HVAC equipment and ducts; accessibility upgrades for building and ADA renovations for bathrooms; upgrading the electrical system; exterior recreational improvements such as pavilions, picnic tables, new courtyard stage and standby generator and fuel tank installation. Replacement windows, and doors will be similar to the existing design in order to preserve the visual appearance and original character of the building. Activities also include interior build-out and space reconfiguration to maximize the use of the facility as a community center. The Concord School building and Miccosukee Community Park is a combined educational facility and recreation area with a playground and ball fields. The school building and associated recreation facilities once served as a community school that was closed in the 1980s, and today, the building houses the Miccosukee Boys and Girls Club. Leon County recently conducted a Sense of Place Study for the Miccosukee Community which identified an opportunity to consolidate the nearby Miccosukee Community Center with the amenities at the Concord School site once renovated. This would provide an opportunity to make enhancements to both the Concord School building and the park grounds to serve community needs. Following initial renovations to the building, future project phases will create opportunities to provide mobile connectivity and internet access in the Miccosukee rural community, utilize the Concord School as an emergency "comfort station" following hurricanes and tropical storms, and potentially to establish library services on site. In acquiring the building, the County budgeted funds to make initial repairs; however, upon a thorough assessment of the condition of the building, staff identified additional renovation needs far exceeding available funds. The building was re-roofed in 2019 paid in part with FEMA funding due to Hurricane Michael wind damage. Leon County is seeking grant funding through the Small Cities CDBG-CV program to assist with needed repairs and to ensure that the facility can continue to serve as a community amenity in rural Miccosukee. Leon County has conducted an income survey throughout the project's service area and determined that the project meets the Low-Moderate Income national objective.

Leon County has been proactive in addressing the long-standing needs of the Miccosukee community by investing significant capital funding for community priorities and infrastructure needs. The Board of County Commissioners directed that, staff evaluate the opportunity to combine activities from the existing Community Center into the Old Concord School. The community input received in the development of the Miccosukee Sense of Place Plan followed by the guidance provided by the Board-appointed Citizen Working Group has positioned the County to take the next steps toward the design of a thriving community center that will serve the entire Miccosukee community, as part of the Sense of Place Initiative for Miccosukee. Originally known as the Miccosukee School, this community school was established in the 1870s for whites only. With the eventual construction of the brick building in 1940, the school remained segregated until the late 1960s. Meanwhile, black students attended a one-room wooden schoolhouse dating back to 1894 known as Concord School. Upon integration, the title of Concord School was transferred to the formerly all-white brick schoolhouse, which is known today as Old Concord School. The integrated brick school closed in 1985 with students being reassigned to other schools. Under Leon County Schools, the building continued to serve the children of Miccosukee through Head Start as well as the Boys & Girls Club. The Boys & Girls Club still operated in the Old Concord School through 2017 when the building and property was conveyed to Leon County. Separate from the Concord school, previously owned and operated by the School District, Leon County Commission has owned/operated a community center in close proximity to the Concord School. The County's community center is an aging facility which will need to be permanently shuttered in the near future. As such, the conveyance of the Old Concord School brought a unique and previously unplanned opportunity to develop a community center that can meet the long-term needs of this rural community. Based on the Board's direction to evaluate the opportunity to combine activities from the existing community center into the Old Concord School, staff performed due diligence on the physical structure of the building, the ability to host all activities at a single location, and sought input from the Miccosukee Community Working Group.

Projected Timeline - Please provide projected dates/timeframe of completion for the following:

Second Public Hearing Date:

June 8, 2021



Consider all activities to be completed including design, procurement, environmental review, etc. when developing timelines.

Months from Award to Execution of Activity  
Contracts:

3-4 months

Months from Activity Contracts to Activity  
Implementation:

1-2 months

Months from Activity Implementation to Activity  
Completion:

8-9 months

Briefly explain the timeline provided above:

Construction Bid package preparation after design completion – 1 month Construction Bid Advertisement – 1 month Bid Opening to Bid Award – 1.5 months Bid Award to Contract Execution – 1 month Contract Execution to Commencement of Work – 1 month Construction Duration – 9 months

## ***Part V - Sub-recipient Information***

Will the activity be carried out by a sub-recipient?

Yes

Attachment #3  
Page 15 of 28

No

Proposed Summary Budget: Using the Project Budget template, provide a proposed summary budget identifying the amount of CDBG, local funds, and other funds related to the project. Download the [CDBG-CV Small Cities Program Project Budget Template](#).

Please upload the completed Project Budget document here:

Leon County smallcitiespreappbudgettemplate.docx

**75 KB**

application/vnd.openxmlformats-officedocument.wordprocessingml.document

Provide a brief narrative explanation of the proposed budget:

The budget reflects renovations costs that includes site-work costs for parking and hardscape; architectural, structural and mechanical and engineering costs that include repairs to the exterior walls, ADA upgrades, interior finish upgrades for window trim, installing new flooring and refinishing wood ceiling, replacement of exterior windows and doors, restroom renovations, new courtyard stage, standby generator, replacement of HVAC system and ducts, replacement of existing plumbing piping and equipment and replacement of electrical system, fire alarm and smoke detection, Installation of new fire sprinkler system and new data and communications systems to meet the need of a Community Center/Distance Learning Center.

## ***Part VII - Acquisition***

Acquisition: Does the proposed project require the applicant to acquire property?

Yes ☐

No ☒

### **QUICK TIPS**

Submission of the Pre-Application serves as intent to use federal funds and triggers the requirements of the URA. For projects that include real property acquisition, applicants are required to follow the guidelines in [HUD Handbook 1378 - Tenant Assistance, Relocation and Real Property Acquisition](#). Purchase agreements are considered a Choice Limiting Action under environmental law and may not be executed until Release of Funds from DEO. More information on Acquisition can be found on the [DEO Downloads for Recipients](#) webpage under Acquisition and Relocation.

## ***Part VIII - National Objective***

National Objective Identification: Select the CDBG National Objective the project/program is intended to meet.

Benefit to Low- and Moderate-Income Persons ☒

Urgent Need ☐

Prevention or Elimination of Slums or Blight ☐

Please select the proposed measure of benefit to LMI persons:

Area Benefit ☒

Jobs ☐

Limited Clientele ☐

Housing ☐

Explain why the National Objective was selected and how this project meets the criteria of that objective. For more information on meeting a National Objective visit the [Guide to Eligible Activities and National Objectives for State CDBG Program.](#)

This project is a building improvement project of public facility that will serve as a Recreation/Neighborhood community center in an LMI community.





You have completed the first sections of the Pre-Application. When you click the Next button you will not be able to return to these sections for review/edit. If necessary, use the back buttons to review prior to moving on to the next section.

How will the percentage of low- to moderate-income persons be established?

Census Data



Income Survey



What is the date the income survey was started?

July/August 2018

Will the income survey be completed prior to the application deadline?

Yes



No





You have completed the another section of the pre-application. When you click the Next button you will not be able to return to this section for review/edit. If necessary, use the back buttons to review prior to moving on to the next section.

## ***Part IX - Applicant Capacity***

Describe the applicants' and/or the subrecipients' experience and qualifications for performing the proposed activity.

Leon County is approximately 702 square miles with a population of approximately 296,499 people; 100,786 living in the unincorporated area of the County and 195,713 living within the city limits. Leon County is a political subdivision of the State of Florida and is guided by an elected seven-member board of County Commissioners. Five members of the Board are elected to serve specific districts and two members are elected at-large. Leon County was created in 1824 and was named after Juan Ponce de Leon, the Spanish explorer who was the first European to reach Florida. The County became a charter government effective November 12, 2002 with the passage of a referendum by Leon County voters. A Home Rule Charter gives citizens the power to shape their government to meet their unique and changing needs through a local constitution. Leon County's adopted budget for fiscal year 2021 is \$280,565,746; of which the County's capital improvement program budget is \$22,663,338 consisting of 103 projects. The capital improvement program is a resource that helps Leon County government ensure that decisions on projects and funding are made wisely and in a well planned manner. The quality of life for Leon County residents depends on the reliability of transportation, the performance of the stormwater system, the efficiency of waste disposal, the accessibility of culture and recreation, and many other essential public services. Capital infrastructure is essential to the Leon County community. Leon County's capital improvement program is a

multi-year program that identifies capital projects to be funded during a five year period. It specifies each capital project to be undertaken, the year it will begin, the anticipated expenses for each year and the method of financing. The County operates with full transparency and the Office of Management and Budget (OMB) provides the County's Operating Budget, Capital Improvement Program and the Budget in Brief on the County website. The County has received the Government in Finance Officers Association "Distinguished Budget Presentation" award for the 30th consecutive year. In addition, the County maintains an "AA" rating from the international ratings agency Fitch which stated "The county's financial profile is characterized by prudent, forward looking budgeting, high reserve levels, and strong liquidity supported by a demonstrated willingness to raise recurring revenues." Leon County government is divided into several departments. Outlined below are the departments and divisions that will coordinate in managing this project. The County's Office of Management and Budget (OMB) sits within the County's Office of Financial Stewardship. OMB provides financial management and guidance to the Board, County Administration and other departments. Leon County's Department of Public Works consists of four major divisions: Administration/Transportation, Engineering Services, Operations and Fleet Management. The Engineering Services division is responsible for providing professional support for Capital Improvement Projects and other programs, including assistance to the public on an as need basis. Functional responsibilities include: survey, design, and inspect construction of projects in the Capital Improvement Program; develop the Capital Improvement Program for transportation, park, and stormwater projects; acquire right-of-way and properties for the Capital Improvement Programs and other County agencies; and prepare and procure the necessary federal, state and local permits for projects in the Capital Improvement Program. Leon County's Office of Resource Stewardship provide leadership and coordination of services through the Office of Sustainability, Parks and Recreation, Solid Waste Services, Facilities Management, and the Cooperative Extension Program, in order to identify opportunities for synergy and added efficiencies between each work group to effectively promote stewardship of the community's natural, societal, and economic resources. Within the Office of Resource Stewardship is the Facilities Management division. This division serves the citizens of Leon County and occupants of County facilities through the provision of professional operations and repair & maintenance services; in order to provide clean, safe and fully-functional County facilities. Facilities Management is responsible for providing physical repair & maintenance, and operations management within a network of the County's 84 buildings (approximately over 1 million square feet) and over 90 acres of grounds. Leon County's Parks and Recreation division is dedicated to developing and maintaining pristine parks in unincorporated Leon County.

**Similar Projects/Programs:** Identify the four (4) most recent projects similar to the one proposed that the grantee and/or subrecipient has either completed or assisted in completing.

Apalachee Regional Park construction, Eastside Branch Library renovations, State Attorney's Office renovations and Medical Examiner's Office construction.

Upload a project narrative for each project or program listed.



Please upload as one combined PDF document.

4 Projects.pdf

**0.1 MB**

application/pdf

Key Personnel: Using the Key Personnel template, identify key personnel (applicant staff, sub-recipient staff, consultants, etc.), who will be involved in the proposed project. Download the [CDBG-CV Small Cities Program Pre-Application Key Personnel Template](#).

Please upload the completed Key Personnel document here:

Key Personnel Leon County Barlowe.pdf

**0.2 MB**

application/pdf

Please upload resumes or narratives as necessary. (Maximum number of uploads = 5. Combined PDF(s) are encouraged.)

Drop files or click here to upload

Do you have any additional Key Personnel resumes/narratives to upload?

Yes



No



Fiscal and Grants Management: Describe the applicant's fiscal management structure, financial controls, and process for managing grant funds, including the process and protocol for preparing and managing the quality and accuracy of reporting on grant outcomes and related grant expense requests prior to their submittal for reimbursement to grant funders.

Leon County's Office of Management and Budget (OMB) works in coordination with the Clerk of the Court and Comptroller to oversee the finances and accounting for the Board of County Commissioners. The Clerk of Court is a separate constitutional office and serves as accountant and custodian of County funds and in addition audits all county expenditures before payment and conducts internal post audits to determine that sufficient financial controls are in place. The County regularly receives and manages millions of dollars in grants from both state and federal sources. These grants are tracked and reported in a comprehensive financial management database and are reported in the County's Comprehensive Annual Financial Report and Single Audit. Grant management is a critical function of the County. The County's fiscal management structure is designed to ensure that all grant funds are properly accounted for and reported. The County's fiscal management structure is designed to ensure that all grant funds are properly accounted for and reported. The County's fiscal management structure is designed to ensure that all grant funds are properly accounted for and reported.

Report and Single Audit. Grant management activities are managed by Tim Barden, M.P.A., Budget Manager, who has 20 years of government financial and accounting experience and Eryn Calabro, Senior Management and Budget Analyst with 19 years of public sector experience and 14 years of direct grant management experience. Grant funds are accepted through an agenda process that goes before the Board of County Commissioners. This agenda item details how the grant funding is to be expended and any goals or activities and includes a budget amendment request to accept the grant funding and establish a separate grant fund and account for the revenues and expenditures associated with a particular grant. Upon approval from the Board, the County Administrator will execute the grant and the Clerk of Court will set up the new grant accounts. All reporting is prepared by project managers and reviewed by OMB for accuracy and analysis for outcomes. OMB reviews the agreement and reporting deadlines and criteria prior to sign off on the reimbursement packet. Financial reports are extracted from the official financial management system (Banner) that the Clerk of Court Finance department uses to record the financial transactions. This system also houses scanned documentation such as receipts and payment approvals. Any payments to vendors must be executed through a payment approval and accompanied by an invoice. Payment approvals that are associated with purchase orders are sent to our Purchasing department for review and then sent to Clerk of Court Finance for processing. Payment approvals that are not associated with a purchase order are sent to the Clerk of Court Finance department and are reviewed prior to processing.

Attachment #3  
Page 23 of 28

Does the applicant intend to hire a grant consultant to administer the project?

Yes



No



CDBG/DEO/HUD Training: Using the Staff Training List Template, list all trainings attended by municipal staff related to CDBG or federal grants management within the past year. Include the staff member's name and title, training title, and date attended. Download the [CDBG-CV Small Cities Program Pre-Application Staff Training List Template](#).

Please upload completed Staff Training List here:

Posted July 3, 2021

## ***Part X - CARES Act Justification***

Tie to Coronavirus: Describe how this activity will prevent, respond to, or assist in the recovery of the COVID-19 (coronavirus) pandemic.

Understanding how the community will use the space is a key consideration for the future design and renovation of the Old Concord School. The following is an outline of programming that would take place in the rehabilitated facility once the necessary improvements to prepare for and prevent the spread of COVID-19 or any other similar public health issue the community may face in the future. Each of the noted programs below are temporarily suspended due to COVID.

- Boys & Girls Club of the Big Bend: The Club provides disadvantaged youth ages 6-18 an afterschool and summer program at little or no cost. The programming aims to provide academic support, extracurricular enrichment, and adult role models. The Miccosukee Chapter has hosted as many as 60 children, but more recently less than a dozen, utilizing the class space and kitchen as well as the outdoor recreational amenities onsite.
- Miccosukee Youth Foundation: The Foundation provides low-cost assistance to children K-12 an afterschool and summer program to excel in reading, writing, language arts, math, science and technology. The program typically hosts around 15 children in afterschool and 30 during summer months. The program stores supplies and computers at the Community Center and promotes programming on the County's roadside kiosk.
- Senior Outreach Program: Leon County Senior Outreach, funded by the Leon County Government, is a program of the Tallahassee Senior Foundation that helps rural area seniors. Programming occurs at the existing Community Center and includes monthly Lunch & Learns, senior fitness classes, and Lifelong Lecture series. These programs serve and benefit the LMI community in Miccosukee. The suspension of these programs due to COVID has removed access to one of the only available community spaces as well as depriving children and seniors of academic support and enrichment activities. Synergies between these programs give potential to shared programming such as a computer lab area which could be utilized by all. In this example, youth could teach seniors computer skills, while seniors assist the youth in academics. One investment for all, with both groups benefiting from the interaction, could help build a more cohesive social fabric. Renovation planned for the Old Concord School includes ADA compliance updates for accessibility pathways to and through the

Center School has ADA compliance updates for accessibility pathways to and through the building for greater accessibility and new ADA parking and sidewalk for building access. Additional elements include updating bathrooms with touchless features and the construction of a new courtyard stage and the addition of a pavilion and picnic tables, provides outdoor classrooms and spaces where programming can commence while adhering to CDC and social distancing guidelines.

Attachment #3  
Page 25 of 28

## Part XI - Environmental Review

Is this activity Exempt or Categorically Excluded Not Subject To?

Yes



No



Explain briefly how the environmental level of review was determined:

Per CDBG guidelines this project falls under Building Improvements, including public facilities and Public Services. The scope of this project consists of construction and renovation/rehabilitation of an existing structure. It will fall under the category EA for an Environmental Assessment. Per the HUD Exchange website, EA includes new construction, demolition, and major rehabilitation.

Has the environmental review process been initiated?

Page 495 of 1270

Posted July 3, 2021

Yes



No



Does the applicant intend to hire an environmental consultant to administer the environmental review?

Yes



No



Is any part of this project located in a floodplain?

Yes



No



Does the project intend to change land use or expand the capacities of existing facilities?

Yes



No



You have completed all sections of the pre-application. If you are ready to proceed to the signature form and submit your pre-application, please click the Next button.

If you need to review this section of your pre-application click the Back button.

## ***Part XII - Pre-Application Authorization***

The CDBG-CV Small Cities Pre-application must be signed by an authorized representative of the Unit of Local Government Applicant. Download the [CDBG-CV Small Cities Program Pre-Application Authorization Signature Form](#). Complete and sign the form and upload it here to complete your pre-application.

Upload the signed signature form:

Signed Leon County pre-app signature form.pdf

**0.1 MB**

application/pdf



**Leon County  
Board of County Commissioners  
Notes for Agenda Item #15**

# Leon County Board of County Commissioners

## Agenda Item #15

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** County Commitment of Funding Match for the Low Income Pool for Bond Community Health Center, Neighborhood Medical Center, and Apalachee Center, Inc.

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Shington Lamy, Director, Office of Human Services and Community Partnerships Tiffany Y. Harris, Health Care Services Coordinator

### **Statement of Issue:**

As requested by the County's health care partners, this item seeks Board commitment to provide required local match funding to Bond Community Health Center (Bond), Neighborhood Medical Center (NMC) and Apalachee Center, Inc. (Apalachee) for Low Income Pool (LIP) funding in FY2022.

### **Fiscal Impact:**

This item has a fiscal impact. Bond is requesting \$124,949 and NMC is requesting \$196,949 in local match funding (\$321,898 in total) in FY 2022 from the Competitive Provider Reimbursement Pool funds for primary health care service visits. Apalachee is requesting a local match of \$293,866 from the Baker and Marchman Act funds to leverage an estimated \$473,630 in Low Income Pool (LIP) funds from the State of Florida Agency for Health Care Administration. Funding is available in the Human Services & Community Partnerships FY 2022 Budget.

### **Staff Recommendations:**

- Option #1: Approve up to \$321,898 in Primary Healthcare Competitive Provider Reimbursement Pool funding for primary health care category as a local match for the Low Income Pool funding for Bond (\$124,949) and NMC (\$196,949).
- Option #2: Approve up to \$293,866 in Baker and Marchman funding as a local match for the Low Income Pool funding for Apalachee Center Inc.
- Option #3: Authorize the County Administrator to execute all necessary documents related to the implementation of the Low Income Pool, subject to legal review by the County Attorney.

## Report and Discussion

### **Background:**

As requested by the County's health care partners, this item seeks Board authorization to submit letters of commitment to provide required local match funding to Bond Community Health Center (Bond), Neighborhood Medical Center (NMC) and Apalachee Center, Inc. (Apalachee) for Low Income Pool (LIP) funding in FY2022. Leon County's collective local match of \$615,764 will leverage an additional \$977,504 for uninsured County residents for primary and mental health care services for a combined total of \$1,593,268.

The request for authorization to submit letters of commitment to provide the required local match funding to Bond, NMC and Apalachee for the local match of Low Income Pool (LIP) funds advance the following FY 2017-FY 2021 Strategic Initiative:

- *Continue County support of primary health care through participation in Carenet in order to increase access to affordable health care for those in need. (2016-34)*

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

- *(Q4) Support and promote access to basic and welfare services to our community members most in need.*

In June 2020, Bond, NMC and Apalachee respectively requested that the County provide a letter of funding commitment in order to draw down LIP funding (Attachments #1, #2 and #3). In Florida, the LIP Program provides federal funds to health care safety net providers for the costs of care to uninsured patients. Historically, these funds have been available to hospitals, rural health clinics, and federally qualified health centers (FQHCs) like Bond and NMC. In 2018, AHCA received authorization from the U.S. Center for Medicare and Medicaid Services to provide LIP funding for behavioral health services. As a result, Apalachee is also eligible to receive LIP funding.

The County has consistently supported requests for support and financial commitment from the health care partners to facilitate access to LIP funds. During FY 2021, the County set aside a total of \$545,323 as the required local match for Bond, NMC, and Apalachee to leverage an additional \$1,124,112 in federal funds for primary health care and behavior health services.

### **Analysis:**

Bond, NMC, and Apalachee are each eligible for Florida's FY 2022 LIP funds as reflected in Table #1. Leon County's collective local match of \$615,764 will leverage an additional \$977,504 for uninsured County residents for primary and mental health care for a combined total of \$1,593,268. AHCA determines the amount of funds available for each agency.

**Table #1. FY 2022 LIP Funding**

<b>Health Care Provider</b>	<b>County Match</b>	<b>AHCA LIP Funds</b>	<b>Total Funds Available for Health Care Services</b>
Bond Community Health Center	\$124,949	\$195,680	\$320,629
Neighborhood Medical Center	\$196,949	\$308,194	\$505,143
Apalachee Center, Inc.	\$293,866	\$473,630	\$767,496
<b>Total</b>	<b>\$615,764</b>	<b>\$977,504</b>	<b>\$1,593,268</b>

Each health care provider would receive their respective total allocation (local match and the LIP funds) from AHCA following the execution of Letters of Agreement and transfer of the required County match funds to AHCA. A local match is required for the providers to draw down the federal funding. A letter of commitment is required to be submitted to AHCA by August 11, 2021. The local match must be transferred to AHCA by October 3, 2021. AHCA would then transfer the LIP funds as well as the local match to the health care provider.

The County contracts annually with Bond and NMC to provide primary care services to uninsured and indigent residents. In accordance with the agreements, each provider is reimbursed at a rate of \$125 for each primary care patient visit. The FY 2022 agreements with Bond and NMC will stipulate that the funding provided as the LIP match will be treated as advance funding from the primary health care pool funds because it was anticipated that AHCA would provide the health care providers the LIP funds and County match shortly following the transfer of the required County match funds to AHCA. Upon adoption of the FY 2022 budget, the Health Care Pool would be used for the FY 2022 Bond and NMC required primary health care local match, a total of \$321,898, to leverage an additional \$503,874 in LIP funds which will increase the total FY 2022 funds available for primary health care services for uninsured County residents to \$1,263,044.

As previously mentioned, for the last few years AHCA has received authorization from the U.S. Center for Medicare and Medicaid Services to utilize LIP funding for behavioral health which allowed Apalachee to receive funding. The County contracts with Apalachee to provide alcohol and drug detoxification and crisis stabilization in compliance with the Baker Act and Marchman Act. Upon adoption of the FY 2022 budget, funds allocated for Baker Act and Marchman Act services will be used as the local match for Apalachee to access the LIP funds. The FY 2022 Baker and Marchman Act Agreement with Apalachee will stipulate that the County's local match, \$293,866, to be used to leverage an additional \$473,630 in federal funding.

The FY 2022 annual contracts with Bond, NMC, Apalachee will be presented at the Board's September meeting which would include the LIP matching requirements and required formal Letters of Agreement with AHCA to be approved and submitted prior to October 1, 2021.

The County's matching funds must be transferred to AHCA by October 31, 2021. After these actions, AHCA will transfer the matching funds along with the LIP funds to the three health care providers.

**Options:**

1. Approve up to \$321,898 in Primary Healthcare Competitive Provider Reimbursement Pool funding for primary health care category as a local match for the Low Income Pool funding for Bond (\$124,949) and NMC (\$196,949).
2. Approve up to \$293,866 in Baker and Marchman funding as a local match for the Low Income Pool funding for Apalachee.
3. Authorize the County Administrator to execute all necessary documents related to the implementation of the Low Income Pool, subject to legal review by the County Attorney.
4. Do not approve up to \$321,898 in Primary Healthcare Competitive Provider Reimbursement Pool funding for primary health care category as a local match for the Low Income Pool funding for Bond (\$124,949) and NMC (\$196,949).
5. Do not approve up to \$293,866 in Baker and Marchman funding as a local match for the Low Income Pool funding for Apalachee.
6. Do not authorize the County Administrator to execute any and all necessary documents related to the implementation of the Low Income Pool, subject to legal review by the County Attorney.
7. Board direction.

**Recommendations:**

Options #1, #2 and #3

**Attachments:**

1. Bond Community Health Center Low Income Pool Request Letter
2. Neighborhood Medical Center Low Income Pool Request Letter
3. Apalachee Center Low Income Pool Request Letter





## **Bond Community Health Center, Inc.**

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June 25, 2021

Shington Lamy, Director  
Office of Human Services and Community Partnerships  
615 Paul Russell Road  
Tallahassee, Florida 32301

Dear Mr. Lamy,

Once again Bond Community Health Center has the opportunity to participate in the Low-Income Pool. This letter is generated to request that the Leon County Board of County Commissioners provide a Letter of Commitment for cash matching funds in the amount of \$124,949.00 to The Agency for Health Care Administration (AHCA) on behalf of Bond Community Health Center, Inc. for SFY 2021-22. These funds, to be provided via an Intergovernmental Transfer, will permit Bond to leverage and additional \$195,680.00 to care for underserved residents of Leon County.

Thanking you in advance for your continued support of the Bond Community Health Center.

Temple O. Robinson, MD  
Chief Executive Officer

**1720 S. Gadsden Street ,Tallahassee, FL 32301**  
**Telephone: 850-576-4073 [www.bondchc.com](http://www.bondchc.com)**



June 23, 2021

Shington Lamy, Director  
Leon County Human Services & Community Partnerships  
615 Paul Russell Road  
Tallahassee, FL 32301

Mr. Lamy,

Neighborhood Medical Center (NMC) is a Federally Qualified Health Center in Tallahassee, Florida that provides primary care, maternal health, dental services, case management and mental health services to the residents of the Big Bend Area. NMC has a very productive and collaborative relationship with the Leon County Board of County Commissioners and because of this continued partnership, NMC is asking for continued commitment of providing IGT/local match funds to leverage Low Income Pool Funding through the Agency for Health Care Administration. A commitment of \$196,949 will allow NMC to draw down a total of \$308,194 to further our mission of primary care services.

The Low-Income Pool (LIP) is a program operated under Florida's 1115 Medicaid Waiver to ensure continuing support for the safety net providers that furnish uncompensated care to the Medicaid, uninsured and underinsured populations. LIP provides local governments the opportunity to leverage funds to draw down additional matching dollars, which results in even greater resources provided for uncompensated care. Florida's Agency for Health Care Administration oversees the Low-Income Pool and coordinates between local entities, providers, and CMS in securing letters of agreement, invoices, and distribution of funds.

These funds demonstrate a partnership aimed at increasing access to, stabilizing, and strengthening providers that serve uninsured, low-income populations in the community. Neighborhood Medical Center appreciates your continued partnership to help us care for our most vulnerable residents of Leon County. Thank you for your consideration in this matter. Please feel free to contact me if you need any further information.

Sincerely,

Jeanne' S. Freeman, MSP, MSW  
Chief Executive Officer  
Neighborhood Medical Center, Inc.

438 West Brevard Street  
Tallahassee, FL 32301  
850.224.2469 (Phone) 850.513.3277 (Fax)



CHIEF EXECUTIVE OFFICER  
Jay A. Reeve, Ph.D.

June 23, 2021

Leon County Board of County Commissioners  
301 S. Monroe Street  
Tallahassee, FL 32301

Re: Budget Request for Low Income Pool Funding

To Whom It May Concern:

Apalachee Center, Inc. would like to request Low Income Pool match funding in the amount of \$293,866 for the 21/22 fiscal year. This request will not require any additional dollars from the county as the annual Baker/Marchman act funding of \$638,156 will be split with the \$293,866 being paid directly to ACHA in the name of Apalachee Center and the remaining \$344,290 being paid directly to Apalachee Center. This match funding will allow the agency to bring in an additional \$473,630 of Medicaid dollars into the community to provide mental health services to uninsured patients.

Please contact me at (850)523-3333 if you need any additional information.

Sincerely,

Dean Hilton  
CFO

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #16**

# Leon County Board of County Commissioners

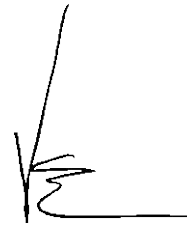
## Agenda Item #16

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Establishment of Landlord Risk Mitigation Fund in Partnership with the City of Tallahassee



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Shington Lamy, Director, Office of Human Services and Community Partnership Teresa Broxton, Director, Office of Intervention and Detention Alternatives

### **Statement of Issue:**

This item seeks Board approval to enter into an Agreement with the City of Tallahassee for partnership in the Landlord Risk Mitigation Fund (LRMF). The expansion of the LRMF will increase accessibility to affordable housing for individuals returning to the community from incarceration, which is proven to reduce recidivism and enhance public safety.

### **Fiscal Impact:**

This item has a fiscal impact. Funding in the amount of \$100,000 is available in the Jail Diversionary Account to support initiatives proposed by the Public Safety Coordinating Council to address jail population management.

### **Staff Recommendation:**

Option #1: Approve the Partnership with the City of Tallahassee in the Landlord Risk Mitigation Fund and approve an Agreement with the City of Tallahassee, and authorize the County Administrator to execute, subject to legal review by the County Attorney.

## Report and Discussion

### **Background:**

This item seeks Board approval to enter into an Agreement with the City of Tallahassee for partnership in the Landlord Risk Mitigation Fund (LRMF). The expansion of the LRMF will increase accessibility to affordable housing for individuals returning to the community from incarceration which is proven to reduce recidivism and enhance public safety.

A partnership with the City of Tallahassee in the LRMF would advance the following FY2017-FY2021 Strategic Initiative:

- *Continue to evaluate the effectiveness of our existing County supported reentry programs, explore other opportunities to further enhance reentry efforts, and work with the Supervisor of Elections to assist former felons with registering to vote. (2018-11)*

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

- *(Q4) Support and promote access to basic health and welfare services to our community members most in need.*

In compliance with Section 951.26, Florida Statutes, the Public Safety Coordinating Council (PSCC) consists of representatives from the following agencies: the State Attorney; the Public Defender; the chief circuit judge; the chief county judge; the chief correctional officer; the sheriff, or a member designated by the sheriff, if the sheriff is not the chief correctional officer; the state probation administrator; the chairperson of the county commission; or another county commission designee; the director of any county probation or pretrial intervention program; the director of a local substance abuse and state jobs programs and other community groups who work with offenders and victims.

The PSCC meets regularly to review and discuss the inmate population and best practices in jail population management. At each meeting, the PSCC receives trend data on inmate demographic and detention status (pretrial or post-sentence), as well as updates on a variety of jail diversion programs, such as the Misdemeanor Mental Health docket, Veterans Treatment Court, Felony Drug Court, Reentry and electronic monitoring services. The Council identifies options that would ensure the detention facility's resources are reserved for those who pose a risk to public safety. As part of the annual budget process, \$100,000 is included in a dedicated Jail Diversionary Account. Each year, the PSCC provides the Board with a funding recommendation for a program to assist in jail population management to be funded by the \$100,000 allocation.

During the April 20, 2021, meeting, the PSCC focused on the complexities and interconnectedness of reentry programs such as housing, employability skills, vocational training, job placement, transportation, family reunification, and financial literacy which are critical to successful reentry into the community. As in previous years, the PSCC identified the need for affordable housing as a priority for returning citizens to improve reentry efforts and reduce recidivism.

Based on the PSCC's discussion the Director of the Office of Human Services and Community Partnership (HSCP) attended the May 18, 2021, meeting to share information on available housing resources in the community and the LRMF recently established by the City of Tallahassee. This program assists individuals normally considered "high-risk", which includes returning citizens who have barriers such as a criminal record, inconsistent work history, poor credit, and/or past evictions with securing affordable rental housing. The PSCC unanimously voted to recommend to the Board that the \$100,000 in the Jail Diversionary Account be allocated to establish a partnership with the City of Tallahassee in the LRMF, specifically to assist individuals returning from incarceration.

During the March 23, 2021, Affordable Housing Workshop, staff presented the LRMF as an option to expanding access to affordable housing in the community. Furthermore, the Board was advised of the PSCC's recommendation to fund the County's participation in the program through the Jail Diversionary Account. At the conclusion of the workshop, the Board directed staff to prepare an agenda item considering a partnership with the City in the LRMF, focusing on individuals returning to the community from incarceration.

The analysis section of this item outlines the operational components of the LRMF in partnership with the City and community stakeholders.

### **Analysis:**

As shared during the Affordable Housing Workshop there is a nexus between homelessness and involvement in the criminal justice system. According to studies conducted by the Bureau of Justice Statistics (BJS) approximately 15% of jail inmates surveyed reported they were homeless at some point in the year preceding their arrest. The PSCC has long identified supportive, transitional and/or long-term housing, as critical components to successful reentry and to enhance public safety.

After the Board's direction at the Affordable Housing Workshop, staff with the Offices of Human Services and Community Partnerships (HSCP) and Intervention and Detention Alternatives (IDA) hosted virtual meetings seeking input from community partners including the Leon County Sheriff's Office's (LCSO) Reentry Innovative Services & Empowerment (RISE) Center, Big Bend AFTER Reentry Coalition, and other local providers of reentry services. Additionally, staff consulted with the End Homelessness Program in Idaho and the Opening Doors Landlord Risk Mitigation Fund in North Dakota to aid in developing the best model for the community and returning citizen population.

During the June 19, 2021 PSCC meeting, HSCP and IDA staff presented the program criteria, structure, and metrics to assess the program's success (Attachment #1). The PSCC voted unanimously in support of the proposed program plan.

The partnership with the City and the \$100,000 allocation to the LRMF will expand the program and enhance opportunities for returning citizens to secure affordable housing. The funding allocation will provide landlords with both a financial incentive and security through a one-time



\$500 signing bonus and if necessary, up to \$2,000 in lost rental income and \$1,000 for property damage in excess of the security deposit. Ideally, through the assistance of supportive reentry services, the need for reimbursements other than the signing bonus will be eliminated. Based on this initial funding allocation and the potential for a maximum distribution of \$3,500 per lease agreement, it is anticipated the program will serve no fewer than 28 returning citizens. As participants graduate from the LRMF, the remaining funds will allow for increased participation.

To be eligible for referral to the LRMF, participants will need to meet the following criteria:

- Will reside in Leon County.
- Referred by a community service provider through the LCSO's RISE Center.
- Agrees to periodic follow-up with the RISE Center case management staff while enrolled in the program.

As previously shared, HSCP and IDA staff engaged with community service providers to develop a targeted referral process and ensure ongoing supportive reentry services for participants. Through these discussions, the LCSO's RISE Center emerged as the hub for service providers to connect with both participants and partnering providers. The RISE Center, which is scheduled to open in July 2021, will serve as a centralized location for returning citizens to access reentry services. The center will provide case management services and referrals to community providers many of which will have office hours inside the center.

The RISE Center will receive referrals to the LRMF from community service providers as well as participants who access reentry services directly through RISE. Upon referral to the LRMF, RISE case managers will engage with participants to identify any additional needs for service and make the appropriate connections. The Homeless Management Information System (HMIS) will be the primary database to: 1) identify additional housing resources applicants may be eligible for such as the Rapid Rehousing Program, and 2) notify the Landlord Liaison of new referrals for placement with a participating landlord.

Providers emphasized the individualized needs as well as the varying stages of reentry for participants at the point of their referral to the LRMF and the importance of flexibility in the level of involvement with providers to encourage independence, but also provide a continuous support system through all stages of reentry. To achieve this, the RISE Center case management team will periodically check in with participants to ensure they have continued access to services and prompt assistance to avoid negative outcomes such as eviction and/or involvement with the criminal justice system.

Staff has identified the following metrics to strategically formulate future program restructuring as needed and to assess the program's success. The HSCP and IDA staff will track participants and consider their participation in the program successful when they meet the following milestones:

- Completes two one-year lease agreements, or
- Enters into a lease agreement outside of the LRMF Program, and



- No new law offenses within five (5) years of their release from incarceration.

In addition to tracking outcomes, staff will collect data on the service(s) and program(s) most common among successful participants to be added as a future requirement.

If the LRMF is approved it would continue the County's long-standing history of collaborating with the City and community stakeholders to maximize housing programs such as the Community Land Trust, Tallahassee Housing Authority, and the South City Foundation Purpose-Built Network to increase accessibility to affordable housing to our most vulnerable citizens.

**Options:**

1. Approve the Partnership with the City of Tallahassee in the Landlord Risk Mitigation Fund and approve an Agreement with the City of Tallahassee, and authorize the County Administrator to execute, subject to legal review by the County Attorney.
2. Do not approve the Partnership with the City of Tallahassee in the Landlord Risk Mitigation Fund and do not authorize the County Administrator to execute an Agreement.
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. Landlord Risk Mitigation Fund Presentation to the Public Safety Coordinating Council



# Landlord Risk Mitigation Program

*June 15, 2021*



# Landlord Risk Mitigation Program

The City of Tallahassee established a Landlord Risk Mitigation Fund which was designed to support partnering Tallahassee landlords with incentives and assurances when agreeing to lease to vulnerable or at-risk individuals. These perspective renters may have barriers such as a criminal record, lack of or inconsistent employment history, past evictions, etc. Landlords meeting the eligibility requirements may receive the following benefit(s):

- \$500 one-time bonus for each unit newly lease to some exiting homelessness
- \$2,000 in excess of the security deposit to cover a portion of lost rent from a tenant crisis
- \$1,000 in excess of the security deposit to cover damages beyond normal wear and tear



# City and County Collaboration

The City has developed and implemented the program infrastructure for the Landlord Risk Mitigation Program to assist citizens with a wide scope of barriers.

Recently, the Board approved the Public Safety Coordinating Council's recommendation to allocate \$100,000 in funding and collaborate with the City for participation in the Program. The County's allocation is specific to assisting returning citizens with securing long-term stable and affordable housing.



# Participant (Tenant) Eligibility Requirements

- Must reside in Leon County
- Released for from the Leon County Detention Facility, Florida Department of Corrections, Federal Bureau of Prisons
- Individuals with pending case(s) are eligible for participation.  
*\*\*fund will cover lost rental income and fee for early termination of lease agreement.*

***Staff will monitor program fund and return to the PSCC with recommendations on eligibility modifications should it become necessary.***

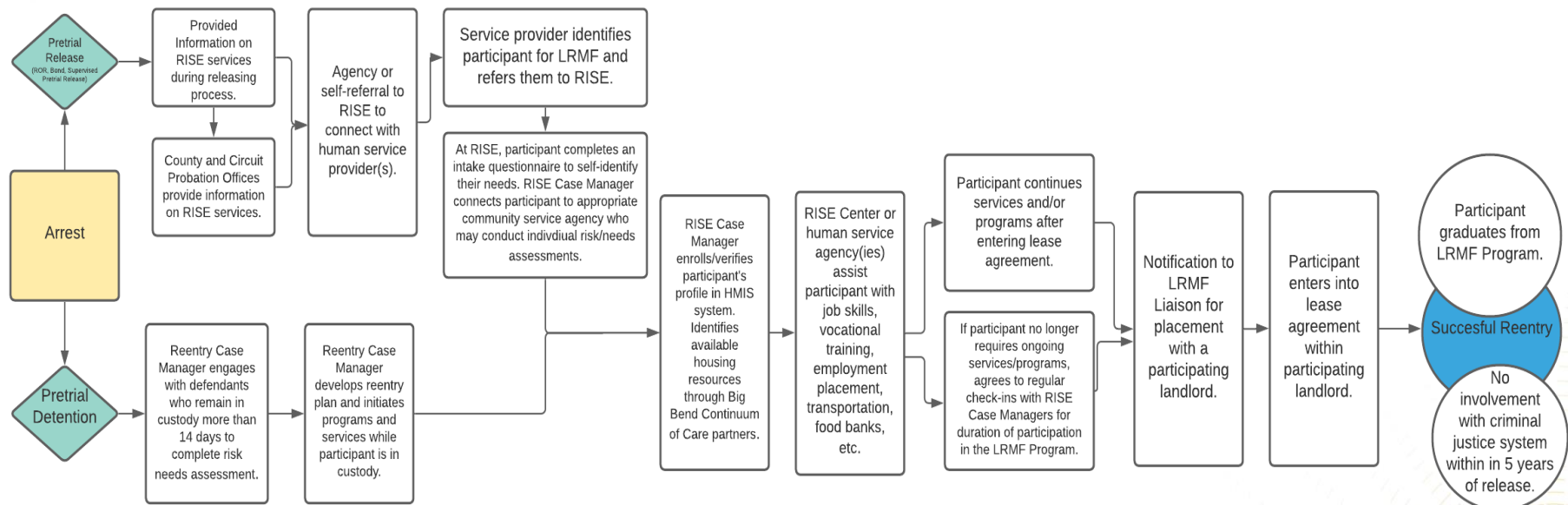


# Participation in Reentry Services

1. To be eligible for referral, participants must be working with a human service agency(ies) to assist with their successful reentry into the community. The services may include but are not limited to the following:
  - ☐ Substance Abuse Treatment (including counseling, recovery houses, in-patient treatment)
  - ☐ Mental Health Counseling
  - ☐ Vocational or Employability Skills Training
  - ☐ Getting Ahead Program (or other financial literacy program)
  - ☐ Family Reunification
2. The participant is receiving coordinated reentry services through the Leon County Sheriff's Office, Reentry Innovative Services & Empowerment (RISE) Center, OR;
3. If participate no longer requires on-going services, they must consent to regular check-ins with RISE Case Manager to ensure a support system is available to address any future obstacles.



# Reentry Planning Process







# Next Steps

1. Board approval of program design and implementation at the July 13, 2021, Commission meeting.
2. Training for RISE Case Managers on HMIS system to assist in identifying housing resources for participants.
3. Developing internal processes to:
  - a) Human Services and Community Partnerships for funding disbursements.
  - b) Intervention and Detention Alternatives for outcome measures.
4. Identify program start date and notify community partners through stakeholder meetings such as Big Bend AFTER Reentry Coalition Meeting.





# Participant Eligibility Criteria Discussion

1. Must reside in Leon County.
2. Released from Leon County Detention Facility or Department of Corrections. Options:
  - a. Prioritize those released from LCDF since individuals incarcerated in or on community supervision with DOC are eligible for the First Step Program.
  - b. Establish no prioritization.



# Participant Eligibility Criteria Discussion

1. A minimum of one prior felony conviction. Options:
  - a. A minimum of one prior felony *or misdemeanor* adjudication of guilt or adjudication withheld.
  - b. Individuals with felony adjudication of guilt or adjudication withheld will be *prioritized other those with misdemeanors only*.
2. No pending criminal case(s) at the time of referral. Options:
  - a. Consideration on a case-by-case basis.  
*(Requires additional review component prior to referral to LRMF Liaison)*
  - b. Referral upon negotiated plea of no post-sentence incarceration.
  - c. Allocation Method – a maximum of 40% (11) referrals may have a pending case(s).

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #17**

# Leon County Board of County Commissioners

## Agenda Item #17

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator



**Title:** Authorization to Submit Public Library Construction Grant Application

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Debra Sears, Library Services Director
<b>Lead Staff/ Project Team:</b>	Pamela Monroe, Innovation Officer Christopher Gorsuch, Grants & Contracts Specialist

### **Statement of Issue:**

This item seeks Board authorization to apply for a construction grant for renovations at the main branch of the Leon County Public Library.

### **Fiscal Impact:**

This item is associated with a reimbursable grant totaling \$400,000 and requires a 100% local match. The matching funds have been contemplated in the FY 2022 capital improvement budget for renovations to the main branch of the Library.

### **Staff Recommendation:**

Option #1: Authorize staff to submit an application to the State of Florida for a construction grant to renovate the Main Library and approve the associated Resolution (Attachment #1).

## **Report and Discussion**

### **Background:**

This item seeks Board authorization to apply for a construction grant for renovations at the main branch of the Leon County Public Library and approval of an associated resolution consistent with the grant submission requirements.

The main branch of the Leon County Public Library is a 4-story, 88,000 square foot facility. The building features designated spaces for youth and adult services; public use computers and printers; meeting rooms; circulation, community outreach, and technical services. In addition to serving the public, library administration, acquisition and processing of new materials, interlibrary loan, coordination of programming, and staff training and development are centralized at the main branch of the Library.

Since its grand opening in 1991, various remodeling projects have updated specific spaces of the building to accommodate changes in technology and services to the public. However, as a part of FY 2020 Annual Retreat, the Board adopted the Essential Libraries Initiative which focuses on the alignment of Library operations, activities and physical space with the community's greatest needs and goals.

### **Analysis:**

At the May 25th Budget Workshop, the Board approved the proposed plan to implement the Essential Libraries Initiative which included the approval of \$400,000 for facility improvements to the main branch of the Leon County Public Library. Subsequent to this action, the State of Florida identified funding available to local governments for construction and renovation of public library facilities. The grant requires a 100% match which has been contemplated in the FY 2022 capital improvement budget. This grant would expedite and enhance the main branch facility improvement project.

The specific construction and renovation projects to be completed at the main library will be developed as part of the planning and design phase of the project. Improvements may include upgraded fixtures and furnishings, co-working spaces and improvements to accommodate computer training simulators. The grant application also requires a Resolution from the Board certifying that the required 100% local match is available, and that grant funds will be used exclusively for the construction and renovation of a public library facility (Attachment #1).

**Options:**

1. Authorize staff to submit an application to the State of Florida for a construction grant to renovate the Main Library and execute the associated Resolution (Attachment #1).
2. Do not authorize staff to submit an application to the State of Florida for a construction grant to renovate the Main Library.
3. Board direction.

**Recommendation:**

Option # 1

**Attachment:**

1. Resolution in support of the application for the Library construction grant

**LEON COUNTY RESOLUTION NO. 2021-**

**A RESOLUTION OF THE BOARD OF COUNTY  
COMMISSIONERS OF LEON COUNTY, FLORIDA,  
PROVIDING PUBLIC LIBRARY CONSTRUCTION FUNDS FOR  
THE RENOVATION OF THE MAIN LIBRARY; AND  
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the State of Florida, Department of State, Division of Library and Information Services is authorized to make grants for the construction of public library facilities; and

WHEREAS, the grant will impose certain obligations upon Leon County, including the provision of local match funds, sufficient funds that will result in a renovated library building, sufficient funds to operate the facility for use as a library, and unconditional use of the building site; and

WHEREAS, it is required by the State of Florida, Division of Library and Information Services, that in connection with the filing of the application of the grant, the applicant, Leon County, give an assurance as to the availability of local match funds that are unencumbered at the time of the grant award.

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

**Section 1. Public Library Construction Funds for the Renovation of the Main Library.**

A. The Leon County Board of County Commissioners ratifies the submission of a Public Library Construction Grant for the renovation of the Main Library;

B. The Library Director is authorized to sign the application and provide certifications;

C. The required match of a dollar for a dollar of the grant request will be available and unencumbered at the time of the grant award;

D. The funding is sufficient and will be available in order that the project will result in a completed library building;

E. That upon completion of the project, sufficient funds will be available to operate the facility; and

F. That the building will be used exclusively for the public library purposes for which it was constructed or altered, and that proposed changes in use will be submitted to the Florida Department of State, Division of Library and Information Services for approval if it is within 20 years of the construction project.

**Section 2. Effective Date.**

This resolution shall become effective immediately upon its adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 13<sup>th</sup> day of July, 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: \_\_\_\_\_



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #18**

# Leon County Board of County Commissioners

## Agenda Item #18

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Second Performance Agreement and Surety Device for Unit 2 of Chastain Manor Phase 2 Subdivision

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	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
<b>Lead Staff/ Project Team:</b>	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 2 of Chastain Manor Phase 2 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 2 of Chastain Manor Phase 2 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 2 of Chastain Manor Phase 2 Subdivision. Unit 2 of Chastain Manor Phase 2 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 2 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 July 14, 2020, the Board approved the plat of the Unit 2 of Chastain Manor Phase 2 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 July 14, 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 \$205,000. 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 2 of Chastain Manor Phase 2 Subdivision (Attachment #1).
2. Do not accept the Second Performance Agreement and Surety Device for Unit 2 of Chastain Manor Phase 2 Subdivision.
3. Board direction

### **Recommendation:**

Option #1

Title: Second Performance Agreement and Surety Device for Unit 2 of Chastain Manor Phase 2  
Subdivision  
July 13, 2021  
Page 3

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Attachments:

1. Unit 2 of Chastain Manor Phase 2 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 July 14, 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 2 of Chastain Manor Phase 2 Subdivision** which map or plat, recorded at the Leon County Official Plat Book 23, Page 80, 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 \$205,000.00 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 2 of Chastain Manor Phase 2 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 \$205,000.00 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)  
Franklin Michael Dimitroff (typed or printed name)  
[Signature] (signature)  
Dennis Keane (typed or printed name)

DEVELOPER:  
**GOLDEN OAK LAND GROUP, LLC.**  
By: [Signature] (seal)  
As its: Manager  
Date: 6/13/21

STATE OF FLORIDA  
COUNTY OF LEON

The foregoing instrument was acknowledged before me by means of ✓ physical presence or        online notarization, this 14 day of June, 2021, by Jana Blazek, as MGR (Title of Officer or Agent), of Golden Oak Land Group, LLC, who (X) is personally known to me; ( ) produced        as identification.

NOTARY PUBLIC



Signature [Signature]  
Typed or Printed Name Franklin Michael Dimitroff  
Commission Number GG 149495  
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

By: \_\_\_\_\_

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

By: \_\_\_\_\_



## Change Rider

To Be Attached and Form a Part of Bond Number 3036734

Principal: Golden Oak Land Group, LLC

Obligee: Leon County Board of County Commissioners

Surety: Great American Insurance Company

IT IS HEREBY UNDERSTOOD AND AGREED that effective the 28th day of May, 2021 the following bond information has been changed as below.

Provided, however, that the liability of the Principal and Surety hereon shall not be cumulative or in any event exceed the larger amount referred to herein.

The attached bond shall be subject to all its agreements, limitations and conditions except as herein expressly modified.

FROM:	TO:
Effective Date: <u>6/9/2020</u>	Effective Date: <u>6/9/2020</u>
Expiration Date: <u>12/31/2021</u>	Expiration Date: <u>7/15/2022</u>
Penalty: <u>\$205,000.00</u>	Penalty: <u>\$205,000.00</u>
Organization Type [if applicable]:	Organization Type [if applicable]:

The above reflects a change in: ☐ Effective Date  
☒ Expiration Date  
☐ Penalty Type  
☐ Organization Type

Signed, sealed, and dated this 28th day of May, 2021.

Golden Oak Land Group, LLC

BY: 

(Principal)

Great American Insurance Company

BY: 

Van A. Madsen, Attorney-in-Fact

ACCEPTED

BY: \_\_\_\_\_  
(Obligee)



**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	RICHARD K. PRESSLEY	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 28th day of May, 2021.



*Atty L C. B.*  
Assistant Secretary



# Leon County Government

## INTEROFFICE MEMO

**DATE:** June 16, 2021

**TO:** Brent Pell, P.E., Director of Public Works

**FROM:** Charles Wu, P.E., Director of Engineering Services *CW*

**SUBJECT:** Unit 2 Chastain Manor Phase 2 Subdivision Second Performance Agreement and Surety Device

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I have reviewed the stage of completion of the infrastructure in the Unit 2 Chastain Manor Phase 2 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 \$205,000.00.

Cc: Emily Pepin., Assistant County Attorney

f:\woodk\subdivisions\chastain manor phase ii unit 1 engineering recommendation 2021.docx

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #19**

# Leon County Board of County Commissioners

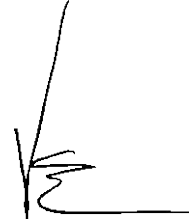
## Agenda Item #19

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Stormwater Monitoring Contract with the Northwest Florida Water Management District and the City of Tallahassee



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, PE, Director of Public Works Charles Wu, PE, Director of Engineering Services
<b>Lead Staff/ Project Team:</b>	Theresa B. Heiker, PE, Stormwater Management Coordinator

### **Statement of Issue:**

This item seeks Board approval of a Stormwater Monitoring Contract with the Northwest Florida Water Management District and the City of Tallahassee for the collection of rainfall and water level gages throughout the County.

### **Fiscal Impact:**

This item has a fiscal impact. Funding in the amount of \$60,890 is included in the Engineering Services FY 2021 operating budget.

### **Staff Recommendation:**

Option #1: Approve the Stormwater Monitoring Contract with the Northwest Florida Water Management District and the City of Tallahassee (Attachment #1) and authorize the County Administrator to execute the contract, subject to final legal review by the County Attorney, and any future contract amendments to extend the contract, subject to funding availability and legal review by the County Attorney.

## **Report and Discussion**

### **Background:**

This item seeks Board approval of a Stormwater Monitoring Contract with the Northwest Florida Water Management District (NFWFMD) and the City of Tallahassee for the collection of rainfall and water level gages throughout the County. The data collected in this program will aid in partially fulfilling U.S. Environmental Protection Agency National Pollutant Discharge Elimination System (NPDES) stormwater regulation requirements; verifying improvements as a result of actions taken under the City/County Comprehensive Stormwater Management Plan; and updating hydrologic and flooding elevation data as actual growth and development occurs.

The NFWFMD initiated surface water quantity data collection in 1986 as part of the Stormwater Master Plan for the urban basins for the City of Tallahassee and Leon County. The work continued under a 1989 tri-party agreement for water quantity and dry weather data collection, and, subsequently, under a contract executed in 1992. The Board approved a new contract on October 28, 1997, with the additional provision for supplementary monitoring efforts as needed for a specified cost. The NFWFMD updated the Contract in 2006 to incorporate specific monitoring activities performed independently for the City and Leon County.

The current contract expired in September 2020, however NFWFMD has continued providing services under the previous contract, subject to payment by the County upon execution of a new contract, and the County has not experienced any interruption of services. NFWFMD has been working over the past several months to finalize a new contract for Board approval.

### **Analysis:**

The NFWFMD has provided exceptional service since the program's inception. NFWFMD staff installs, maintains, and operates the gauging equipment to measure water elevations and rainfall throughout the County. Near real-time data is available through the Web Portal, while monthly data is provided as an annual report. NFWFMD staff responds promptly to inspect and repair gauges, as well as to download data immediately following storm events as needed. The data collected includes five-minute rainfall totals and surface water elevations.

The Stormwater Flow Monitoring Program includes 25 surface water and rainfall data collection stations in the City and County. The base annual contract amount is \$68,080 and is shared equally between the City and County (\$34,040 each). The contract also includes supplementary services provided on behalf of the City and County, in which each party is solely responsible for the associated costs. Leon County's supplementary services support the water level recorder on the Lauder Pond (Bradfordville Pond #4) and the additional gauges for the Capital Area Flood Warning Network (CAFWN). The supplemental work adds an additional \$26,850 to the base contract amount for a total County cost of \$60,890. Funding for the contract is included in the Engineering Services FY 2021 operating budget.

The proposed contract will include a contractual period beginning retroactively on October 1, 2020 and ending on September 30, 2021, and will acknowledge that NFWFMD has satisfactorily

performed the services from the beginning of the contractual period. The continuation of the program is subject to future year budget appropriations by the City and County, at which time contract services and fees will be renegotiated with NFWFMD and a new contract will be presented to the Board for approval or the existing contract will be extended by an amendment. Funding is included in the tentative the FY 2022 budget.

This item recommends Board approval of the contract and authorization for the County Administrator to execute the contract and any future contract amendments to extend the contractual period for services, subject to funding availability.

**Options:**

1. Approve the Stormwater Monitoring Contract with the Northwest Florida Water Management District and the City of Tallahassee (Attachment #1) and authorize the County Administrator to execute the contract, subject to final legal review by the County Attorney, and any future contract amendments to extend the contract, subject to funding availability and legal review by the County Attorney.
2. Do not approve the Stormwater Monitoring Contract with the Northwest Florida Water Management District and the City of Tallahassee.
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. Stormwater Monitoring Contract with the Northwest Florida Water Management District and the City of Tallahassee

## STORMWATER MONITORING CONTRACT

### CONTRACT NO. 21- 037

THIS STORMWATER MONITORING CONTRACT (the "Contract"), is entered into the last date of approval noted below, by and among the CITY OF TALLAHASSEE, a municipal corporation created and existing under the laws of the State of Florida, hereinafter called the "CITY", LEON COUNTY, a charter county and political subdivision of the State of Florida, hereinafter called the "COUNTY", and the NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT, an agency operating under the authority of Chapter 373, Florida Statutes, hereinafter called the "DISTRICT";

WITNESSETH:

That for the consideration and under the provisions hereinafter stated and referred to moving from each to the other of the said parties, respectively, it is mutually understood and agreed as follows:

1. That the DISTRICT, having personnel knowledgeable in the areas of hydraulics and hydrology and being located and operating near Tallahassee and Leon County, has submitted, at the request of the CITY and COUNTY, a proposal to provide services for the Operation and Maintenance of a stormwater monitoring program described in "Attachment A – Joint Stormwater Monitoring Program" and attached hereto and made a part hereof by reference.
2. That the CITY and COUNTY have selected the DISTRICT as Contractor to furnish all labor, equipment, and materials to accomplish the scope of work described in "Attachment A- Joint Stormwater Monitoring Program". The DISTRICT will complete the work described in "Attachment A - Joint Stormwater Monitoring Program". The DISTRICT agrees to maintain existing and, as needed, provide additional stormwater monitoring equipment for the monitoring stations listed in "Attachment A - Joint Stormwater Monitoring Program" for the duration of this Contract. Under this Contract, all stormwater monitoring equipment operated, maintained, purchased, or replaced for "Attachment A- Joint Stormwater Monitoring Program", shall remain as property of the DISTRICT, including platforms used to mount monitoring equipment. In the event monitoring by the DISTRICT is discontinued, upon request, platforms will be left in place and ownership transferred to the CITY or COUNTY.
3. **That the CITY and COUNTY agree to share equally the payment of up to \$68,080 to the DISTRICT for the services in "Attachment A – Joint Stormwater Monitoring Program".**
4. That the CITY has requested additional monitoring services described in "Attachment B – City of Tallahassee Supplementary Monitoring Services" and attached hereto and made a part hereof by reference. The DISTRICT will complete the work as described in "Attachment B – City of Tallahassee Supplementary Monitoring Services". All stormwater monitoring equipment operated, maintained, purchased, or replaced for "Attachment B- City of Tallahassee Supplementary Monitoring Services", shall remain as property of the DISTRICT with the exception of ALERT station equipment and platforms used to mount monitoring equipment.
5. **That the CITY agrees to pay up to \$28,204 to the DISTRICT for the services in "Attachment B – City of Tallahassee Supplementary Monitoring Services".**

6. That the COUNTY has requested additional monitoring services described in “Attachment C – Leon County Supplementary Monitoring Services” and attached hereto and made a part hereof by reference. The DISTRICT will complete the work as described in “Attachment C – Leon County Supplementary Monitoring Services”. Under this Contract, all stormwater monitoring equipment operated, maintained, purchased, or replaced for “Attachment C- Leon County Supplementary Monitoring Services”, shall remain as property of the DISTRICT, including platforms used to mount monitoring equipment. In the event monitoring by the DISTRICT is discontinued, upon request, platforms will be left in place and ownership transferred to the COUNTY.
7. **That the COUNTY agrees to pay up to \$26,850 to the DISTRICT for the services in “Attachment C – Leon County Supplementary Monitoring Services”.**
8. That the DISTRICT agrees to perform the work for the period beginning October 1, 2020 and ending September 30, 2021. The CITY will pay the DISTRICT up to **\$62,244** for (i) the CITY’S equal share of the costs set forth in “Attachment A – Joint Stormwater Monitoring Program” and (ii) the CITY’S sole obligation for the costs set forth in “Attachment B – City of Tallahassee Supplementary Monitoring Services”. The COUNTY will pay the DISTRICT up to **\$60,890** for (i) the COUNTY’S equal share of the costs set forth in “Attachment A – Joint Stormwater Monitoring Program” and (ii) the COUNTY’S sole obligation for the costs set forth in “Attachment C – Leon County Supplementary Monitoring Services”.
9. That the DISTRICT shall separately invoice both the CITY and COUNTY on no more than a quarterly basis for their prorated share of these services. Operation and maintenance costs will be invoiced quarterly based on annual per station fixed costs for active stations as set forth in Tables A-1, B-1 and C-1. As-needed equipment repair and replacement costs will be approved by the CITY and COUNTY prior to implementation and invoiced on a quarterly basis, including receipts, as repair and replacement costs are incurred. Equipment repair and replacement costs shall be approved through execution of a work order, bearing the dated signatures of the contract managers. An example of the work order is provided in “Attachment D- Work Order for Equipment Repair and Replacement Costs.”
10. That the DISTRICT agrees to maintain sufficient professional and technical staffing to ensure timely and competent completion of this Contract.
11. The CITY and COUNTY agree to maintain safe access to monitoring sites. The DISTRICT will communicate needs for improvements or maintenance to the CITY and COUNTY, as needed. In the event that a site is unsafe to access, data collection may cease until safe access is provided.
12. That the CITY and COUNTY agree that maintenance and repair of monitoring equipment, data processing and data delivery by the DISTRICT shall occur between the hours of 7:00 AM to 6:00 PM excluding weekends and holidays. Exceptions for work outside of these hours may be made at the sole discretion of the DISTRICT.
13. That the CITY and COUNTY agree that the DISTRICT DOES NOT guarantee immediate, real-time or near real-time access to any data stored on or passed through DISTRICT systems, including, but not limited to: the DISTRICT’S databases, the DISTRICT’S Aquarius Hydrologic WebPortal, the DISTRICT’S Virtual Private Network, the DISTRICT’S data acquisition software, or any other software or hardware owned or operated by the DISTRICT. Upon request



from the CITY or COUNTY, the DISTRICT shall provide access to all raw data within 3 business days of a rainfall event.

14. That the DISTRICT will provide Hydrologic WebPortal training and assistance to CITY and COUNTY staff or contractors, upon request by the CITY or the COUNTY, to facilitate on-demand data access and data acquisition for data subject to quality assurance and quality control processes.
15. That the DISTRICT will provide authorization and co-ordination of access to Read Only Views of Cloud based data storage to the CITY and COUNTY for use in any services that may be selected by the CITY and/or the COUNTY to satisfy data delivery and data interface needs. These alternative services may operate using or in coordination with Monitoring Programs and Services that are a part of this Contract by reference. Any access to the data or data processing applications other than the Read Only Views referenced above shall require DISTRICT approval and an Amendment to this Contract to include any additional costs associated with changes to access.
16. That the CITY, COUNTY and DISTRICT agree that any changes to this Contract will be preceded by written approval.
  - A. A Change Order to this Contract is required for changes in Scope that do not involve changes to the cost of Operation and Maintenance. Changes in Scope include, but are not limited to, alteration of the telemetry system, coordination with a Third Party, or collection of additional field observations.
  - B. A formal Amendment to this Contract is required for changes which cause an increase or decrease in the cost of Operation and Maintenance; provided, however, that the determination of the amount of any increase or decrease in cost shall be made by the DISTRICT in its sole discretion.
  - C. All Change Orders or Amendments will identify all parties subject to contractual changes and are subject to the mutual agreement of all identified parties as evidenced in writing and must be signed by all identified parties in order to be effective.
17. That the continuation of this monitoring program in subsequent contractual periods shall be subject to renegotiation of the services and fees and appropriation of funding for this program by the CITY, COUNTY and DISTRICT in their respective budgets and execution of an amendment to extend the Contract by the CITY, COUNTY and DISTRICT.
18. That in the event the CITY and COUNTY terminate this Contract, the DISTRICT shall be compensated for work completed and for any irrevocable commitments for procurement of materials or services for this Contract by the DISTRICT. The DISTRICT agrees that it will make no such commitments after receiving written notification of termination.
19. That the CITY and COUNTY shall have access to any books, documents, papers, and records of the DISTRICT directly pertinent to this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The DISTRICT shall upload the stormwater data collected on this project to the District's Web Portal for the CITY and COUNTY on a monthly basis following data collection. Delivery of data are due 45 days following the end of each month. A single annual report will be due September 30, 2021. The report will be comprised of reviewed data in excel format, daily precipitation values, daily mean and maximum stage

values, and a summary of data issues that may have occurred during the reporting period. ALERT data will be delivered unprocessed in raw files and no reports will be generated for this data. ALERT data will not be uploaded to the District's Web Portal. The DISTRICT shall maintain required records including stormwater data and other records pertinent to this Contract for five years after the CITY and COUNTY make final payment and all other pending matters are closed.

20. That the CITY, COUNTY and DISTRICT shall agree to cooperate with an inspector general in any investigation, audit, inspection, review or hearing pursuant to s. 20.055(5), F.S.
21. That all notices and written communication between the parties shall be sent by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient.
22. That the DISTRICT's Contract Manager (which may also be referred to as the DISTRICT's Project Manager) at the time of execution for this Agreement is identified below.

Katie Price, or her Successor	
Northwest Florida Water Management District	
Hydrologic Data Services Section	
81 Water Management Drive	
Havana, Florida 32333	
Telephone No.:	(850) 539-5999
E-mail Address:	Katie.Price@nwfwater.com

The CITY's Contract Manager (which may also be referred to as the CITY's Project Manager) at the time of execution for this Agreement is identified below.

Jason Smith, or his Successor	
City of Tallahassee	
Stormwater Management, Underground Utilities Department	
300 S. Adams Street, B-35	
Tallahassee, Florida 32301	
Telephone No.:	(850) 891-6859
E-mail Address:	Jason.Smith@talgov.com

The COUNTY's Contract Manager (which may also be referred to as the COUNTY's Project Manager) at the time of execution for this Agreement is identified below.

Theresa B. Heiker, or her Successor	
Leon County Public Works Department	
Engineering Services Division	
2280 Miccosukee Road	

Tallahassee, Florida 32308	
Telephone No.:	(850) 606-1526
E-mail Address:	HeikerT@leoncountyfl.gov

23. That it is expressly understood and agreed that this Contract states the entire agreement of the Parties, and that the Parties are not bound by any stipulations, representations, or promises, not included in this Contract.
24. That all parties to this contract are bound by Chapter 119, Florida Statutes, to make available to the public all records related to this contract excepting those records exempted by law.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Leon County**

**850-606-2500**

**[COUNTYATTORNEY@LEONCOUNTYFL.GOV](mailto:COUNTYATTORNEY@LEONCOUNTYFL.GOV)**

**301 S. MONROE STREET**

**ROOM 202**

**TALLAHASSEE, FLORIDA 32301**

**City of Tallahassee**

**850-891-8799**

**[RECORDS@TALGOV.COM](mailto:RECORDS@TALGOV.COM)**

**300 S. ADAMS STREET**

**PUBLIC RECORDS REQUEST**

**TALLAHASSEE, FLORIDA 32301**

Remainder of this page intentionally left blank

**LEON COUNTY, FLORIDA**

By: \_\_\_\_\_  
County Administrator

Date: \_\_\_\_\_

**ATTEST:**

Approved as to Form:  
Leon County Attorney's Office

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

By: \_\_\_\_\_  
County Attorney

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**CITY OF TALLAHASSEE**

**ATTEST:**

By: \_\_\_\_\_  
City Treasurer-Clerk

By: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to Form:  
City Attorney's Office

By: \_\_\_\_\_  
City Attorney

Date: \_\_\_\_\_

**NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT**

By: \_\_\_\_\_  
Brett J. Cyphers  
Executive Director

Date: \_\_\_\_\_

**List of attachments/exhibits included:**

Attachment	A	Joint Stormwater Monitoring Program	(1 page )
Attachment	B	City of Tallahassee Supplementary Monitoring Services	(2 pages)
Attachment	C	Leon County Supplementary Monitoring Services	(2 pages)
Attachment	D	Work Order for Equipment Repair and Replacement Costs	(1 page)
Attachment	E	Property Transfer for Supplementary Monitoring Services	(1 page )
Exhibit	1	Station Identification Number to Station Name Matrix	(2 pages )
Exhibit	2	Map – Leon County & Tallahassee Hydrologic Data Stations 2021	(1 page )
Exhibit	3	Map – City of Tallahassee Hydrologic Data Stations 2021	(1 page )
Exhibit	4	Map – Leon County Hydrologic Data Stations 2021	(1 page )

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## ATTACHMENT A

## Joint Stormwater Monitoring Program

The Stormwater Flow Monitoring Program includes twenty-five (25) surface water and rainfall data collection stations in the City of Tallahassee and Leon County. The cost estimates and scope of work for maintaining and operating this program are outlined below.

This monitoring program is intended to collect stage and rainfall data at selected locations in Leon County and the City of Tallahassee, Florida. The DISTRICT is not responsible for collecting discharge measurements or creating and maintaining rating curves. The DISTRICT will provide continuous records of stage and rainfall data that may be used by the CITY and COUNTY to calculate discharge by an outside entity. The data collected in this program will aid in partially fulfilling U.S. Environmental Protection Agency National Pollutant Discharge Elimination System (NPDES) stormwater regulation requirements; verifying improvements as a result of actions taken under the City/County Comprehensive Stormwater Management Plan; and updating hydrologic and flooding elevation data as actual growth and development occurs.

Table A-1. Annual Budget for Joint Monitoring Program

Table 11 Annual Budget for Joint Monitoring Program				
Monitoring Station Summary				
<u>Station Type</u>	<u>Station Count</u>	<u>Station NFWMD Identification Numbers</u> (see Exhibit 1)		
Stage	13	8434(a), 8449, 8459, 8460(a), 8465(a), 8466(a), 8471(a), 8474(a), 8479(a), 8481, 11327(a), 11956(a), 12082(a)		
Rainfall	10	11284(a), 11285(a), 11288(a), 11293(a), 11296(a), 11299(a), 11302(a), 11303(a), 11304(a), 11306(a)		
Stage + Rainfall	2	8469(a), 11289(a)		
<b>Total Number of Stations</b>	<b>25</b>			
Annual Station Operation and Maintenance and Data Processing Costs (b)				
<u>Station Type</u>	<u>Station Count</u>	<u>Annual Fixed Cost Per Station</u>	<u>Total Cost</u>	
Stage	13	\$1,740.00	\$22,620.00	
Rainfall	10	\$1,850.00	\$18,500.00	
Stage + Rainfall	2	\$2,250.00	\$4,500.00	
<b>Total Annual Operation and Maintenance Costs</b>			<b>\$45,620.00</b>	
Upgrade Telemetry Costs		<u>Station Count</u>		
		17	Single year equipment costs to cover upgrades from 3G to LTE(4G-5G), one spare real-time capable logger included	
				\$21,470.00
<b>Total Annual Repair and Replacement Budget (not to exceed)</b>				<b>\$21,470.00</b>
Annual Data and Telemetry Service Costs				
Telemetry and Cloud data storage	<u>Station Count</u>	Cellular telemetry and Cloud based data processing with read only access for direct data acquisition		
	22	<b>Total Annual Telemetry Cost</b>		
				<b>\$990.00</b>
<b>TOTAL PROJECT COST</b>				<b>\$68,080.00</b>
<b>City of Tallahassee Annual Cost (50% of Total Project Cost)</b>				<b>\$34,040.00</b>
<b>Leon County Annual Cost ( 50% of Total Project Cost)</b>				<b>\$34,040.00</b>

(a) Site uses Verizon telemetry.

(b) Station Operation and Maintenance includes maintenance, operation, repair and replacement of equipment, data QA/QC, data retrieval in a computerized format, storage of data in DISTRICT databases, data reports, and delivery of digital data.

## ATTACHMENT B

### City of Tallahassee Supplementary Monitoring Services

The City of Tallahassee Supplementary Monitoring Services includes the operation and maintenance of seventeen (17) surface water and rainfall data collection stations for the CITY. The cost estimates for maintaining and operating this program are provided below. These monitoring stations will provide hydrologic data for the CITY. Operation of individual stations can be discontinued by Change Order at the request of the CITY during the period of this Contract. If stations are discontinued, the District will invoice the CITY quarterly for the pro-rated operational costs for active stations.

**Table B-1. Annual Budget for City of Tallahassee Supplementary Monitoring Services**

Monitoring Station Summary				
Station Type	Station Count	Station Identification Numbers (see exhibit 1)		
Stage	10	11335(a), 11336, 11342, 11343, 12547(a), 12548(a), 12549(a),12739, 12740, 12741		
Total Number of Stations		10		
Annual Station Operation and Maintenance and Data Processing Costs (b)				-
Station Type	Station Count	Annual Fixed Cost Per Station	Total Cost	
Stage	10	\$1,740.00	\$17,400.00	
Rainfall	0	\$1,8500.00	\$0.00	
Total Annual Operation and Maintenance Cost				\$17,400.00
Annual ALERT Maintenance Costs				
Station Type	Station Count	Annual Fixed Cost Per Station	Total Cost	
Stage	1	\$732.00	\$732.00	
Rainfall	6	\$732.00	\$4,392.00	
Total ALERT Station Annual Operation and Maintenance Cost				\$5,124.00
As-Needed Equipment Repair and Replacement Costs				
	<u>Station Count</u>	<u>Description</u>		
	7	Potential repair or replacement of City-owned ALERT station equipment, including pressure transducers, tipping buckets, data loggers, telemetry equipment, antennas, solar panels, and NEMA4 enclosures	\$2,000.00	
	2	Single year equipment cost to cover upgrade from 3G to LTE(4G-5G), one spare included	\$3,500.00	
As-Needed Equipment Repair and Replacement Costs (not to exceed)				\$5,500.00
Annual Data and Telemetry Service				
Telemetry and Cloud data storage	<u>Station Count</u>	Cellular telemetry and Cloud based data processing with read only access for direct data		
	4	Total Annual Telemetry Service Costs	\$180.00	
TOTAL COST FOR SUPPLEMENTARY MONITORING SERVICES – City of Tallahassee				\$28,204.00

(a) Site uses Verizon telemetry.

(b) Annual cost for Station Operation and Maintenance excluding ALERT stations. Station Operation and Maintenance costs will be billed on a quarterly basis for the prorated cost for active stations and include maintenance, operation, repair and replacement of equipment, data QA/QC, data retrieval in a computerized machine-readable format, display of and access to telemetered and downloaded data on the DISTRICT website, storage of data in DISTRICT databases, data reports, and delivery of digital data.

City of Tallahassee Supplementary Monitoring Services

1. All equipment purchased for the City of Tallahassee Supplementary Monitoring Services shall remain as property of the DISTRICT with the exception of the ALERT station equipment.
  - A. New equipment shall be purchased on an as-needed basis to replace City of Tallahassee Supplementary Monitoring equipment that has become non-functional or lost due to storm damage, equipment failure, obsolescence, or theft.
  - B. Upon receipt of replacement equipment for ALERT stations, the District will provide the CITY the following information for each piece of City-owned equipment: Name of equipment manufacturer, Model number, Serial number, and Cost.
  - C. Equipment repairs, and purchases will be invoiced on a quarterly basis as acquired, not to exceed \$5,500 unless increased through Amendment of this Agreement. Invoice for equipment reimbursement shall be accompanied by supporting documentation.
  - D. The District will provide an annual inventory report for equipment deployed at CITY monitoring stations with the final report that shall include the model, serial number, Inventory Control ID if provided by the City, current location of the item, and current condition of the item (New, Good, Fair, Poor, Nonfunctional).
  - E. City-owned equipment deemed by the District as no longer functional due to damage or obsolescence will be returned to the City Stormwater Management, Underground Utilities Department. Equipment returned to the City will be documented by a completed and signed Property Transfer (Attachment D.)
  - F. The District will maintain two (2) additional tipping buckets (rainfall gauges) to allow for laboratory calibrations and rotation of field equipment on a semi-annual basis.
  - G. The District will retain one data logger with a cellular modem at District Headquarters as back-up inventory. In the event a back-up logger or modem needs to be deployed, it shall be replaced by the repaired equipment or, if the non-functional equipment cannot be repaired, by purchase of new equipment. Purchase of new equipment will be contingent on available Repair and Replacement funds.
  - H. The District will retain only repaired CITY pressure transducers as back-up equipment, when available, due to the high variability in cable lengths between stations.
  - I. **REPLACEMENT OF EQUIPMENT MAY TAKE SEVERAL WEEKS.** Procurement, production and delivery of new equipment or warranty repairs may exceed 30 days. After receipt of replacement equipment and/or replacement parts, repairs shall be completed by the District in no more than 10 calendar days.
  - J. If this contract is cancelled and/or not renewed, all equipment purchased for the City of Tallahassee Supplementary Monitoring Services shall become property of the CITY excluding previously surplus and nonfunctional equipment.

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## ATTACHMENT C

### Leon County Supplementary Monitoring Services

The Leon County Supplementary Monitoring Services includes the operation and maintenance of nine (9) surface water and rainfall data collection stations. The cost estimates for maintaining and operating this program are provided below. These monitoring stations will provide hydrologic data for the COUNTY. Operation of individual stations can be discontinued by Change Order at the request of the COUNTY during the period of this Contract. The District will invoice the COUNTY quarterly for the pro-rated operational costs for active stations.

**Table C-1 Annual Budget for Leon County Supplementation Monitoring Services**

Monitoring Station Summary				
<u>Station Type</u>	<u>Station Count</u>	<u>Station NFWFMD Identification Numbers</u> (see exhibit 1)		
Stage	1	11328		
Rainfall	5	11325(a), 11369(a), 11370(a),12149(a), 12728(a)		
Stage + Rainfall	3	7795(a), 11359(a), 11373(a)		
<b>Total Number of Stations</b>	9			
Annual Station Operation and Maintenance and Data Processing Costs (b)				
<u>Station Type</u>	<u>Station Count</u>	<u>Annual Fixed Cost Per Station</u>	<u>Total Cost</u>	
Stage	1	\$1,740.00	\$1,740.00	
Rainfall	5	\$1,850.00	\$9,250.00	
Stage + Rainfall	3	\$2,250.00	\$6,750.00	
<b>Total Annual Operation and Maintenance Costs</b>			<b>\$17,740.00</b>	
Upgrade Telemetry Costs		<u>Station Count</u>		
	5	Single year equipment costs to cover upgrades from 3G to LTE(4G-5G), one spare real-time capable logger included		\$8,750.00
<b>Total Annual Repair and Replacement Budget (not to exceed)</b>			<b>\$8,750.00</b>	
Annual Data and Telemetry Service Costs				
Telemetry and Cloud data storage	<u>Station Count</u>	Cellular telemetry and Cloud based data processing with read only access for direct data acquisition		
	8	<b>Total Annual Telemetry Cost</b>		<b>\$360.00</b>
<b>TOTAL SUPPLEMENTARY SERVICES- Leon County</b>				<b>\$26,850.00</b>

(a) Site uses Verizon telemetry.

(b) Station Operation and Maintenance costs will be billed on a quarterly basis for the prorated cost for active stations and include maintenance, operation, data QA/QC, data retrieval in a computerized machine-readable format, display of and access to telemetered and downloaded data on the DISTRICT website, storage of data in DISTRICT databases, data reports, and delivery of digital data.

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Leon County Supplementary Monitoring Services

1. All equipment purchased for the Leon County Supplementary Monitoring Services shall remain as property of the DISTRICT.
  - A. New equipment shall be purchased on an as-needed basis to replace Leon County Supplementary Monitoring equipment that has become non-functional or lost due to storm damage, equipment failure, obsolescence, or theft.
  - B. Equipment purchased for the upgrade from 3G to LTE will be invoiced on a quarterly basis as acquired, not to exceed \$8,750.00 unless increased through Amendment of this Agreement.
  - C. The District will provide an annual inventory report for equipment deployed at COUNTY monitoring stations with the final report that shall include the model, serial number, current location of the item, and current condition of the item (New, Good, Fair, Poor, Nonfunctional).
  - D. The District will maintain two (2) additional tipping buckets (rainfall gauges) to allow for laboratory calibrations and rotation of field equipment on a semi-annual basis.
  - E. The District will retain one Data Logger with a cellular modem at District Headquarters as back-up inventory. In the event a back-up logger or modem needs to be deployed it shall be replaced by the repaired equipment or, if the non-functional equipment cannot be repaired, by purchase of new equipment. Purchase of new equipment will be contingent on available Repair and Replacement funds.
  - F. **REPLACEMENT OF EQUIPMENT MAY TAKE SEVERAL WEEKS.** Procurement, production and delivery of new equipment or warranty repairs may exceed 30 days. After receipt of replacement equipment and/or replacement parts, repairs shall be completed by the District in no more than 10 calendar days.
  - G. If this contract is cancelled and/or not renewed, all equipment purchased for the Leon County Supplementary Monitoring Services shall become property of the COUNTY excluding previously surplus and nonfunctional equipment.

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## ATTACHMENT D

### Work Order for Equipment Repair and Replacement Costs

#### WORK ORDER

##### Northwest Florida Water Management District

81 Water Management Dr  
Havana, FL 32333  
850-539-5399



CLIENT NAME		ORDER DATE	ORDER NUMBER
CLIENT PHONE			
CLIENT EMAIL		EXPECTED START DATE	EXPECTED END DATE
WORK LOCATION			

TERMS OF SERVICE	
WORK DESCRIPTION	
ADDITIONAL COMMENTS	

EQUIPMENT DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
	-	\$ -	-
	-	\$ -	-
	-	\$ -	-
	-	\$ -	-
	-	\$ -	-
	-	\$ -	-
		MATERIAL TOTAL	\$ -

WORK ORDER COMPILED BY		SUBTOTAL	\$ -
City of Tallahassee PROJECT MANGER NAME		TAX RATE %	N/A
SIGNATURE		TOTAL TAX	tax exempt
DATE OF APPROVAL		SHIPPING COSTS	
		TOTAL	

Leon County PROJECT MANGER NAME	
SIGNATURE	
DATE OF APPROVAL	

NWFWMD PROJECT MANGER NAME	
SIGNATURE	
DATE OF APPROVAL	

ATTACHMENT E

Property Transfer for Supplementary Monitoring Services

Date: \_\_\_\_\_ Property Owner: City of Tallahassee ☐ Leon County ☐

Property Description: \_\_\_\_\_  
\_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model: \_\_\_\_\_

Serial Number: \_\_\_\_\_

Invoice/PO #: \_\_\_\_\_ Purchase Date: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deployment History:

Location: \_\_\_\_\_ Date Deployed: \_\_\_\_\_

Date Removed: \_\_\_\_\_

Location: \_\_\_\_\_ Date Deployed: \_\_\_\_\_

Date Removed: \_\_\_\_\_

Location: \_\_\_\_\_ Date Deployed: \_\_\_\_\_

Date Removed: \_\_\_\_\_

Location: \_\_\_\_\_ Date Deployed: \_\_\_\_\_

Date Removed: \_\_\_\_\_

Transfer Information:

Received By: \_\_\_\_\_

Received Date: \_\_\_\_\_

Condition: NEW GOOD FAIR POOR NONFUNCTIONAL DESTROYED

\_\_\_\_\_  
Signature (District Custodian)

\_\_\_\_\_  
Signature (Receiving Party)

EXHIBIT 1

**Station Name to ID Matrix**

Attachment	Station Name	NWFID	Archived Map Ref	Station type	Telemetry	Equipment Upgrade Needed
A-Joint	Munson Slough @ Capitol Circle	8434	3	Stage	x	x
A-Joint	W Drainage Ditch @ W Tennessee	8449	6	Stage		
A-Joint	Alford Arm Tributary @ Miccosukee	8459	14	Stage		
A-Joint	Alford Arm Tributary @ Buck Lake	8460	15	Stage	x	x
A-Joint	Central DD @ Orange Ave	8465	19	Stage	x	x
A-Joint	W DD @ Roberts Ave	8466	20	Stage	x	x
A-Joint	Lake Lafayette Outfall	8471	35	Stage	x	x
A-Joint	NE DD @ Mahan Dr	8474	72	Stage	x	x
A-Joint	Park Ave DD @ Violet	8479	100	Stage	x	x
A-Joint	E DD @ Adams	8481	128	Stage		
A-Joint	NE DD @ Centerville & Blairstone	11327	660	Stage	x	x
A-Joint	Leon Highschool Stormwater Inlet	11956	750	Stage	x	x
A-Joint	Lake Bradford	12082	662	Stage	x	x
A-Joint	Capitol Circle Landfill (Munson Slough)	11284	601	Rainfall	x	
A-Joint	Herron Steel	11285	602	Rainfall	x	
A-Joint	Restoration Place   Christian Heritage	11288	605	Rainfall	x	
A-Joint	Tuck Site- N Centerville	11293	610	Rainfall	x	
A-Joint	City Well- Limoges Dr	11296	613	Rainfall	x	x
A-Joint	Apalachee Regional Park	11299	616	Rainfall	x	x
A-Joint	San Luis Mission Park	11302	623	Rainfall	x	
A-Joint	Chowkeebin Nene	11303	626	Rainfall	x	x
A-Joint	Wembley Way - Eastgate	11304	628	Rainfall	x	x
A-Joint	Forest Meadows City Park	11306	631	Rainfall	x	
A-Joint	Lake Kanturk Outfall	8469	31	Stage+Rainfall	x	x
A-Joint	Lake Jackson Retention Pond	11289	606	Stage+Rainfall	x	x

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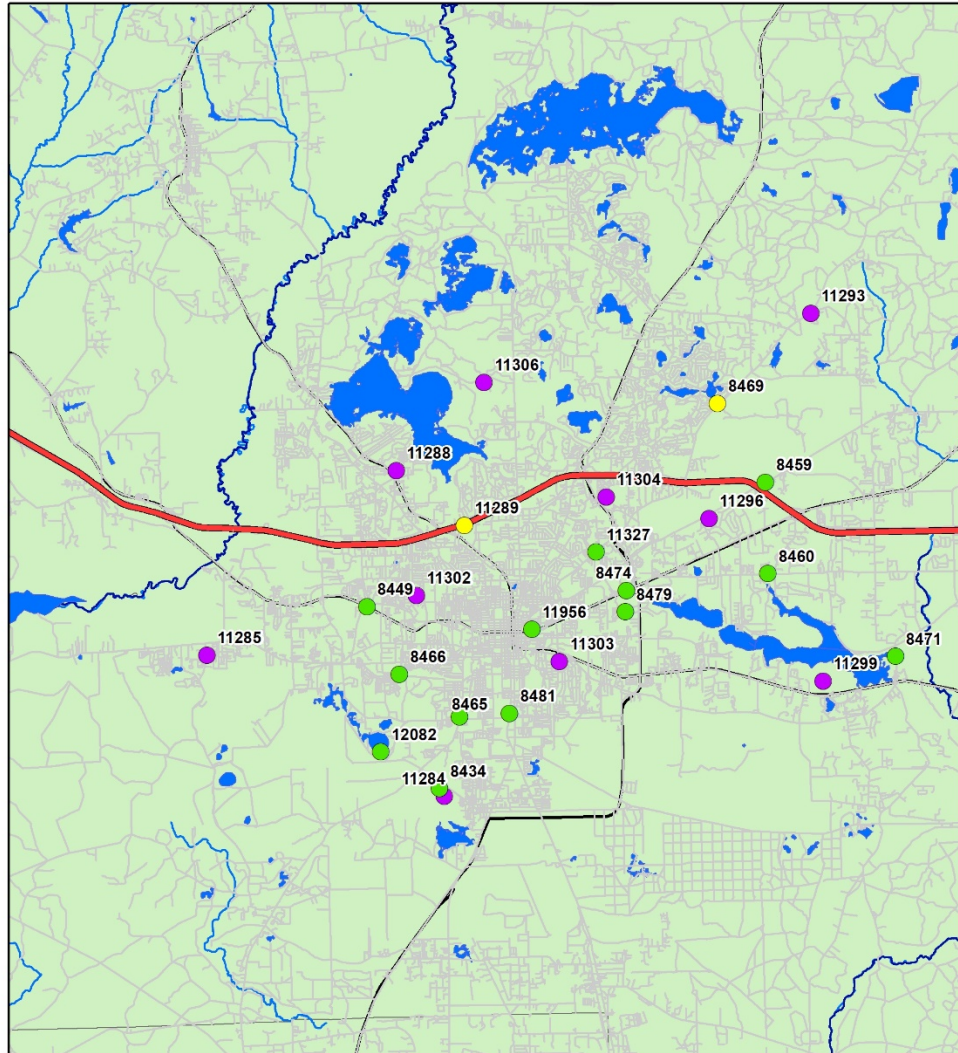
EXHIBIT 1

**Station Name to ID Matrix**

Attachment	Station Name	NWFID	Archived Map Ref	Station type	Telemetry	Equipment Upgrade Needed
B-City	Central DD @ Lake Bradford Rd	11335	687	Stage	x	x
B-City	Regional Stormwater Facility	11336	688	Stage		
B-City	Southwood SW Pond	11342	698	Stage		
B-City	Southwood SW Pond	11343	699	Stage		
B-City	Lake Kinsale Outfall	12547	784	Stage	x	
B-City	Lake Killarny at McLaughlin Dr	12548	785	Stage	x	
B-City	Lake Kanturk at Clifden Dr	12549	786	Stage	x	
B-City	East Drainage Ditch @ Nancy	12739	833	Stage		
B-City	East Drainage Ditch @ Texas	12740	832	Stage		
B-City	East Drainage Ditch @ Orange Ave.	12741	831	Stage		
B-City	Boone Blvd Holding Pond	11337	689	Alert-Stage		
B-City	City Hall Rain (City ID# 100)	11329	11329	Alert-Rainfall		
B-City	Senior Citizen Center (City# 200)	11330	682	Alert-Rainfall		
B-City	Streets & Drainage (City# 300)	11331	683	Alert-Rainfall		
B-City	Hilaman Golf Course (City# 400)	11332	684	Alert-Rainfall		
B-City	Jake Gaither Golf Course (City# 500)	11333	685	Alert-Rainfall		
B-City	Southwood Golf Course (City# 600)	11334	686	Alert-Rainfall		
C-County	Lauder Pond	11328	680	Stage		
C-County	Bannerman Rd	11325	654	Rainfall	x	
C-County	Wakulla Work Center	11369	803	Rainfall	x	
C-County	Military Trail	11370	804	Rainfall	x	
C-County	Miccosukee Community Center	12149	753	Rainfall	x	x
C-County	Ft. Braden Rainfall	12728	827	Rainfall	x	x
C-County	Ames Sink	7795	555	Stage+Rainfall	x	
C-County	Still Creek	11359	729	Stage+Rainfall	x	x
C-County	Lake Iamonia Outfall	11373	810	Stage+Rainfall	x	x

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EXHIBIT 2  
Joint Hydrologic Data Stations – 2020-2021



**Monitoring Stations**

- Rainfall
- Stage
- Stage+Rainfall

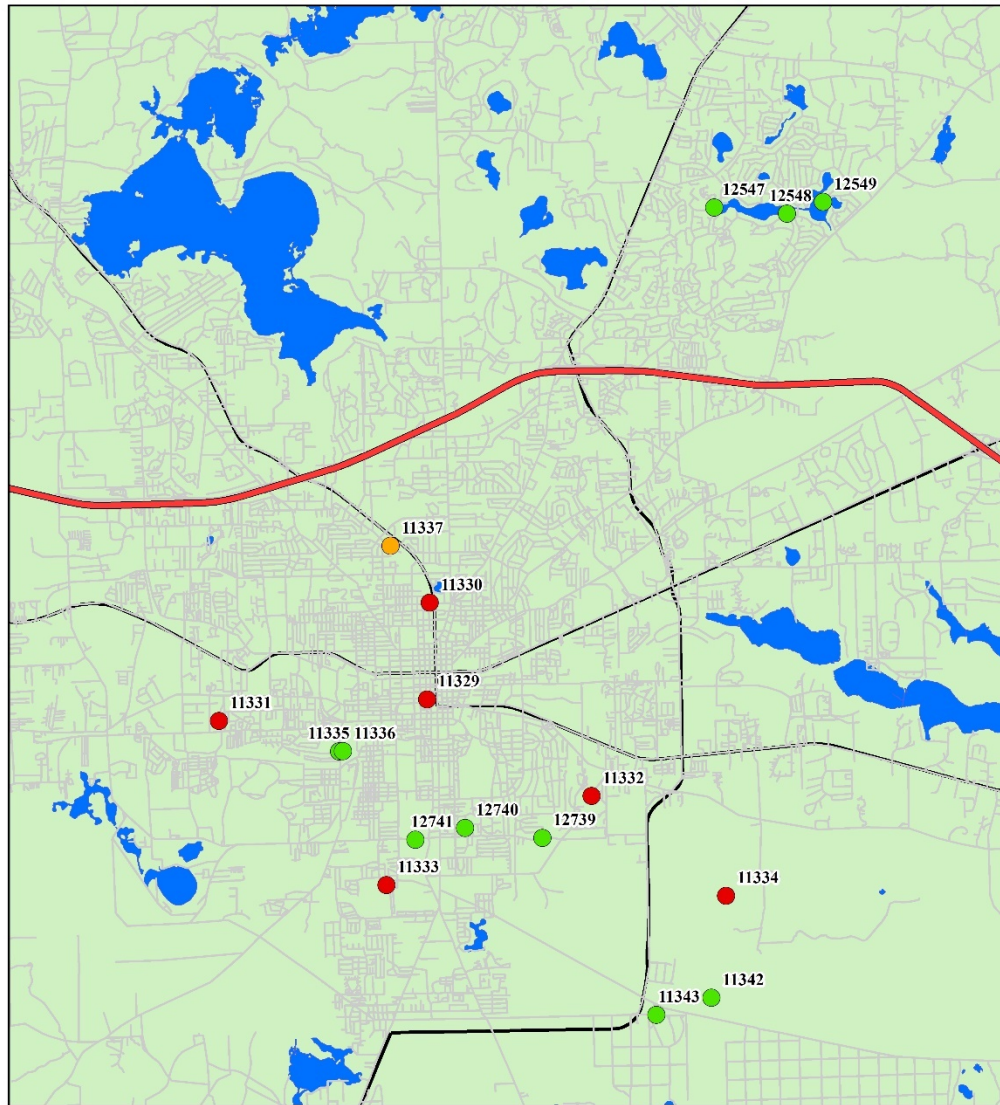
0 1.75 3.5 7 Miles





EXHIBIT 3

City of Tallahassee Hydrologic Data Stations – 2020-2021



Monitoring Stations

- Alert-Rainfall
- Alert-Stage
- Stage

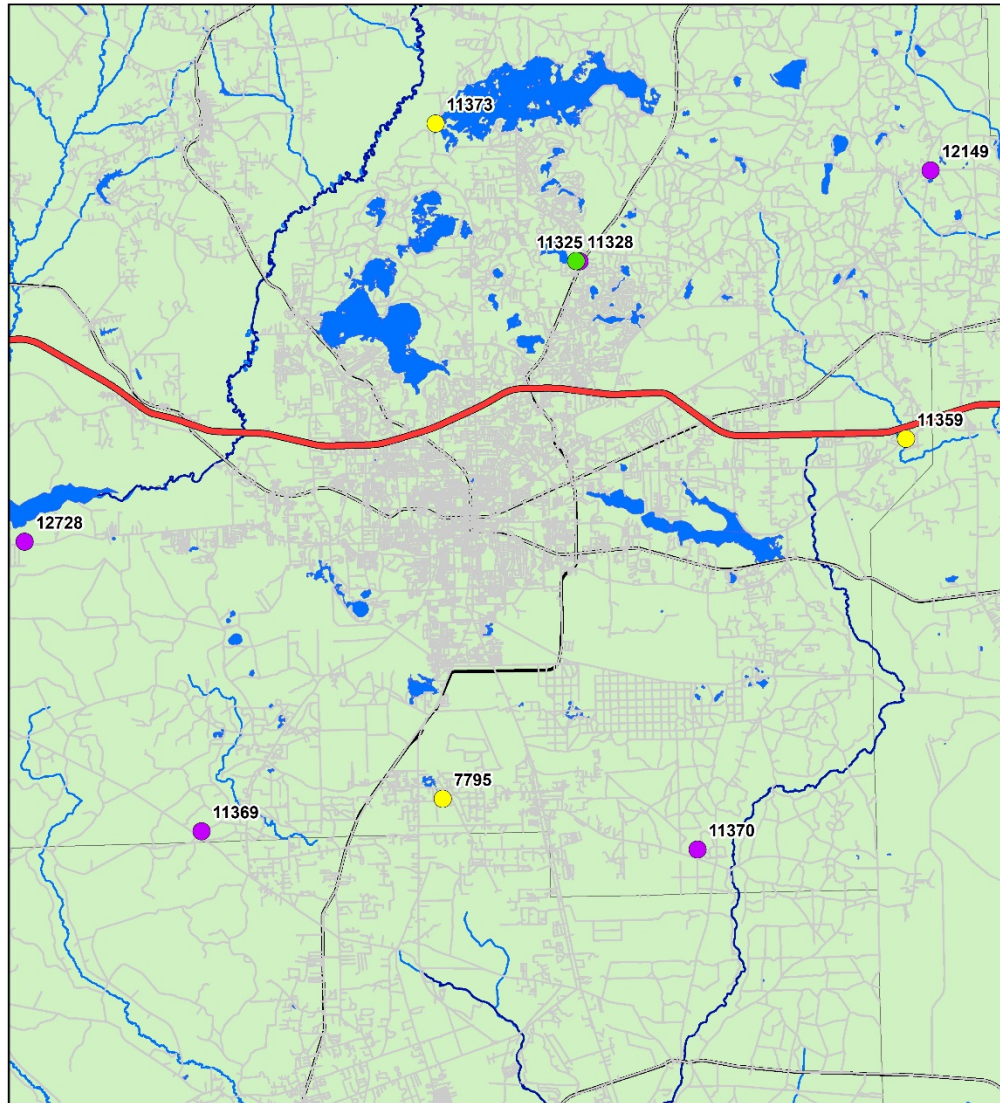
0 1 2 4 Miles





EXHIBIT 4

Leon County Hydrologic Data Stations – 2020-2021



Monitoring Stations

- Rainfall
- Stage
- Stage+Rainfall

0 2.25 4.5 9 Miles



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #20**

# Leon County Board of County Commissioners

## Agenda Item #20

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Status Report on Maintenance Schedules, Testing, and Metrics for Commercial and Residential Stormwater Ponds in Other Jurisdictions

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	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
<b>Lead Staff/ Project Team:</b>	Theresa Heiker, P.E., Stormwater Management Coordinator

### **Statement of Issue:**

As requested by the Board, this item builds upon the review of Leon County Stormwater Management Facilities presented at its December 8, 2020 meeting. This status report examines stormwater maintenance schedules employed by other counties, the use of water quality metrics for commercial and residential stormwater ponds, and intergovernmental coordination with cities related to stormwater facilities.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the status report on maintenance schedules, testing and metrics for commercial and residential stormwater ponds in other jurisdictions.

## Report and Discussion

### **Background:**

As requested by the Board, this item builds upon the review of Leon County Stormwater Management Facilities presented at its December 8, 2020 meeting. This status report examines stormwater maintenance schedules employed by other counties, the use of water quality metrics for commercial and residential stormwater ponds, and intergovernmental coordination with cities related to stormwater facilities (Attachment #1). This status report advances the following FY2017-FY2021 Strategic Initiative:

- *Ensure County's water quality and stormwater regulations, programs and projects are evaluated and implemented holistically to advance the County's adopted strategic priority: to protect the quality and supply of our water. (2018-5)*

This particular Strategic Initiative aligns with the Board's Environmental Strategic Priorities:

- *(EN1) Protect the quality and supply of our water and*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

At its December 12, 2019 Blueprint Intergovernmental Agency (IA) Board meeting, Blueprint staff was directed to prepare a report on the potential health hazards of stormwater facilities. This information was provided to the IA Board on September 17, 2020 as part of a comprehensive agenda item on stormwater facilities operated and maintained by the City of Tallahassee and Leon County, including those constructed by Blueprint.

At its September 15, 2020 meeting, the Board directed staff to prepare an agenda item discussing the Blueprint IA report on the potential health hazards of stormwater facilities, including alternate and new technology and the current maintenance program. On October 14, 2020, local government (County, City and Blueprint) staff held a Zoom meeting with interested citizens to discuss innovative and alternative stormwater treatment technologies currently in use in the community, and opportunities to expand the use of new and innovative treatment technologies.

On December 8, 2020, a status report was presented to the Board providing a review of Leon County stormwater management facilities and the Blueprint IA report. At that time, the Board directed staff to conduct a review other counties' maintenance schedules, metrics for commercial and residential stormwater ponds, and their intergovernmental coordination with other cities.

### **Analysis:**

As described in the December 8, 2020 status report on Leon County's stormwater management facilities, water quality treatment standards have evolved since 1982 including the Leon County Minimum Countywide Environmental Regulations which currently exceed the State of Florida stormwater standards. There are four options for treatment found in Section 10-4.301(2) of the Leon County Code of Laws, but the preferred standard captures the first 1.125 inches (1 1/8") of runoff. This standard is more than twice the volume of the State standard; however, the standard allows recovery of the treatment volume by filtration. Leon County has adopted Low Impact

Development standards and incentives to encourage developers to use innovative means to reduce stormwater runoff and more easily meet the County stormwater standards. In Leon County, water quality enhancement is incorporated into flood mitigation and flood relief projects to achieve multiple benefits from these projects such as the construction of Lake Henrietta and the Fords Arm South conveyance improvements. Regional stormwater facilities are constructed as part of joint-use projects associated with roadway improvements such as the Broadmoor Park built during the Blueprint Capital Circle widening project. These ponds provide full treatment for the associated roadway projects while providing additional retrofit treatment to the maximum extent practicable for the areas outside of the roadway limits which contribute flow to the ponds.

The December 8th status report also highlighted the innovative stormwater management strategies used by Leon County. These range from the natural wetlands incorporated into the Lake Henrietta construction and the use of vegetation to stabilize the conveyance at the Meridian Road Cross Drain project to structural projects involving pervious asphalt. Leon County uses passive stormwater maintenance practices to control nutrients such as minimizing the use of fertilizer to the greatest extent possible and protecting the planted buffer around wet detention ponds to reduce nutrients entering our natural waterbodies.

Since the December 8<sup>th</sup> status report, the Department of Development Support and Environmental Management worked with community partners to update the fertilizer ordinance to incorporate the current State Model Ordinance and Florida Administrative Code requirements. The community partners included the Science Advisory Committee, the Water Resources Committee, the Big Bend Sierra Club and commercial fertilizer applicators. On May 12, 2021, the Board adopted the updated Fertilizer Ordinance with additional direction to staff to provide an agenda item detailing the proposed applicator training and public education initiative and evaluations of additional information on a summer time moratorium of fertilizer application.

In a separate agenda item on December 8, 2020, the Board accepted the Annual Report on the Leon County Water Quality Monitoring Program which provides the appropriate state and federal regulatory agencies the latest information on the County's efforts to maintain healthy water bodies. Following the acceptance of the Annual Report, the Board requested staff to bring back an agenda item that explores options for a comprehensive watershed management plan that address both quality and quantity in collaboration with the City and neighboring counties. This item is scheduled to be brought back to the Board in the fall.

This status report and survey analysis builds upon the recent review of Leon County Stormwater Management Facilities by examining the stormwater maintenance schedules employed by other counties, the use of water quality metrics for commercial and residential stormwater ponds, and intergovernmental coordination with cities related to stormwater facilities.

*Stormwater Maintenance Practices Used by Other Florida Counties:*

A survey of other jurisdictions' stormwater maintenance policies and practices was completed with the assistance of the Florida Association of Counties. The results of the survey are included as Attachment #1 and summarized in the following analysis. In summary, the practices and policies from other counties and the City of Tallahassee confirms that Leon County stormwater facility

maintenance is on par with standards throughout the state of Florida as surveyed. In addition, Leon County and other surveyed counties evaluate pond hydraulic function rather than water quality metrics to determine the condition of stormwater treatment facilities. Finally, Leon County intergovernmental coordination with the City of Tallahassee for as-needed maintenance and for NPDES activities are in line with the level of coordination noted by other survey respondents.

Of the twelve counties which responded, four have more frequent mowing cycles than Leon County and two mow the facilities throughout the year. Leon County Operations mows facilities three times during the growing season of March through November. However, it should be noted that the climate in some of the surveyed counties in Central and South Florida may result in longer growing seasons than North Florida.

All counties reported that stormwater treatment facilities are monitored for compliance with applicable state and local stormwater treatment design standards, such as ensuring proper flow through the facility and identifying the need for vegetation removal. None of the counties, including Leon, are monitoring for water quality parameters within the ponds. Water quality metrics are not incorporated into either federal, state or local standards. Historic research into various stormwater treatment methods have established the average pollution reduction achieved by stormwater ponds. Treatment ponds designed in accordance with these standards are presumed to be achieving the average pollution reduction so long as the facility continues to capture and recover the design flow volumes. Consequently, all surveyed counties focus on the hydraulic function of the treatment ponds to confirm regulatory compliance.

The counties were asked whether stormwater ponds were considered community amenities with other uses by the public in order to determine the degree to which other counties encourage public interaction with stormwater ponds. Half (six) of the 12 counties acknowledged walking trails or passive parks around some of its stormwater facilities, like Leon County's Pedrick Pond or Lake Henrietta. In contrast to our local policy where Leon County maintains shared-use facilities, Sumter County encourages shared-use ponds where it utilizes capacity in ponds maintained by the private property owners. Shared-use facilities are those which treat stormwater runoff from public rights-of-way as well as private property. Clay County identified one facility as a designated fishing park with fishing information posted at the site. Designating a stormwater pond as a fishing park is unusual because public health guidance advises against the consumption of fish from these facilities. As directed by the Board at its July 14, 2020 meeting, Leon County has posted "Catch and Release Only" signs at several County multi-use parks, which are sites where the stormwater treatment pond has been incorporated into a park site.

As a follow-up to the question regarding the use of stormwater ponds as community amenities, the counties were asked whether a distinction was made between commercial and residential uses contributing flows to these amenities, due to the difference in expected stormwater constituents. Residential areas would be more likely to contribute nutrient-enriched stormwater while commercial areas are more likely to contribute flows with heavy metals and trash. An example locally are the Capital Cascades facilities which require intensive effort by City Parks staff to remove trash following storms. Of the surveyed counties, Clay County was the only one that distinguished between residential and commercial areas serving as contributing areas for

stormwater ponds when evaluating ponds as community amenities. However, Marion County reported that specific land uses in the contributing area were evaluated to determine if the sites would be incompatible with public use activities.

Ten of the 12 counties reported at least some of their stormwater ponds are fenced or have warning signs posted. The warning signs range from “No Trespassing” to warnings about alligators. Pasco and St. Lucie Counties have educational kiosks at their facilities, similar to the Leon County kiosks at public boat landings and major multi-use facilities such as Lake Henrietta.

The counties were asked about the extent of coordination with cities within their jurisdictions. Six of the counties coordinate with municipalities on an as-needed basis for maintenance of stormwater facilities. The greatest contrasts are Pasco County which coordinates with municipalities on education efforts only and Charlotte County which works with the City of Punta Gorda on National Pollutant Discharge Elimination System (NPDES) permit items relating to nonpoint source discharges of pollutants. Leon County and the City of Tallahassee coordinate on an as-needed basis for maintenance of stormwater facilities but also have a contract where the City Aquifer Protection staff perform industrial site inspections required for the County’s NPDES permit.

*City of Tallahassee Maintenance Practices:*

Staff at the City of Tallahassee were contacted regarding its maintenance practices as well. The City’s Underground Utility & Public Infrastructure (UUPI) Department adopted Standard Operating Procedures for stormwater facility cutting and maintenance, which apply where the facility is not co-located with a passive park. The standard stormwater facility is mowed a minimum of twice per year and trash is removed following inspection. Parks, such as Silver Lake Park, are maintained to a higher level of service due to the public access by the Parks, Recreation and Neighborhood Affairs Department, or by the Community Beautification and Waste Management Department. This is similar to Leon County’s practice, where Leon County Parks and Recreation and Facilities Management have a more frequent mowing cycle for stormwater ponds due to the associated site use such as libraries and walking trails.

On December 2, 2020, the Board specifically requested additional information on five of the City’s ponds:

- Frenchtown Pond (Carter-Strong-Howell Park)
- Silver Lake
- Lake Anita (Anita Favors Thompson Plaza)
- Bond Community Pond
- University Park Pond (Mercury Drive Pond)

Frenchtown Pond and Silver Lake are managed by the City as parks facilities, with more frequent cutting of the maintained areas above the waterline by the Parks Department. Lake Anita is maintained above the waterline by the Community Beautification and Waste Management Department. All three are maintained below the waterline by the City’s UUPI.

Bond Community Pond is managed entirely by the UUPI as a stormwater facility, with the minimum criteria listed above. The University Park Pond, known to the City as Mercury Drive Pond, is a closed natural basin which is being evaluated for drainage improvements following near flooding of adjacent homes during 2019 record rainfall. An outfall structure and discharge pipe will be designed and built this fall to reduce the frequency, severity and duration of flooding associated with the University Park Pond. The constructed improvements will ensure that flood damage will no longer be experienced by downstream properties.

*Summary:*

Review of the practices and policies from other counties and the City of Tallahassee confirms that Leon County stormwater facility maintenance is on par with standards of Florida surveyed counties. Leon County and other surveyed counties evaluate pond hydraulic function rather than water quality metrics to determine the condition of stormwater treatment facilities. Finally, Leon County intergovernmental coordination with the City of Tallahassee for as-needed maintenance and for NPDES activities are in line with the level of coordination noted by other survey respondents.

**Options:**

1. Accept the status report on maintenance schedules, testing and metrics for commercial and residential stormwater ponds in other jurisdictions.
2. Do not accept the status report on maintenance schedules, testing, and metrics for commercial and residential stormwater ponds in other jurisdictions
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. Stormwater survey of other jurisdictions' stormwater maintenance policies and practices



Stormwater Pond Maintenance Survey Results

Jurisdiction	Please describe the maintenance standards for public stormwater ponds.	Does your county monitor stormwater ponds other than for regulatory compliance? If so, what parameters are evaluated?	Are your stormwater ponds considered community amenities above and beyond the required stormwater management function? If so, please identify, such as passive parks, fishing ponds, birding, dog parks or other attractive uses?	Do you distinguish between residential and commercial contributing areas for designation as a community amenity? If so, how do you make the distinction?	Are you cautioning/educating the public to avoid contact with the stormwater in these facilities? If so, how do you achieve this (signage, fencing, vegetative buffers, etc.)?	Does your county coordinate with cities within your jurisdiction on any of the issues listed above?
Charlotte	Charlotte County Public Works' staff inspects the ponds and maintains them to ensure they are operating per the design	No, Charlotte County only monitors them in accordance with permit standards	Some ponds are used as park amenities with walking trails around them. Charlotte County does not have any that are used for fishing or other amenities	No	Charlotte County has a mix. Some ponds are fenced, at least one is signed where we have known issues with the water, but most do not have any buffering.	Charlotte County does work with the City of Punta Gorda on some NPDES permit items; however, there is no coordination on pond maintenance.
Citrus	We currently maintain stormwater ponds on an as needed basis. However, we are looking at developing a stormwater utility which would provide funding for scheduled maintenance	No, only for regulatory compliance	Not currently, but there are many benefits.	No	Most of our stormwater ponds are fenced and closed to the public.	Occasionally, on an as needed basis. No formal coordination.
Clay	County ponds inspections scheduled (yearly), random, and from service requests received from Residents. Vegetation Management control by mowing, trash & debris removal. Mechanical Equipment Check: Inspection, repair or replacement of valves, pumps, gates, locks, or other mechanical components during inspection. Structural Component Check: Inspection of outlets, inlets, orifices, trash racks, trickle channels, and structures on a regular basis; for possible addition to the non-routine maintenance list.	Yes. Safety, aesthetics, odors, signs of wild animal intrusion or nesting, unauthorized access by people.	Pond 43: Moccasin Slough Park: Passive Park; Pond 67: Ronnie Van Zant Park: Designated Fishing	Yes. Would depend on what the surrounding land is zoned for, or what type of structures / buildings are already in place.	Yes. Ponds have a sign on the fence surrounding the pond, warning about the runoff from the surrounding roads or property: Danger Alligator- Pond 43 Moccasin Slough. Fishing information is located at the Ronnie van Zant Park.	On an as needed basis.
Jackson	Currently, the county mows the county owned stormwater ponds and performs other maintenance as needed. No formal guidelines are in place.	The County doesn't monitor private stormwater ponds for regulatory compliance. If an issue is found or reported it is referred to Northwest Florida Water Management Agency. We do monitor our County owned ponds to prevent issues.	I don't believe that we have any stormwater ponds that are considered community amenities.	No ponds are used as a community amenities.	Prior to hurricane Michael there was some signage, fencing, and vegetative buffers on some of the County owned ponds.	Our County doesn't have any formal agreements with the cities within the County dealing with Stormwater ponds. If the cities reach out to us for assistance, we try to assist them whenever possible.
Lake	Contracted service includes mowing, weed trimming, edging, trash removal, tree and bush trimming and other related services. Generally, on a three-week mow cycle about 6 times a year, seasonal. Remaining period is trash removal only.	No	No	No	Ponds are fenced and/or landscaped based on permitting regulations and land development regulations.	If we are contacted and the jurisdiction in within a municipality, we reach out to them to share the concern.

Stormwater Pond Maintenance Survey Results

Jurisdiction	Please describe the maintenance standards for public stormwater ponds.	Does your county monitor stormwater ponds other than for regulatory compliance? If so, what parameters are evaluated?	Are your stormwater ponds considered community amenities above and beyond the required stormwater management function? If so, please identify, such as passive parks, fishing ponds, birding, dog parks or other attractive uses?	Do you distinguish between residential and commercial contributing areas for designation as a community amenity? If so, how do you make the distinction?	Are you cautioning/educating the public to avoid contact with the stormwater in these facilities? If so, how do you achieve this (signage, fencing, vegetative buffers, etc.)?	Does your county coordinate with cities within your jurisdiction on any of the issues listed above?
Levy	We only have a few, and we mow the perimeter of the retention ponds that we have.	We maintain them to the best of our ability. We make sure the culverts leading to the retention ponds are clear of debris and there is no other foliage blocking the flow.	No	N/A	No	No, our retention areas/ponds are not within city limits.
Marion	<p>Drainage Retention Areas (DRA's) maintained by Marion County are inspected on a regular basis throughout the year. Consistent with the objectives outlined in the Marion County Comprehensive Plan, maintenance schedule of DRA's includes the following:</p> <ul style="list-style-type: none"> <li>•Mowing on regular cycles, typically five times a year.</li> <li>•As required, retention facilities are also kept free of accumulated vegetative debris and garbage on a year round basis. This maintenance activity is supplemented by herbicide treatments for bio-retention ponds, typically on bi-monthly basis.</li> <li>•Routine inspections are also conducted to identify and repair any sedimentation and erosion problems.</li> <li>•DRA's are continuously monitored for any developing karst-related issues and sinkholes, the latter being prevalent in certain areas of the County.</li> <li>•Routine inspections also identify non-functioning drainage elements for replacement or repair. This includes vegetated swales, culverts and drainage structures.</li> <li>•Routine inspections also identify any developing issues related to public safety. This includes fence repairs, trimming or removal of any encroaching trees.</li> </ul>	No.	Dry retention ponds are the prevalent stormwater treatment system in Marion County. Nothing prohibits individuals from accessing these facilities, but they are not always suitable for recreational uses and are not advertised as public parks. There are some exceptions, a few have walking trails around them and one in particular includes a Frisbee golf course.	Typically no distinctions are made between residential and commercial contributing areas, rather on specific land uses when these are deemed to be incompatible with activities related to public use.	Stormwater facilities serving areas deemed incompatible to public use, or those which may otherwise pose some risk to public safety, are typically fenced in and posted with warning signs, as appropriate.	Marion County maintains close contact with local cities and their counterpart departments. Activities requiring coordination are addressed on a case by case basis, as needed throughout the year.

Stormwater Pond Maintenance Survey Results

Jurisdiction	Please describe the maintenance standards for public stormwater ponds.	Does your county monitor stormwater ponds other than for regulatory compliance? If so, what parameters are evaluated?	Are your stormwater ponds considered community amenities above and beyond the required stormwater management function? If so, please identify, such as passive parks, fishing ponds, birding, dog parks or other attractive uses?	Do you distinguish between residential and commercial contributing areas for designation as a community amenity? If so, how do you make the distinction?	Are you cautioning/educating the public to avoid contact with the stormwater in these facilities? If so, how do you achieve this (signage, fencing, vegetative buffers, etc.)?	Does your county coordinate with cities within your jurisdiction on any of the issues listed above?
Okaloosa	Stormwater maintenance is performed as part of periodic maintenance efforts by the Road Division. Dry retention basins are mowed annually/semi-annually depending on growth rates with spot maintenance as required. Wet detention ponds are monitored for maintained permanent pool volume and treated if nuisance aquatic vegetation is observed. Stormwater piping is regularly inspected to ensure no blockages exist and if/when problems are reported crews are tasked with repairs.	No. Compliance with performance/functional design is all that is monitored and maintained.	No. Public Stormwater ponds are only utilized for stormwater compliance. Private stormwater ponds can/are utilized as area water features in some instances, such as golf courses.	Not applicable as stormwater ponds are not assigned as a community amenity.	Not applicable as stormwater ponds are not assigned as a community amenity.	Currently there are no shared maintenance responsibilities for stormwater ponds between the Okaloosa County and any of the municipalities within our boundaries.
Pasco	Spray for vegetation control plus rough cut mowing and trash pick up	No.	With very few exceptions our stormwater ponds are just meeting the stormwater management function	No. Community amenities are basically designated for residential contributing areas. There are applicable standards in our Land Development Code.	Yes, we educate the public on stormwater pollution prevention. We achieve this by signage, fencing and distributing educational materials.	We coordinate educational efforts to the communities.
St Johns	Most St. Johns County stormwater ponds are: Mowed and trimmed on a routine basis (approx. every 4 weeks March-Nov, every 8 weeks Nov-March); Have herbicide applied to aquatic weeds monthly; Fences and gates are reviewed and maintained/repared as necessary (if applicable); Drainage structures reviewed and cleaned/repared as necessary)	Yes. Vegetation in and around the ponds are monitored and maintained as needed. Fences and gates are also reviewed for proper function.	The vast majority of County-owned ponds are not considered community amenities. We have one pond with a fountain feature that is considered an aesthetic feature. We have two Regional Stormwater Treatment Facilities (RSTF) that are open to the public for recreation, primarily hiking/walking and birding. Most of the ponds that would be considered community amenities are within developments. The individual developments own and maintain those ponds.	No.	The pond with the fountain is fenced so public access is restricted. There is a public information kiosk at the RSTFs that includes language to stay on the berms and that fishing, swimming and boating are prohibited.	No, not with these types of issues, only routine maintenance issues.

Stormwater Pond Maintenance Survey Results

Jurisdiction	Please describe the maintenance standards for public stormwater ponds.	Does your county monitor stormwater ponds other than for regulatory compliance? If so, what parameters are evaluated?	Are your stormwater ponds considered community amenities above and beyond the required stormwater management function? If so, please identify, such as passive parks, fishing ponds, birding, dog parks or other attractive uses?	Do you distinguish between residential and commercial contributing areas for designation as a community amenity? If so, how do you make the distinction?	Are you cautioning/educating the public to avoid contact with the stormwater in these facilities? If so, how do you achieve this (signage, fencing, vegetative buffers, etc.)?	Does your county coordinate with cities within your jurisdiction on any of the issues listed above?
St Lucie	In St Lucie County stormwater ponds are maintained on a monthly and bi-monthly basis. Ponds have grass cut every month with spraying happens every other month. All work is maintained under an Aquatic Vegetation Contract.	Yes. St. Lucie County and its contractors attempt to keep all nuisance exotic species at or below 5% of total stormwater vegetation. The 5% is accomplished by bi-monthly treatment of exotic species. Staff monitor for exotic recruitment throughout the year.	Most County stormwater ponds serve the single function of stormwater management. However, there are several ponds that do have passive recreational opportunities for residents. These would include Citrus Hammock Park and Lestrangle Preserve, which have hiking, fishing, and bird watching opportunities. The County is also beginning the construction phase on a new stormwater pond at Melville Road which will also have passive recreational opportunities for residents.	St. Lucie County does not make this distinction. The majority of St. Lucie County drainage ponds are in non-commercial areas	Some stormwater ponds in the County are fenced off and do not allow for the public to come in contact with the accumulated stormwater. Other locations have no trespassing signs or educational kiosks.	All stormwater pond activities are accomplished through St Lucie County contractors, and not in coordination with local cities and municipalities.
Sumter	They vary based on the type of stormwater pond (dry or wet) and location. For dry ponds it is routine mowing that occurs and for wet ponds it is the berm area that is the principal maintenance activity along with any fencing associated with it.	Yes – and depends on type and location. Within The Villages® development, the developer (initially) and the district government (subsequently) provide the off right-of-way maintenance of the dry or wet ponds to the level they desire and at their costs and regulatory responsibility. Outside of The Villages® development we typically attempt to have joint-use ponds where the County acquires the capacity but the property owner provides the required ownership and maintenance responsibilities.	Yes please see my response in #2. For the list you provided they can be co-used for these purposes for the most part.	No	Only for alligators. Fencing and signage.	Yes
City of Tallahassee	Stormwater ponds and outfall ditches are mowed a minimum of two times per year, including pruning and cutting back trees, removing fallen or down trees or limbs, and removing trash.	No, monitored only for regulatory compliance or operational purposes.	Some ponds are passive parks with walking trails and other amenities, particularly Blueprint facilities. The majority of ponds are stormwater treatment only.	No	Major facilities have signs warning public to avoid contact with water	Intergovernmental coordination is largely accomplished through the Blueprint organization.

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #21**

# Leon County Board of County Commissioners

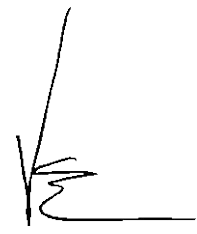
## Agenda Item #21

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Springs Restoration Grant Amendment for Construction of the Belair/  
Annawood Sewer System Project



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	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
<b>Lead Staff/ Project Team:</b>	Theresa Heiker, P.E., Stormwater Management Coordinator

### **Statement of Issue:**

This item seeks Board approval to modify the existing Florida Department of Environmental Protection Springs Restoration Grant Agreement to accept an additional \$444,000 in State funds for the construction of the Belair/Annawood Sewer System Project.

### **Fiscal Impact:**

This item has a fiscal impact. The Florida Department of Environmental Protection construction grant amendment for the Belair/Annawood Sewer System Project provides additional funding in the amount of \$444,000 for sewer connections. The grant amendment does not require a County match.

### **Staff Recommendation:**

- Option #1: Approve the Florida Department of Environmental Protection Springs Restoration Grant Amendment for construction of the Belair/Annawood Sewer System Project (Attachment #1) and authorize the County Administrator to execute the grant amendment .
- Option #2: Approve the Resolution and associated Budget Amendment Request (Attachment #2).

## Report and Discussion

### **Background:**

This item seeks Board approval to modify the existing Florida Department of Environmental Protection (FDEP) Springs Restoration Grant Agreement to accept additional State funds for the construction of the Belair/Annawood Sewer System Project. In June 2021, staff was notified that FDEP would provide an additional \$444,000 to support the project through a grant amendment. No additional local matching funds are required for the project.

The Belair/Annawood Sewer System Project advances the following FY2017-FY2021 Strategic Initiative 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)*
  - *Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2016-23B)*
- *Bold Goal: Upgrade or eliminate 500 septic tanks in the PSPZ. (BG2)*

These particular Strategic Initiatives align with the Board's Environmental Strategic Priorities:

- *(EN1) Protect the quality and supply of our water and*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

At the June 20, 2017 budget workshop, the Board authorized staff to finalize the Florida Department of Environmental Protection (FDEP) Springs Restoration Grant application for \$1.75 million for the Belair/Annawood Sewer System Project. The \$1.75 million grant was accepted by the Board at the February 13, 2018 meeting. The grant required a \$1.75 million local match for a total project budget of \$3.5 million. At the December 11, 2018 meeting, the Board approved the Interlocal Agreement with the City of Tallahassee regarding the construction of the sewer system by Leon County and the subsequent transfer to the City for ownership and operation upon completion.

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 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. With receipt of the CARES Act funding and the ARPA (American Rescue Plan Act) funding, the total County grant leverage ratio is \$13.07 to \$1; excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$62.41 to \$1.

### **Analysis:**

The Belair/Annawood Sewer System Project was split into two service areas due to the adjoining but separate physical areas of the Belair and Annawood subdivisions. The service areas were designed by two engineering firms under Continuing Supply Contracts with Leon County to accelerate the design and permitting of the projects.

The Annawood subdivision roadways are publicly dedicated. As a result, the service area was able to be designed and permitted without delay. Several roads in the Belair service area are private roads which require right-of-way acquisition in order to permit and construct the main-line sewer segments. Consequently, the Belair subdivision was broken into smaller service areas to complete those segments where right-of-way was already available. At the July 14, 2020 meeting, the Board awarded the bid to Hale Contracting, Inc. in the amount of \$1,835,705 for the Belair Phase I and Annawood segments including 44 connections, thereby eliminating 44 septic tanks. Construction is approximately 70% complete for these segments.

Design and land acquisition efforts continue for the Belair Phase II project including 16 connections, thereby eliminating 16 septic tanks. At the April 13, 2021 meeting, the Board authorized the use of eminent domain, if ultimately necessary, to obtain the property rights needed to complete the project. Two of the seven sites are currently in closing.

Due to current construction pricing trends which have substantially increased over the past year, staff projected a \$1,888,000 shortfall from the budget estimates detailed in the initial grant application to complete the Belair/Annawood project. As a result, during the May 25, 2021 budget workshop, the Board allocated \$1.44 million of the County's allocation of Coronavirus State and Local Fiscal Recovery funds to support remaining property acquisition and construction costs for the project.

In June 2021, FDEP notified staff that FDEP would provide the additional \$444,000 to support the project through a grant amendment. This increases the total state grant amount to \$2,194,000. No additional local matching funds are required for the project. The project task end dates are extended to June 30, 2022 to allow for completion of the Phase II construction.



**Options:**

1. Approve the Florida Department of Environmental Protection Springs Restoration Grant Amendment for construction of the Belair/Annawood Sewer System Project (Attachment #1) and authorize the County Administrator to execute the grant amendment.
2. Approve the Resolution and associated Budget Amendment Request (Attachment #2).
3. Do not approve the Florida Department of Environmental Protection Springs Restoration Grant Amendment for construction of the Belair/Annawood Sewer System Project.
4. Board direction.

**Recommendations:**

Options #1 and #2

**Attachments:**

1. FDEP and Leon County Grant Agreement Amendment 1 – Belair/Annawood Sewer Project
2. Resolution and associated Budget Amendment Request

**AMENDMENT NO. 1  
TO AGREEMENT NO. LP01108  
BETWEEN  
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION  
AND  
LEON COUNTY**

This Amendment to Agreement No. LP01108 (Agreement) is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and Leon County (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for the Belair/Annawood Sewer (Project), effective March 20, 2018; and,

WHEREAS, funding in the amount of \$1,750,000.00 was provided under Line Item 1606 of the 2017-2018 General Appropriations Act for this Project; and,

WHEREAS, \$444,000.00 in additional funding for this Project was provided under Section 61 of the 2019-2020 General Appropriations Act; and the total funding for this Agreement is now \$2,194,000.00; and,

WHEREAS, the Grantee has requested a reallocation of the budget for the project, and an extension of the Agreement is needed to allow for the completion of sewer connections; and,

WHEREAS, the parties wish to amend the Agreement as set forth herein, to include new forms; and,

WHEREAS, certain provisions of the Agreement need revision.

NOW THEREFORE, the parties agree as follows:

1. The Agreement is effective until December 31, 2022. The reimbursement period for this Agreement begins on July 1, 2017 and ends at the expiration of the Agreement. The Department and the Grantee shall continue to perform their respective duties during this extension period pursuant to the same terms and conditions provided in the Agreement.
2. Section 6. of the Agreement is deleted and replaced as follows:

The Grant Managers for this Agreement are identified below:

**Department's Grant Manager**

Name: Mary-Elizabeth Parker  
Address: Florida Dept. of Environmental Protection  
Division of Water Restoration Assistance  
3900 Commonwealth Boulevard, MS3602  
Tallahassee, Florida 32399-0000  
Phone: (850) 245-2985  
Email: Mary.E.Parker@FloridaDEP.gov

**Grantee's Grant Manager**

Name: Theresa Heiker  
Address: Leon County Public Works  
Stormwater Management Coordinator  
2280 Miccosukee Road  
Tallahassee, Florida 32308  
Phone: (850) 606-1526  
Email: HeikerT@LeonCountyFL.gov

3. Section 2.d. of Attachment 1 is deleted and replaced as follows:

This Agreement may be amended, through a formal amendment or a change order, only by a written agreement between both parties. A formal amendment to this Agreement is required for changes which cause any of the following: (1) an increase or decrease in the Agreement funding amount; (2) a change in Grantee's match requirements; (3) a change in the expiration date of the Agreement; and/or (4) changes to the cumulative amount of funding transfers between approved budget categories, as defined in Attachment 3, Grant Work Plan, that exceeds or is expected to exceed twenty percent (20%) of the total budget as last approved by Department. A change order to this Agreement may be used when: (1) task

timelines within the current authorized Agreement period change; (2) the cumulative transfer of funds between approved budget categories, as defined in Attachment 3, Grant Work Plan, are less than twenty percent (20%) of the total budget as last approved by Department; (3) changing the current funding source as stated in the Standard Grant Agreement; and/or (4) fund transfers between budget categories for the purposes of meeting match requirements. This Agreement may be amended to provide for additional services if additional funding is made available by the Legislature.

4. The following is hereby added to Attachment 1 as Section 8.j.:

Refund of Payments to the Department. Any balance of unobligated funds that have been advanced or paid must be refunded to the Department. Any funds paid in excess of the amount to which Grantee or subgrantee is entitled under the terms of the Agreement must be refunded to the Department.

5. Section 24. of Attachment 1 is deleted and replaced as follows:

**Scrutinized Companies.**

- a. Grantee certifies that it is not on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel. Pursuant to Section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.
  - b. If this Agreement is for more than one million dollars, the Grantee certifies that it is also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in Section 287.135, F.S. Pursuant to Section 287.135, F.S., the Department may immediately terminate this Agreement at its sole option if the Grantee is found to have submitted a false certification; or if the Grantee is placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.
  - c. As provided in Subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions then they shall become inoperative.
6. **Attachment 3, Grant Work Plan**, is hereby deleted in its entirety and replaced with **Attachment 3-1, Revised Grant Work Plan**, as attached to this Amendment and hereby incorporated into the Agreement. All references in the Agreement to **Attachment 3** shall hereinafter refer to **Attachment 3-1, Revised Grant Work Plan**.
7. **Attachment 4, Public Records Requirements**, is hereby deleted in its entirety and replaced with **Attachment 4-1, Revised Public Records Requirements**. All references in the Agreement to **Attachment 4** shall hereinafter refer to **Attachment 4-1, Revised Public Records Requirements**.
8. **Attachment 5, Special Audit Requirements**, is hereby deleted in its entirety and replaced with **Attachment 5-1, Revised Special Audit Requirements**, attached hereto and made a part of the Agreement. All references in the Agreement to **Attachment 5**, shall hereinafter refer to **Attachment 5-1, Revised Special Audit Requirements**.
9. **Exhibit A, Progress Report Form**, is hereby deleted in its entirety and replaced with **Exhibit A-1 Revised Progress Report Form**, attached hereto and made a part of the Agreement. All references in the Agreement to **Exhibit A**, shall hereinafter refer to **Exhibit A-1 Revised Progress Report Form**.
10. **Exhibit D, Payment Request Summary Form**, is hereby deleted in its entirety and replaced with **Exhibit D-1, Revised Payment Request Summary Form**, attached hereto and made a part of the Agreement. All references in the Agreement to **Exhibit D**, shall hereinafter refer to **Exhibit D-1, Revised Payment Request Summary Form**.

11. All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

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The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

LEON COUNTY

STATE OF FLORIDA DEPARTMENT OF  
ENVIRONMENTAL PROTECTION

By: \_\_\_\_\_  
County Administrator, Chair or Designee

By: \_\_\_\_\_  
Secretary or Designee

Vincent S. Long, County Administrator  
Print Name of Authorized Representative

Trina Vielhauer, Director  
Print Name and Title of Authorized Person

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Mary-Elizabeth Parker, DEP Grant Manager

\_\_\_\_\_  
Sandra Waters, Program Administrator

List of attachments/exhibits included as part of this Amendment:

Specify Type:	Letter/ Number:	Description (include number of pages):
<u>Attachment</u>	<u>3-1</u>	<u>Revised Grant Work Plan (5 Pages)</u>
<u>Attachment</u>	<u>4-1</u>	<u>Revised Public Records Requirements (1 Page)</u>
<u>Attachment</u>	<u>5-1</u>	<u>Revised Special Audit Requirements (6 Pages)</u>
<u>Exhibit</u>	<u>A-1</u>	<u>Revised Progress Report Form (1 Page)</u>
<u>Exhibit</u>	<u>D-1</u>	<u>Revised Payment Request Summary Form (1 Page)</u>

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**Grantee Additional Signatures**

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**LEON COUNTY SIGNATURE BLOCK:**

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: \_\_\_\_\_

### **ATTACHMENT 3-1 REVISED GRANT WORK PLAN**

**PROJECT TITLE:** Belair/Annawood Sewer System Project

**PROJECT LOCATION:** The Project will be located within the Belair/Annawood neighborhoods, which are located in southeast Leon County (Grantee), Florida. The project coordinates are Latitude/Longitude (30.3830, 84.2688). See location map (Figure 1) for more information.

**PROJECT BACKGROUND:** This project will make sewer service connections available to the City of Tallahassee (City) wastewater treatment facility for approximately 113 single family residences and businesses currently served by onsite sewage treatment and disposal systems. This project will result in significant reduction of nutrient loading leaching into the Floridan aquifer in the Wakulla Springs contribution area. The need for the project was identified in the Florida Department of Environmental Protection's Upper Wakulla River and Wakulla Springs Basin Management Action Plan, the 2035 City of Tallahassee Master Sewer Plan, and the Onsite Sewage Treatment and Disposal and Management Options Final Report. Wakulla Springs is an important recreational destination which receives approximately 200,000 visitors annually.

**PROJECT DESCRIPTION:** The project will make central sanitary connections available for approximately 113 single family residences and businesses in South Leon County in the Belair/Annawood communities; the specific extent of which is shown in Figure 1. The collection system will primarily be 8-inch diameter pipe but may range in size up to 12-inch diameter and will be designed for gravity sewer in accordance with City's standards. The City will own and operate the system after its construction and acceptance. A portion of the new system will connect to the existing City sewer system via an existing lift station and force main located within the neighboring Woodside Heights subdivision, and the remainder will connect via a newly constructed lift station in Annawood. Elimination of the onsite systems will result in a significant reduction in nutrient load leaching into Floridan aquifer in the Wakulla Springs contribution area.

The DEP Grant Funds associated with this Agreement were awarded based on local contributions pledged towards the total project costs: \$1,750,000 from Leon County. Documentation of these local contributions will be required in the Final Quarterly Progress Report.

This project grant is part of a multi-year springs improvement plan, which may be amended, and requires a local match of up to 50% of the project costs for long-term water quality and springs restoration capital projects. The Grantee will provide to the Department a status update on the plan each year, by March 1, to include an anticipated date that additional funding will be needed for the projects listed in Attachment 3, Figure 2, "Leon County Tentative Water Quality and Springs Protection Infrastructure Improvement Plan. Based on the Grantee's project schedule, and subject to legislative appropriation of infrastructure funding for water quality and springs restoration each year, the Department may amend this agreement to provide project funding to the Grantee for the next phase of the Leon County Tentative Water Quality and Springs Protection Infrastructure Improvement Plan. Under this agreement, Leon County projects identified in Figure 2 will have priority consideration as funds become available and these projects do not have to be submitted each year through the Water Management District/Department springs evaluation process.

**TASKS:** All documentation should be submitted electronically unless otherwise indicated.

### **Task 1: Preconstruction Activities**

**Deliverables:** The Grantee will complete the design of proposed lift station, force and gravity mains, sewer connections and water services and obtain all necessary permits for construction of the project.

**Documentation:** The Grantee will submit: 1) a signed acceptance of the completed work to date, as provided in the Grantee's Certification of Payment Request; and 2) a summary of design activities to date, indicating the percentage of design completion for the time period covered in the payment request. For the final documentation, the Grantee will also submit a copy of the design completed with the funding provided for this task and a list of all required permits identifying issue dates and issuing authorities.

**Performance Standard:** The Department's Grant Manager will review the documentation to verify that the deliverables are completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

**Payment Request Schedule:** The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

### **Task 2: Connection to Central Sewer**

**Deliverables:** The Grantee will connect approximately 113 properties to a central sanitary sewer system for wastewater treatment by the City of Tallahassee's Tom P. Smith facility.

**Documentation:** The Grantee will submit: 1) a signed acceptance of the completed work to date, as provided in the Grantee's Certification of Payment Request; 2) a list of addresses and types of the properties connected; and 3) proof of connection for each property, as evidenced by copies of invoices for the connections by a licensed plumber, utility contractor, or building contractor.

**Performance Standard:** The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

**Payment Request Schedule:** The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

### **Task 3: Construction**

**Deliverables:** The Grantee will construct the lift station, force and gravity mains, and connections for approximately 113 properties to the City of Tallahassee's Tom P. Smith facility in accordance with the construction contract documents.

**Documentation:** The Grantee will submit a signed acceptance of the completed work to date by the Grantee and the Engineer's Certification of Payment Request.

**Performance Standard:** The Department's Grant Manager will review the documentation to verify that the deliverables are completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

**Payment Request Schedule:** The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.



**PROJECT TIMELINE & BUDGET DETAIL:** The tasks must be completed by, and all documentation received by, the corresponding task end date.

Task No.	Task Title	Budget Category	Budget Amount	Task Start Date	Task End Date
1	Preconstruction Activities	Contractual Services	\$300,000.00	07/01/2017	06/30/2022
2	Connection to Central Sewer	Contractual Services	\$444,000.00	07/01/2017	06/30/2022
3	Construction	Contractual Services	\$1,894,000.00	07/01/2017	06/30/2022
Total:			\$2,194,000.00		

Note that, per paragraph 8.h. of the agreement, authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if the Legislature reduces or eliminates appropriations. Extending the contract end date carries the risk that funds for this project may become unavailable in the future. This should be a consideration for the Grantee with this and future requests for extension.

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Figure 1: Location Map

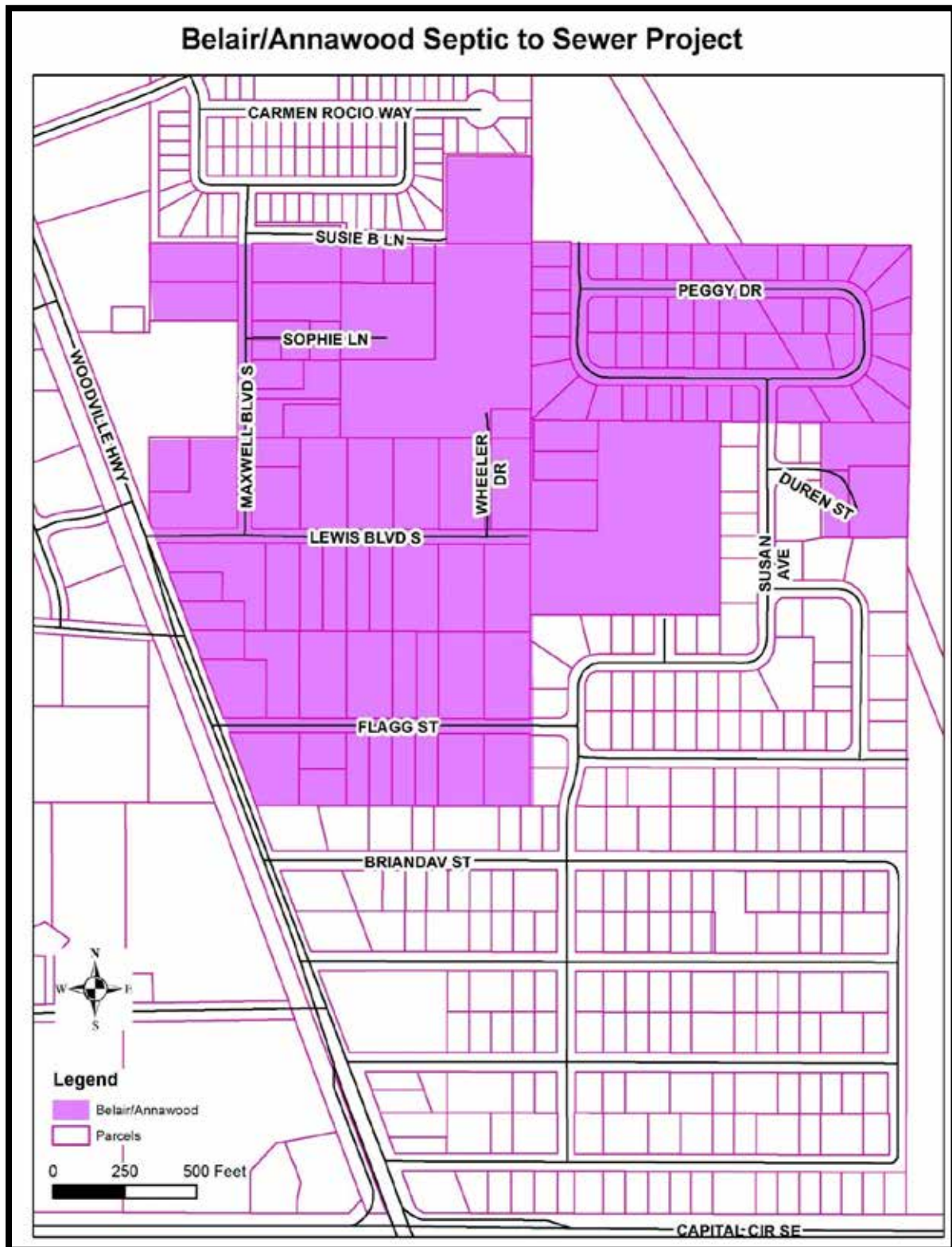


Figure 2: Springs Improvement Plan

Leon County Water Quality and Springs Protection Infrastructure Improvement Plan														
Project Name	Project Number	Total Project Cost	Funding	COST by GRANT YEAR										
				Pre-SFY17	SFY2016-2017	SFY2017-2018	SFY2018-2019	SFY2019-2020	SFY2020-2021	SFY2021-2022	SFY2022-2023	SFY2023-2024	SFY2024-2025	SFY2025-2026
Leon County Septic to Sewer Project, FY 14-15	LP37110	\$75,000	STATE	\$75,000										
Lake Munson Target Area WW Improvements, Springs FY 14-15	LP37112	\$1,000,000	MATCH	\$500,000										
Woodside Heights Sewer Connection, Springs FY 15-16	LP37112	\$4,600,000	STATE	\$1,950,000	\$350,000									
Advanced Septic Systems Pilot Project, Springs FY 16-17	LP01102	\$1,500,000	MATCH	\$1,950,000	\$350,000									
Woodville Sewer System Project Phase I-A, Springs FY 16-17	LP37114	\$3,000,000	STATE	\$750,000	\$750,000									
Northeast Lake Munson Sewer System Project, Springs FY 17-18	LP0110E	\$9,200,000	MATCH											
Belair/Annawood Sewer System Project, Springs FY 17-18	LP01108	\$3,500,000	STATE	\$4,600,000										
			MATCH	\$1,750,000					\$444,000					
Septic System Upgrades, Springs FY 18-19	not requested	\$0	STATE			\$0	\$0							
Woodville Sewer System Project Construction 1A, Springs FY 19-20	LP37114	\$7,500,000	MATCH			\$0	\$0	\$3,750,000						
			MATCH				\$0	\$3,750,000						
Septic System Upgrades, Springs FY 19-20	funding moved to LP0110E	\$0	STATE				\$0	\$0						
			MATCH				\$0	\$0						
Comprehensive Wastewater Treatment Facilities, FY 20-21		\$1,000,000	STATE						\$500,000					
			MATCH						\$500,000					
Woodville Sewer System Project Construction 1B, Springs FY 21-22	LP37114	\$10,600,000	STATE							\$5,300,000				
			MATCH							\$5,300,000				
Comprehensive Wastewater Treatment Facilities, FY 21-22		\$1,000,000	STATE							\$500,000				
			MATCH							\$500,000				
Woodville Sewer System Project Construction 1C-1, Springs FY 22-23	LP37114	\$8,800,000	STATE								\$4,400,000			
			MATCH								\$4,400,000			
Comprehensive Wastewater Treatment Facilities, FY 22-23		\$1,000,000	STATE								\$500,000			
			MATCH								\$500,000			
Woodville Sewer System Project Construction 1C-2, Springs FY 23-24	LP37114	\$7,550,000	STATE									\$3,775,000		
			MATCH									\$3,775,000		
Comprehensive Wastewater Treatment Facilities, FY 23-24		\$1,000,000	STATE									\$500,000		
			MATCH									\$500,000		
Comprehensive Wastewater Treatment Facilities, FY 24-25		\$1,000,000	STATE										\$500,000	
			MATCH										\$500,000	
Septic Systems Upgrade/Removal TOTALS		\$62,325,000	STATE	\$3,275,000	\$8,950,000	\$0	\$0	\$3,750,000	\$944,000	\$5,800,000	\$4,900,000	\$4,275,000	\$500,000	\$32,394,000
			LOCAL	\$2,450,000	\$8,200,000	\$0	\$0	\$3,750,000	\$944,000	\$5,800,000	\$4,900,000	\$4,275,000	\$500,000	\$30,819,000
Septic tanks addressed per project				235	376	100	286	396	274	421	100	100		2,288

NOTES:  
1. The program reflects maximum local match of 50% for project phases.

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
Revised Public Records Requirements**

**Attachment 4-1**

**1. Public Records.**

- a. If the Agreement exceeds \$35,000.00, and if Grantee is acting on behalf of Department in its performance of services under the Agreement, Grantee must allow public access to all documents, papers, letters, or other material, regardless of the physical form, characteristics, or means of transmission, made or received by Grantee in conjunction with the Agreement (Public Records), unless the Public Records are exempt from section 24(a) of Article I of the Florida Constitution or section 119.07(1), F.S.
- b. The Department may unilaterally terminate the Agreement if Grantee refuses to allow public access to Public Records as required by law.

**2. Additional Public Records Duties of Section 119.0701, F.S., If Applicable.**

For the purposes of this paragraph, the term “contract” means the “Agreement.” If Grantee is a “contractor” as defined in section 119.0701(1)(a), F.S., the following provisions apply and the contractor shall:

- a. Keep and maintain Public Records required by Department to perform the service.
- b. Upon request, provide Department with a copy of requested Public Records or allow the Public Records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, F.S., or as otherwise provided by law.
- c. A contractor who fails to provide the Public Records to Department within a reasonable time may be subject to penalties under section 119.10, F.S.
- d. Ensure that Public Records that are exempt or confidential and exempt from Public Records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the Public Records to Department.
- e. Upon completion of the contract, transfer, at no cost, to Department all Public Records in possession of the contractor or keep and maintain Public Records required by Department to perform the service. If the contractor transfers all Public Records to Department upon completion of the contract, the contractor shall destroy any duplicate Public Records that are exempt or confidential and exempt from Public Records disclosure requirements. If the contractor keeps and maintains Public Records upon completion of the contract, the contractor shall meet all applicable requirements for retaining Public Records. All Public Records stored electronically must be provided to Department, upon request from Department’s custodian of Public Records, in a format specified by Department as compatible with the information technology systems of Department. These formatting requirements are satisfied by using the data formats as authorized in the contract or Microsoft Word, Outlook, Adobe, or Excel, and any software formats the contractor is authorized to access.

**f. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, F.S., TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE DEPARTMENT’S CUSTODIAN OF PUBLIC RECORDS AT:**

**Telephone:** (850) 245-2118  
**Email:** [public.services@floridadep.gov](mailto:public.services@floridadep.gov)  
**Mailing Address:** Department of Environmental Protection  
ATTN: Office of Ombudsman and Public Services  
Public Records Request  
3900 Commonwealth Boulevard, MS 49  
Tallahassee, Florida 32399

**STATE OF FLORIDA**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Revised Special Audit Requirements**  
**(State and Federal Financial Assistance)**

**Attachment 5-1**

The administration of resources awarded by the Department of Environmental Protection (*which may be referred to as the "Department", "DEP", "FDEP" or "Grantor", or other name in the agreement*) to the recipient (*which may be referred to as the "Recipient", "Grantee" or other name in the agreement*) may be subject to audits and/or monitoring by the Department of Environmental Protection, as described in this attachment.

**MONITORING**

In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and Section 215.97, F.S., as revised (see "AUDITS" below), monitoring procedures may include, but not be limited to, on-site visits by DEP Department staff, limited scope audits as defined by 2 CFR 200.425, or other procedures. By entering into this Agreement, the recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Department of Environmental Protection. In the event the Department of Environmental Protection determines that a limited scope audit of the recipient is appropriate, the recipient agrees to comply with any additional instructions provided by the Department to the recipient regarding such audit. The recipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Chief Financial Officer (CFO) or Auditor General.

**AUDITS**

**PART I: FEDERALLY FUNDED**

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in 2 CFR §200.330

1. A recipient that expends \$750,000 or more in Federal awards in its fiscal year, must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F. EXHIBIT 1 to this Attachment indicates Federal funds awarded through the Department of Environmental Protection by this Agreement. In determining the federal awards expended in its fiscal year, the recipient shall consider all sources of federal awards, including federal resources received from the Department of Environmental Protection. The determination of amounts of federal awards expended should be in accordance with the guidelines established in 2 CFR 200.502-503. An audit of the recipient conducted by the Auditor General in accordance with the provisions of 2 CFR Part 200.514 will meet the requirements of this part.
2. For the audit requirements addressed in Part I, paragraph 1, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508-512.
3. A recipient that expends less than \$750,000 in federal awards in its fiscal year is not required to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F-Audit Requirements. If the recipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 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 recipient resources obtained from other federal entities).
4. The recipient may access information regarding the Catalog of Federal Domestic Assistance (CFDA) via the internet at [www.cfda.gov](http://www.cfda.gov)

## PART II: STATE FUNDED

This part is applicable if the recipient is a nonstate entity as defined by Section 215.97(2), Florida Statutes.

1. In the event that the recipient expends a total amount of state financial assistance equal to or in excess of \$750,000 in any fiscal year of such recipient (for fiscal years ending June 30, 2017, and thereafter), the recipient must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, F.S.; Rule Chapter 69I-5, F.A.C., State Financial Assistance; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. EXHIBIT 1 to this form lists the state financial assistance awarded through the Department of Environmental Protection by this agreement. In determining the state financial assistance expended in its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Environmental Protection, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.
2. In connection with the audit requirements addressed in Part II, paragraph 1; the recipient shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.
3. If the recipient expends less than \$750,000 in state financial assistance in its fiscal year (for fiscal year ending June 30, 2017, and thereafter), an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, is not required. In the event that the recipient expends less than \$750,000 in state financial assistance in its fiscal year, and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the non-state entity's resources (i.e., the cost of such an audit must be paid from the recipient's resources obtained from other than State entities).
4. For information regarding the Florida Catalog of State Financial Assistance (CSFA), a recipient should access the Florida Single Audit Act website located at <https://apps.fldfs.com/fsaa> for assistance. In addition to the above websites, the following websites may be accessed for information: Legislature's Website at <http://www.leg.state.fl.us/Welcome/index.cfm>, State of Florida's website at <http://www.myflorida.com/>, Department of Financial Services' Website at <http://www.fldfs.com/> and the Auditor General's Website at <http://www.myflorida.com/audgen/>.

## PART III: OTHER AUDIT REQUIREMENTS

*(NOTE: This part would be used to specify any additional audit requirements imposed by the State awarding entity that are solely a matter of that State awarding entity's policy (i.e., the audit is not required by Federal or State laws and is not in conflict with other Federal or State audit requirements). Pursuant to Section 215.97(8), Florida Statutes, State agencies may conduct or arrange for audits of State financial assistance that are in addition to audits conducted in accordance with Section 215.97, Florida Statutes. In such an event, the State awarding agency must arrange for funding the full cost of such additional audits.)*

## PART IV: REPORT SUBMISSION

1. Copies of reporting packages for audits conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, and required by PART I of this form shall be submitted, when required by 2 CFR 200.512, by or on behalf of the recipient directly to the Federal Audit Clearinghouse (FAC) as provided in 2 CFR 200.36 and 200.512
  - A. The Federal Audit Clearinghouse designated in 2 CFR §200.501(a) (the number of copies required by 2 CFR §200.501(a) should be submitted to the Federal Audit Clearinghouse), at the following address:



By Mail:

Federal Audit Clearinghouse  
Bureau of the Census  
1201 East 10th Street  
Jeffersonville, IN 47132

Submissions of the Single Audit reporting package for fiscal periods ending on or after January 1, 2008, must be submitted using the Federal Clearinghouse's Internet Data Entry System which can be found at <http://harvester.census.gov/facweb/>

2. Copies of financial reporting packages required by PART II of this Attachment shall be submitted by or on behalf of the recipient directly to each of the following:

- A. The Department of Environmental Protection at one of the following addresses:

By Mail:

**Audit Director**  
Florida Department of Environmental Protection  
Office of Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Electronically:

[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

- B. The Auditor General's Office at the following address:

Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450

The Auditor General's website (<http://flauditor.gov/>) provides instructions for filing an electronic copy of a financial reporting package.

3. Copies of reports or management letters required by PART III of this Attachment shall be submitted by or on behalf of the recipient directly to the Department of Environmental Protection at one of the following addresses:

By Mail:

**Audit Director**  
Florida Department of Environmental Protection  
Office of Inspector General, MS 40  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Electronically:

[FDEPSingleAudit@dep.state.fl.us](mailto:FDEPSingleAudit@dep.state.fl.us)

4. Any reports, management letters, or other information required to be submitted to the Department of Environmental Protection pursuant to this Agreement shall be submitted timely in accordance with 2 CFR 200.512, section 215.97, F.S., and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

5. Recipients, when submitting financial reporting packages to the Department of Environmental Protection for audits done in accordance with 2 CFR 200, Subpart F-Audit Requirements, or Chapters 10.550 (local governmental entities) and 10.650 (non and for-profit organizations), Rules of the Auditor General, should indicate the date and the reporting package was delivered to the recipient correspondence accompanying the reporting package.

## **PART V: RECORD RETENTION**

The recipient shall retain sufficient records demonstrating its compliance with the terms of the award and this Agreement for a period of **five (5)** years from the date the audit report is issued, and shall allow the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General access to such records upon request. The recipient shall ensure that audit working papers are made available to the Department of Environmental Protection, or its designee, Chief Financial Officer, or Auditor General upon request for a period of **three (3)** years from the date the audit report is issued, unless extended in writing by the Department of Environmental Protection.



**EXHIBIT – 1**

FUNDS AWARDED TO THE RECIPIENT PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

*Note: If the resources awarded to the recipient represent more than one federal program, provide the same information shown below for each federal program and show total federal resources awarded*

<b>Federal Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following:</b>					
<b>Federal Program A</b>	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
<b>Federal Program B</b>	Federal Agency	CFDA Number	CFDA Title	Funding Amount	State Appropriation Category
				\$	

*Note: Of the resources awarded to the recipient represent more than one federal program, list applicable compliance requirements for each federal program in the same manner as shown below:*

<b>Federal Program A</b>	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	
<b>Federal Program B</b>	First Compliance requirement: i.e.: (what services of purposes resources must be used for)	
	Second Compliance requirement: i.e.: (eligibility requirement for recipients of the resources)	
	Etc.	
	Etc.	

*Note: If the resources awarded to the recipient for matching represent more than one federal program, provide the same information shown below for each federal program and show total state resources awarded for matching.*

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following <u>Matching</u> Resources for Federal Programs:</b>
---

<b>Federal Program A</b>	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category
<b>Federal Program B</b>	Federal Agency	CFDA	CFDA Title	Funding Amount	State Appropriation Category

*Note: If the resources awarded to the recipient represent more than one state project, provide the same information shown below for each state project and show total state financial assistance awarded that is subject to section 215.97, F.S.*

<b>State Resources Awarded to the Recipient Pursuant to this Agreement Consist of the Following Resources Subject to Section 215.97, F.S.:</b>						
<b>State Program A</b>	State Awarding Agency	State Fiscal Year <sup>1</sup>	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
Original Agreement	Florida Department of Environmental Protection, GAA Line Item 1606	2017-2018	37.052	Florida Springs Grant Program	\$1,750,000.00	087870
Amendment 1	Florida Department of Environmental Protection, GAA Section 61	2019-2020	37.052	Florida Springs Grant Program	\$444,000.00	087870
<b>State Program B</b>	State Awarding Agency	State Fiscal Year <sup>2</sup>	CSFA Number	CSFA Title or Funding Source Description	Funding Amount	State Appropriation Category
					\$	
					\$	
Total Award					\$2,194,000.00	

*Note: List applicable compliance requirement in the same manner as illustrated above for federal resources. For matching resources provided by the Department for DEP for federal programs, the requirements might be similar to the requirements for the applicable federal programs. Also, to the extent that different requirements pertain to different amount for the non-federal resources, there may be more than one grouping (i.e. 1, 2, 3, etc.) listed under this category.*

For each program identified above, the recipient shall comply with the program requirements described in the Catalog of Federal Domestic Assistance (CFDA) [Catalog of State Financial Assistance (CSFA) <https://apps.fldfs.com/fsaa/searchCatalog.aspx>], and State Projects Compliance supplement (Part Four: State Projects Compliance Supplement [https://apps.fldfs.com/fsaa/state\\_project\\_compliance.aspx](https://apps.fldfs.com/fsaa/state_project_compliance.aspx)). The services/purposes for which the funds are to be used are included in the Agreement's Grant Work Plan. Any match required by the Recipient is clearly indicated in the Agreement.

<sup>1</sup> Subject to change by Change Order.

<sup>2</sup> Subject to change by Change Order.

#### Attachment 5-1, Exhibit 1

6 of 6

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Exhibit A-1  
Revised Progress Report Form**

<b>DEP Agreement No.:</b>	LP01108
<b>Project Title:</b>	Belair/Annawood Sewer System Project
<b>Grantee Name:</b>	Leon County
<b>Grantee's Grant Manager:</b>	Theresa B. Heiker, P.E.
<b>Reporting Period:</b>	(MM/YYYY – MM/YYYY)

**Provide the following information for all tasks identified in the Grant Work Plan:**

Summarize the work completed within each task for the reporting period. Provide an update on the estimated completion date for each task and an explanation for any anticipated delays or problems encountered. Add or remove task sections and use as many pages as necessary to cover all tasks. Use the format provided below.

**Task 1: Preconstruction Activities**

- **Progress for this reporting period:** Add Text
  
- **Identify delays or problems encountered:** Add Text

**Task 1: Construction**

- **Progress for this reporting period:** Add Text
  
- **Identify delays or problems encountered:** Add Text

**Indicate the completion status for the following tasks (if included in the Grant Work Plan):**

**Design (Plans/Submittal):** 30% ☐, 60% ☐, 90% ☐, 100% ☐  
**Permitting (Completed):** Yes ☐, No ☐  
**Construction (Estimated):** \_\_\_\_\_ %

This report is submitted in accordance with the reporting requirements of the above DEP Agreement number and accurately reflects the activities associated with the project.

\_\_\_\_\_  
Signature of Grantee's Grant Manager

\_\_\_\_\_  
Date

**STATE OF FLORIDA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Exhibit D-1  
Revised Payment Request Summary Form**

The **Payment Request Summary Form** for this grant can be found on our website at this link:

<https://floridadep.gov/wra/wra/documents/payment-request-summary-form>

Please use the most current form found on the website, linked above, for each payment request.

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 13<sup>th</sup> day of July, 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: BAB21031  
Date: 6/15/2021

Agenda Item No: \_\_\_\_\_  
Agenda Item Date: 7/13/2021

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	062007	334356	000	Belair/Annawood	1,133,067	444,000	1,577,067

Subtotal: 444,000

#### Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
125	062007	56900	535	Infrastructure 200,000 and Greater	1,133,067	444,000	1,577,067

Subtotal: 444,000

### Purpose of Request:

This budget amendment appropriates \$444,000 in additional grant funds from the Florida Department of Environmental Protection for the Belair/Annawood Septic to Sewer Project for sewer connections.

Division/Department  
2502/25

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By:

Resolution



Motion



Administrator



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #22**

# Leon County Board of County Commissioners


## Agenda Item #22

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Florida Department of Environmental Protection Water Quality Protection Grant Applications



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	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 Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Theresa Heiker, P.E., Stormwater Management Coordinator Eryn Calabro, Senior Management & Budget Analyst

### **Statement of Issue:**

This item seeks Board authorization to submit two grant proposals for Florida Department of Environmental Protection Water Quality Protection Grants in support of septic to sewer projects in the Woodville and Centerville Trace communities.

### **Fiscal Impact:**

This item has a fiscal impact. The total matching funds required is \$8.4 million. Matching funds are available through existing budgeted American Rescue Plan Act (ARPA) sewer funds and the ARPA reserve account.

### **Staff Recommendation:**

Option #1: Authorize the submission of two grant proposals to the FDEP Water Quality Protection Grant Program for the Woodville and Centerville Trace Septic to Sewer Projects.



## Report and Discussion

### **Background:**

This item seeks Board authorization to submit two grant proposals to the Florida Department of Environmental Protection (FDEP) Water Quality Protection Grant Program for septic to sewer projects in the Woodville and Centerville Trace communities.

The septic to sewer projects 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)*
- *Continue to work with the state to seek matching grants to convert septic to sewer systems (2017-8)*
- *Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone (BG2)*

These particular Strategic Initiatives align with the Board's Environmental Strategic Priorities:

- *(EN1) Protect the quality and supply of our water.*
- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*

In partnership with the Florida Department of Environmental Protection (FDEP), the County has established the nine-year Water Quality and Springs Protection Infrastructure Improvement Plan to enhance the region's water quality through a series of septic-to-sewer conversion projects. In recent years, the County has leveraged the commitment of over \$60 million in state and local funds with plans to upgrade or eliminate a total of 1,610 septic tanks in the Primary Springs Protection Zone. Most recently, the County has been awarded state funding through FDEP's Springs Restoration Grant Program to begin the implementation of the Northeast Lake Munson Sewer System, Belair/Annawood Sewer System, and Woodville Sewer Projects. In addition, at the May 25, 2021 Budget workshop, the Board approved an additional \$12.6 million funding for these projects through the American Rescue Plan Act (ARPA). This item seeks to leverage a portion of the County's ARPA sewer funding by seeking state grant matching funds.

Based on the grant funding requirements, this item recommends seeking matching funds for a portion for the existing Woodville Project and the Centerville Trace septic to sewer project. If awarded, the Woodville grant funds would replace existing County funding allocated to the project. The Centerville Trace grant would provide new funding. Consistent with the targeted areas identified in the 2005 Water and Sewer Agreement between the City and Leon County, Centerville Trace is the next project to be considered for funding. Centerville Trace is a 162-lot subdivision with existing septic tanks located approximately  $\frac{3}{4}$  mile southwest of the Interstate 10/Centerville Road overpass. The Centerville homeowner's association (HOA) has indicated support for the County pursuing this grant and constructing the sewer system. If awarded the grant, the County will continue to engage with the HOA and residents throughout the project. Leon County has requested design funds for the Septic to Sewer project from the Legislature since 2015.

**Analysis:**

The State FY 2021/22 budget included federal funding which was incorporated into the State's Water Quality Protection Grant Program. The \$612 million program has a grant submission deadline of July 15, 2021 for projects that will bolster existing efforts to protect and restore Florida's ecosystems, including wastewater projects. The wastewater grant program is open to governmental entities for projects that reduce excess nutrient pollution within a basin management action plan (BMAP), alternative restoration plan adopted by final order or rural areas of opportunity. The program is subject to appropriation and requires a 50% local match.

Both the Woodville and Centerville Trace communities meet the criteria established for applying for the new grant funds. The new Water Quality Protection Grant Program is funding projects within a BMAP which encompasses the full contributing area for an impaired water body such as the Upper Wakulla River and Wakulla Spring. Woodville and Centerville Trace both lie within the BMAP area for Wakulla Spring.

As recommended and approved by the Board as part of the May 25, 2021 Budget Workshop, the County has allocated \$12.6 million of American Rescue Plan Act (ARPA) funding to support existing sewer projects. As discussed at the workshop, the County anticipated possible state grant funding becoming available, and is now positioned to leverage the County's additional funding to seek these new state grant funds.

The Woodville Septic to Sewer Project required an additional \$8.3 million in funding which was appropriated using ARPA funding as part of the May 25, 2021 workshop. The new grant proposal would request that the State match the additional expense through the new grant program, in the amount of \$4.15 million. If awarded, this would allow \$4.15 million in existing County funding to be reallocated for the Centerville Trace project.

The projected cost estimate for Centerville Trace is \$8.5 million for the design, permitting and construction. The grant proposal of \$4.25 million would require a local match of \$4.25 million. As noted above, if the Woodville Grant is awarded, this allows existing ARPA funds to be reallocated to support the Centerville Trace project. However, if the Woodville Grant is not awarded, the County established a \$5.0 million ARPA reserve to support opportunities like this, which could be utilized for the match.

Project funds, if awarded, would become available in FY 2022. The Centerville Trace project design and permitting would require one year for completion, at which time the project would be bid for construction. Construction, including connection of homes to the new sanitary sewers, would require between 18 to 24 months to complete. The Woodville phases are continuing on their existing schedule with the first phase of construction planned for bid in the fall of the current year.

Due to the ability to leverage existing ARPA funding for this sewer grant opportunity, it is recommended that the Board authorized the submission matching grant applications for the Woodville and Centerville Trace projects.

**Options:**

1. Authorize the submission of two grant proposals to the FDEP Water Quality Protection Grant Program for the Woodville and Centerville Trace Septic to Sewer Projects.
2. Do not authorize the submission of two grant proposals to the FDEP Water Quality Protection Grant Program for the Woodville and Centerville Trace Septic to Sewer Projects.
3. Board direction.

**Recommendation:**

Option #1

**Leon County  
Board of County Commissioners  
Notes for Agenda Item #23**

# Leon County Board of County Commissioners

## Agenda Item #23

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Authorization to Execute Solar Array Interconnection Agreements with Talquin Electric Cooperative and City of Tallahassee Utilities

<b>Review and Approval:</b>	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director, Office of Resource Stewardship
<b>Lead Staff/ Project Team:</b>	Emily Pepin, Assistant County Attorney Tessa Schreiner, Recycling and Sustainability Manager

### **Statement of Issue:**

This item seeks Board approval for the County Administrator to execute an interconnection agreement with Talquin Electric Cooperative, Inc. for a solar array and to execute future interconnection agreements requested by the relevant utility company (City of Tallahassee Utilities or Talquin Electric Cooperative) as the County continues to install solar energy systems at County facilities.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

- Option #1: Authorize the County Administrator to Execute the Interconnection Agreement with Talquin Electric Cooperative for a Member-Owned Renewable Generation System (Attachment #1)
- Option #2: Authorize the County Administrator to Execute Future Interconnection Agreements with Utilities Pertaining to Renewable Generation Systems subject to legal review by the County Attorney's Office.

## Report and Discussion

### **Background:**

This item seeks authorization to execute an interconnection agreement with Talquin Electric Cooperative for a solar array at Apalachee Regional Park and future interconnection agreements as the County expands solar systems on County facilities which advances the following FY2017-FY2021 Strategic Initiatives and Environment 5-Year Targets:

- *Explore new opportunities for solar on County facilities. (2016-21)*
- *Ensure 100% of new County building construction, renovation and repair utilize sustainable design (T6)*

These particular Strategic Initiatives and 5-Year Targets align with the Board's Environment Strategic Priorities:

- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*
- *(EN3) Promote orderly growth and sustainable practices.*
- *(EN4) Reduce our carbon footprint.*

For nearly a decade, Leon County has been installing solar energy systems at County facilities as a means of reducing the County's carbon footprint and expanding renewable energy production. In 2019, as part of the approval of the Leon County Integrated Sustainability Action Plan, the Board also approved an annual budget allocation of \$50,000 specifically for the expansion of solar arrays at County facilities. Sustainability and Facilities staff have identified County buildings that are ideal for solar arrays, including the new operations building at Apalachee Regional Park. A solar PV system was integrated into the construction of the operations building, which was completed in 2021.

When a solar array is installed on a building or at a site, it requires an interconnection agreement with the corresponding utility company. Interconnection agreements are contracts with a utility that defines how a distributed generation system, such as solar arrays or other renewable energy sources like wind energy, geothermal energy, or hydroelectric power, can connect to the grid. Solar energy systems that are connected to the grid (also known as grid-tied systems) allow the building to draw energy from the power grid when the solar panel system isn't producing electricity during the night or on cloudy days. Additionally, it allows the building to supplement energy needs with electricity from the grid if the building is using more electricity than the solar panels are producing. Interconnection agreements also serve to establish responsibility for solar array maintenance and condition, net-metering conditions and equipment, and liability. Solar arrays cannot be turned on or operational until the interconnection agreement is signed by the facility owner and the utility.

**Analysis:**

The Operations Building at Apalachee Regional Park was constructed in 2021. The building will be used for a restroom facility and to house aspects of Parks and cross-country race operations. The building was constructed with a 4.41 kW DC solar array on a south-facing roof, and the final step for the completion of the project is to execute the interconnection agreement with Talquin Electric Cooperative (Talquin).

Before the solar array that was installed at the Operations Building at the Apalachee Regional Park can be turned on, Talquin has requested that the County (referred to in the Interconnection Agreement as “Member”) enter into a Public Service Commission-approved form Interconnection Agreement (Attachment #1). An interconnection agreement is required by electric utilities for any third-party renewable generation systems seeking to connect to the utilities’ grids. The Interconnection Agreement qualifies the County for Talquin’s Net Metering Service NM-1 Tariff and sets forth the responsibilities and liabilities of the County with maintaining the installed solar array connected to Talquin’s electric system.

In addition, this agenda item recommends that the Board authorize the County Administrator to execute all future interconnection agreements with utilities regarding the integration of solar PV systems at County facilities, subject to legal review by the County Attorney’s Office.

**Options:**

1. Authorize the County Administrator to Execute the Interconnection Agreement with Talquin Electric Cooperative for a Member-Owned Renewable Generation System (Attachment #1).
2. Authorize the County Administrator to Execute Future Interconnection Agreements with Utilities Pertaining to Renewable Generation Systems subject to legal review by the County Attorney’s Office.
3. Do not Authorize the County Administrator to Execute the Interconnection Agreement with Talquin Electric Cooperative for a Member-Owned Renewable Generation System.
4. Do not Authorize the County Administrator to Execute Future Interconnection Agreements with Utilities Pertaining to Renewable Generation Systems.
5. Board Direction

**Recommendation:**

Options #1 and #2

**Attachment:**

1. Interconnection Agreement for Member-Owned Renewable Generation Systems

## INTERCONNECTION AGREEMENT FOR MEMBER-OWNED RENEWABLE GENERATION SYSTEMS

This Interconnection Agreement for Member-Owned Renewable Generation Systems (“Interconnection Agreement”) is made this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by and between Talquin Electric Cooperative, Inc. (“Cooperative”) and Leon County, Florida \_\_\_\_\_ (“Member”) located at 1907 S. Monroe Street, Tallahassee \_\_\_\_\_, Florida, referred to herein individually as a “Party” and collectively as the “Parties.”

### RECITALS

**Whereas**, a Renewable Generation System (“RGS”) is an electric generating system that uses one or more of the following fuels or energy sources: hydrogen, biomass, solar energy, geothermal energy, wind energy, ocean energy, waste heat, or hydroelectric power as defined in Section 377.803, Florida Statutes, rated at no more than 1000 kilowatts (kW) alternating current (AC) power output and is primarily intended to offset part or all of a Member’s current electricity requirements;

**Whereas**, the Cooperative shall provide net metering service to a qualified Member under its Net Metering Service NM-2 Tariff; provided, however, if the Member furnishes to the Cooperative before January 1, 2021 a Notification of Intent to install a RGS and then fully installs, commissions, interconnects, and places in service that RGS on or before July 1, 2021, the Member shall qualify for the Cooperative’s Net Metering Service NM-1 Tariff;

**Whereas**, the Member has requested to interconnect its RGS of 4.41 kW <sup>DC and 4.06 kW AC</sup> to the Cooperative’s electrical service grid at the Member’s presently metered location;

**Whereas**, the Cooperative and Seminole Electric Cooperative, Inc. (“Seminole”) have entered into that certain Wholesale Power Contract (“WPC”), effective as of July 30, 1975, which, as amended, has a term through December 31, 2055, and which provides, among other things, that the Cooperative may allow net metering for renewable energy resources which are located on a Member’s premises;

**Whereas**, the Cooperative and Seminole have entered into that certain Net Metering Agreement dated May 20, 2009, which provides the standard interconnection requirements for a Member’s RGS installation;

**Whereas**, the Member acknowledges the complexity and integrated nature of the Cooperative’s electric system, to which the Member desires interconnection and with which Member desires parallel operation; and

**Whereas**, the Member acknowledges the important safety issues and financial consequences on the Cooperative’s electric system that could result from any deviation by the Member from the requirements of this Interconnection Agreement.

**Now, Therefore**, in consideration of the mutual covenants and agreements herein set forth, the Parties do hereby agree as follows:



- 1) The Member agrees to provide the Cooperative with written certification that the RGS installation has been inspected by the local code official who has certified that the installation was permitted and has been approved and has met all electrical and mechanical requirements.
- 2) Such certification shall be delivered to Cooperative prior to the operation of the RGS.
- 3) The Member shall, prior to operation of the RGS, provide equipment specifications to the Cooperative identifying and certifying in writing that the RGS, inverters and associated equipment design, and installation and operation adhere to IEEE 1547 Standards, UL 1741 Standards, the National Electric Code, and, if applicable, has been approved by the Florida Solar Energy Center (FSEC Std 203-05).
- 4) The Member is responsible for the inspection, maintenance, and testing in accordance with the manufacturer's instructions and applicable codes, standards, and regulations to ensure that the RGS and associated equipment are operated correctly and safely.
- 5) The Member agrees to permit the Cooperative and/or Seminole, if it should so choose, to inspect the RGS and its component equipment and the documents necessary to ensure compliance with various sections of this Interconnection Agreement both before and after the RGS goes into service and to witness the initial testing of the RGS equipment and protective apparatus. The Cooperative shall provide the Member with as much notice as reasonably practicable, either in writing, e-mail, facsimile or by phone, as to when the Cooperative may conduct inspection or document review, and the Member shall provide the Cooperative with as much notice as reasonably practicable regarding the testing of the RGS equipment and protective apparatus. Upon reasonable notice, or at any time without notice in the event of an emergency or hazardous condition, the Member agrees to provide the Cooperative access to the Member's premises for any reasonable purpose in connection with the performance of the obligations imposed by this Interconnection Agreement. The Member shall notify the Cooperative at least ten (10) days prior to the in-service date of the RGS to provide sufficient notice for the Cooperative to be able to be present, if it so chooses, when the RGS is placed in service. Seminole shall have the same rights and duties of inspection as the Cooperative; however, nothing herein obligates the Cooperative or Seminole to inspect, and the failure of the Cooperative and/or Seminole to inspect or, upon inspection, to detect a problem or deficiency shall not transfer responsibility to Cooperative or Seminole nor relieve Member of its duties hereunder.
- 6) The Member is responsible for protecting the RGS, inverters, protection devices, and other system components from the normal and abnormal conditions and operation that occur on the Cooperative's electrical system in delivering and restoring system power. The Member certifies that the RGS equipment includes a utility-interactive inverter or interconnection system equipment that ceases to interconnect with the utility upon a loss of utility power. The inverter shall be considered certified for interconnected operation if it has been submitted by a manufacturer to a nationally recognized testing laboratory (NRTL) to comply with UL 1741. The NRTL shall be approved by the Occupational Safety & Health Administration (OSHA).
- 7) The Member shall not energize the Cooperative's system when the Cooperative's system is de-energized. There shall be no intentional islanding, as described in IEEE 1547, between the Member's and the Cooperative's systems.

- 8) The Member shall provide and maintain Personal Injury and Property Damage Liability Insurance in the following amount, as applicable:
- a) Not less than \$100,000, for an RGS with a capability of ten (10) kW or less
  - b) Not less than \$1,000,000, for an RGS with a capability greater than ten (10) kW and less than or equal to one hundred (100) kW
  - c) Not less than \$2,000,000, for an RGS with a capability greater than one hundred (100) kW and less than or equal to one thousand (1,000) kW.

Proof of said insurance shall be provided by the Member and attached to this Interconnection Agreement and all policy renewals shall be provided to the Cooperative.

- 9) The Member shall, at the Member's expense, install and maintain a manual disconnect switch to provide a separation point between the AC power output of the RGS and any Member facilities connected to the Cooperative's electrical system. The manual disconnect switch shall be mounted separately from the meter socket and shall be readily accessible at all times to the Cooperative and shall be capable of being locked in the open position by the Cooperative. The Cooperative may open and lock the switch, isolating the RGS from the Cooperative's electrical service grid without prior notice to the Member. To the extent practicable, the Cooperative will attempt to notify the Member of its intent to disconnect the RGS from the Cooperative's electrical service grid but shall have no liability for failure to do so.
- 10) "Gross power rating" ("GPR") means the manufacturer's AC nameplate generating capacity of the RGS that will be interconnected to and operate in parallel with the Cooperative's distribution facilities. For inverter-based systems, the GPR shall be calculated by multiplying the total installed DC nameplate generating capacity by 0.85 to account for losses during the conversion from DC to AC. It is the Member's responsibility to notify the Cooperative of any change to the GPR of the RGS by submitting a new application for interconnection specifying the modifications at least thirty (30) days prior to making the modifications. If such modifications are approved by the Cooperative, an amendment to this Interconnection Agreement shall be executed by the Parties and the Member recognizes and agrees that an increase in GPR in excess of ten (10) kW may impose additional requirements on the Member.
- 11) The RGS must have a GPR that does not exceed ninety percent (90%) of the Member's utility distribution service rating at the Member's location. If the GPR does exceed that ninety percent (90%) limit, the Member shall be responsible to pay the cost of upgrades for that distribution service to accommodate the GPR capacity and to ensure the ninety percent (90%) threshold is not breached.
- 12) The Cooperative will furnish, install, own, and maintain metering equipment to measure kilowatt-hours (kWh) of energy and, if applicable, the kW of demand and time of use of said energy and demand. The Member's service associated with the RGS will be metered at a single metering point, and the metering equipment shall be capable of measuring the net energy delivered by the Cooperative to the Member and the net energy delivered by the

Member to the Cooperative on a monthly basis. The Member agrees to provide safe and reasonable access to the premises for installation of this equipment and its future maintenance of removal.

- 13) Once the Cooperative has received the Member's written documentation that the requirements of this Interconnection Agreement have been met and the correct operation of the manual switch has been demonstrated to Cooperative, the Cooperative will, within ten (10) business days, send written notice that parallel operation of the RGS may commence.
- 14) The Member shall indemnify, hold harmless and defend the Cooperative and Seminole from and against any and all liability, proceedings, suits, cost or expense for loss, damage or injury to persons or property in any way directly or indirectly connected with, or growing out of operation of the RGS, except in those cases where loss occurs due to the grossly negligent actions of the Cooperative.
- 15) The Cooperative may charge a reasonable nonrefundable processing fee for interconnection of an RGS.
- 16) The Cooperative has the right, at the Member's expense, to disconnect the RGS at any time. This may result from but is not limited to:
  - a) Cooperative and/or Seminole's system maintenance, operation and emergency operations;
  - b) Hazardous conditions existing on the Cooperative's and/or transmission provider's system due to the operation of the RGS generating or protective equipment as determined by the Cooperative or Seminole;
  - c) Adverse electrical effects on the electrical equipment of the Cooperative's other electric Members as determined by the Cooperative;
  - d) Failure by the Member to adhere to the terms of this Interconnection Agreement; and,
  - e) Failure by Member to pay sums due to the Cooperative for electric service or any other reason.
- 17) On the termination of this Interconnection Agreement, the Cooperative, at the Member's expense, shall open and padlock the manual disconnect switch and remove any additional Cooperative equipment associated with the provision of net metering service. At the Member's expense, the Member agrees to permanently isolate the RGS and associated equipment from the Cooperative's electric service grid. The Member shall notify the Cooperative within ten (10) working days that the disconnect procedure has been completed.
- 18) The Parties agree that the sole and proper jurisdiction and venue for any legal action brought to enforce this Interconnection Agreement or to address the rights and obligations of this Interconnection Agreement shall be the State Court of the proper jurisdiction located within the State of Florida.

- 19) In the event of any dispute hereunder for any action to interpret or enforce this Interconnection Agreement, the prevailing Party shall be entitled to recover its reasonable costs, fees and expenses, including, but not limited to, witness fees, expert fees, consultant fees, attorney, paralegal and legal assistant fees, costs and expenses and other professional fees, costs and expenses whether suit be brought or not, and whether in settlement, in any declaratory action, at trial or on appeal.
- 20) Any written notice required or appropriate hereunder shall be deemed properly made, given to, or served on the Party to which it is directed, when sent by the United States certified mail, Return Receipt Requested, addressed as follows:

If to the Member:

Michael Boland, Facilities Management Director  
1907 S. Monroe Street  
Tallahassee, FL 32301

If to the Cooperative:

Attn: Director of Engineering & Operations  
Talquin Electric Cooperative, Inc.  
1640 West Jefferson Street  
Quincy, FL 32351-2134

Notice of any change in any of the above addresses shall be deemed in the manner specified in this section.

21) Other Special Provisions:

- a) Any Member connecting a RGS may be required to pay the cost of any system upgrades necessary for the interconnection to the Cooperative's electrical service grid, including the cost of the metering system.
- b) Any Member connecting an RGS requiring interconnection and/or load studies, as deemed necessary by the Cooperative, to be performed by the Cooperative are required to reimburse the Cooperative for those costs.
- c) Any interconnection and/or load study deemed necessary by the Cooperative for the operation of a RGS, will be valid for a period not to exceed two (2) years from the original completion date.
- d) The Cooperative shall charge for electricity delivered to the Member in excess of the generation supplied by the Member's RGS at the Cooperative's applicable rate schedule. Regardless of whether excess energy is delivered to the Cooperative's electrical service grid, the Member shall pay all charges associated with the applicable rate schedule, including any contractual minimum.

- e) When a Member disconnects an account with a RGS and interconnection agreement with the Cooperative, any unused credits for excess kWh generated shall be paid to the Member.

22) This Interconnection Agreement, when duly executed, constitutes the entire agreement between the Parties with respect to matters herein contained.

**The representative executing this Interconnection Agreement below acknowledges that a copy of the Cooperative's Net Metering Service Tariff, current as of the date of execution of this Interconnection Agreement, and a copy of Seminole Electric Cooperative's Rate Schedule QF-1 or QF-2, current as of the date of execution of this Interconnection Agreement, are attached hereto and have been received by the representative. Furthermore, this representative acknowledges that the Net Metering Service Tariff and Rate Schedules QF-1 and QF-2 are subject to change from time to time.**

**In Witness Whereof**, the Parties hereto have caused this Interconnection Agreement to be duly executed in triplicate the day and year first above written.

Leon County, Florida  
\_\_\_\_\_  
Member: Print Name or Organization

Talquin Electric Cooperative, Inc.  
\_\_\_\_\_

By: \_\_\_\_\_  
Signature: Authorized Representative

By: \_\_\_\_\_  
Signature

Vincent S. Long, County Administrator  
\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Print Name and Title

APPROVED AS TO LEGAL SUFFICIENCY:

Chasity H. O'Steen, County Attorney  
Leon County Attorney's Office

By: \_\_\_\_\_

ATTEST:

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

By: \_\_\_\_\_

## EXHIBIT A - RATE SCHEDULES

### Rate Schedule QF-1

#### Standard Rate for Purchase of As-Available

#### Energy from Qualifying Facilities of 100 Kilowatts or Less

I. Availability:

Seminole will purchase the electricity generated and delivered to it from any Qualifying Facility of 100 kW or less under the provisions of this Rate Schedule QF-1.

II. Applicable:

To sales from any cogeneration or small power production Qualifying Facility with a capacity of 100 kilowatts or less producing energy for sale to SECI on an as-available basis. As-Available Energy is defined as energy produced and sold from a Qualifying Facility on an hour-by-hour basis for which contractual commitments as to the time, quantity, or reliability of delivery are not required. Criteria for achieving Qualifying Facility status shall be as defined by Section 201 of the Public Utility Regulatory Policies Act of 1978, as amended, and regulations adopted thereunder.

III. Limitation of Service:

All service pursuant to this schedule is limited to those Sellers which have executed an "Agreement for Purchase and Sale of Electricity from Qualifying Cogeneration or Small Power Production Facilities" with SECI and is subject to the terms and conditions of said Agreement.

IV. Rates for Purchases by SECI:

A. Capacity Rate

There will be no capacity payments to Seller under this Rate Schedule QF-1.

B. Energy Rate

2.92 cents per kWh

C. Monthly Payments

Monthly payments for As-Available Energy shall be based on the product of (1) the Energy Rate provided for in Section IV.B of this Rate Schedule QF-1, and (2) the

quantity of Delivered Power received by SECI at the Point of Interconnection during the month.

All sales shall be adjusted for losses from the point of metering to the Point of Interconnection.

Monthly payments calculated above shall be reduced by any additional costs incurred by SECI as a result of the purchase from the Qualifying Facility.

**D. Revision of Rate**

This rate is subject to revision based on future changes in SECI's avoided costs. Revisions shall not be made more frequently than once in any period of six months.

**V. Metering:**

As described further in Section 10 of the Agreement, hourly recording meters shall be required for all Qualifying Facilities selling under this Schedule QF-1.

**VI. Terms of Service:**

- A. It shall be the Seller's responsibility to inform SECI of any change in its electric generation capability.
- B. Any electric service delivered by any utility to the Qualifying Facility shall be metered separately and billed under a separate agreement and applicable rate schedule.

2-11-16

R-2

## RESOLUTION

WHEREAS, Seminole Electric Cooperative, Inc. ("Seminole") and its Members have an integrated cogeneration and small power production ("QF") program for implementing Sections 201 and 210 of the Public Utility Regulatory Policy Act of 1978 and the associated regulations of the Federal Energy Regulatory Commission ("FERC"); and

WHEREAS, this integrated program, which was approved by FERC in 1987, provides that Seminole will purchase energy and capacity from QFs and the Members will provide retail service to QFs; and

WHEREAS, the QF program consists of a standard offer three-party Generation Interconnection Agreement among Seminole, the applicable Member and the QF, and a standard offer two-party Agreement for Purchase and Sale of Electricity from Qualifying Cogeneration or Small Power Production Facilities (including rate schedules) between Seminole and the QF; and

WHEREAS, Seminole staff has proposed modifications to the QF rate schedules to reflect an update to the standard rate for the purchase of capacity and as-available energy from QFs and to the projected avoided energy costs; and

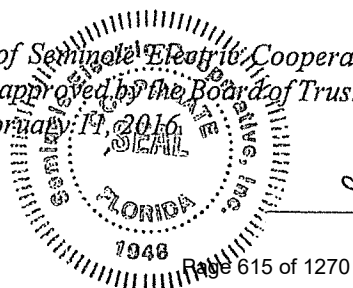
WHEREAS, Seminole staff has reviewed the modifications to the QF rate schedules with the Rates and Member Relations Committee; and

WHEREAS, the Rates and Member Relations Committee, after consideration, recommends the adoption of this resolution by the Seminole Board of Trustees.

NOW, THEREFORE, BE IT RESOLVED that the Seminole Board of Trustees does hereby approve and adopt the modified QF rate schedules, substantially in the forms as presented by staff, effective April 1, 2016.

*I, the undersigned Secretary of Seminole Electric Cooperative, Inc., do hereby certify that the foregoing Resolution was duly approved by the Board of Trustees of Seminole Electric Cooperative, Inc., at its meeting held on February 11, 2016.*

*Dated this February 11, 2016*



*[Signature]*  
Secretary

Posted July 3, 2021



FIRST REVISED SHEET NO. 4.3  
CANCELS ORIGINAL SHEET NO. 4.3

TALQUIN ELECTRIC COOPERATIVE, INC.

{Continued from Sheet No. 4.2}

NET METERING SERVICE- NM-1

Net Metering Service – NM-1 is available to Members with Renewable Generation Systems (RGS) that were initiated with the Cooperative prior to January 1, 2021 and that are installed, operational, and have original interconnection dates prior to July 1, 2021.

For Members with RGS that have executed the Cooperative's "INTERCONNECTION AGREEMENT FOR MEMBER-OWNED RENEWABLE GENERATION SYSTEMS", and are eligible for net metering as defined by Florida Public Service Commission Rule 25-6.065; however limited in size to Tier 1 (10 kW or less), Tier 2 (greater than 10 kW but less than or equal to 100 kW) and Tier 3 (greater than 100 kW but not to exceed 1,000 kW); the following shall apply:

1. The RGS shall be rated at no more than 1,000 kilowatts {kW} alternating current power output and is primarily intended to offset part or all of the Member's current electrical requirements. The rating of the system cannot exceed 90% of the Member's utility distribution service rating.
2. Any Member connecting a RGS may be required to pay the cost of any system upgrades necessary for the interconnection to the Cooperative's electrical service grid, including the cost of the metering system.
3. The Cooperative will install metering equipment at the point of delivery capable of measuring the difference between the electricity supplied to the Member by the Cooperative and the electricity generated by the Member's RGS and delivered to the Cooperative's electric service grid.
4. Meter readings shall be taken monthly to establish a billing cycle as utilized under the otherwise applicable rate schedule.
5. The Cooperative shall charge for electricity used by the Member in excess of the generation supplied by the RGS for the billing cycle in accordance with the Cooperative's otherwise applicable rate schedule.
6. For any billing cycle, excess electric energy produced by the Member's RGS that is delivered to the Cooperative's electrical service grid shall be credited to the Member's energy consumption for the next month's billing cycle.
7. Excess energy credits shall accumulate and be used to offset the Member's energy usage in subsequent monthly billing cycles for a period of not more than twelve months. At the end of each calendar year, the Cooperative shall credit the Member for any unused energy credits at the amount published in Rate Schedule QF-1 (Standard Rate for Purchase of As-Available Energy From Qualifying Facilities of 100 KW or Less) or Rate Schedule QF-2 (For Qualifying Facilities greater than 100 kW up to 1000 kW) of Seminole-Electric Cooperative, Inc. The credit will be applied to the next monthly billing (January of the following calendar year).

(Continued on Sheet No. 4.3.1)

Issued by: Tracy A. Bensley  
General Manager

Effective: February 1, 2021

FIRST REVISED SHEET NO. 4.3.1  
CANCELS ORIGINAL SHEET NO. 4.3.1

TALQUIN ELECTRIC COOPERATIVE, INC.

(Continued from Sheet No. 4.3)

Net Metering Service – NM-1 (continued)

8. When a Member disconnects an account with an RGS and interconnection agreement with the Cooperative, any unused credits for excess kWh generated shall be paid to the Member at the rate published in Seminole Electric Cooperative's Rate Schedule QF-1 referenced immediately above.
9. Excess energy credits may be applied to other accounts of the Member so long as that account is associated with a meter that is located at a premise or property immediately contiguous to the meter behind which the Member's RGS is located. Member
10. The Cooperative shall charge for electricity delivered to the Member in excess of the generation supplied by the Member's RGS at the Cooperative's applicable rate schedule. Regardless of whether excess energy is delivered to the Cooperative's electric distribution system, the Member shall pay all charges associated with the applicable rate schedule, including any contractual minimum.
11. All premises with RGS receiving service under Net Metering Service – NM-1 shall continue to receive service under this rate provision for a period of 15 years from January 1, 2021. All premises with RGS and receiving service under this rate provision shall begin receiving service on January 1, 2036 under the Net Metering Service – NM-2 provision, as shown below.

**NET METERING SERVICE– NM-2**

Net Metering Service – NM-2 is available to Members with Renewable Generation Systems (RGS) that are initiated with the Cooperative after December 31, 2020 and have original interconnection dates after December 31, 2020.

For Members with RGS that have executed the Cooperative's "INTERCONNECTION AGREEMENT FOR MEMBER-OWNED RENEWABLE GENERATION SYSTEMS", and are eligible for net metering as defined by Florida Public Service Commission Rule 25-6.065; however limited in size to Tier 1 (10 kW or less), Tier 2 (greater than 10 kW but less than or equal to 100 kW) and Tier 3 (greater than 100 kW but not to exceed 1,000 kW); the following shall apply:

1. The RGS shall be rated at no more than 1,000 kilowatts (kW) alternating current power output and is primarily intended to offset part or all of the Member's current electrical requirements. The rating of the system cannot exceed 90% of the Member's utility distribution service rating.

(Continued on Sheet No. 4.3.2)

Issued by: Tracy A. Bensley  
General Manager

Effective: February 1, 2021

ORIGINAL SHEET NO. 4.3.2

TALQUIN ELECTRIC COOPERATIVE, INC.

(Continued from Sheet No. 4.3.1)

2. Any Member connecting a RGS may be required to pay the cost of any system upgrades necessary for the interconnection to the Cooperative's electrical service grid, including the cost of the metering system.
3. Any Member connecting an RGS requiring interconnection and/or load studies, as deemed necessary by the Cooperative, to be performed by the Cooperative are required to reimburse the Cooperative for those costs.
4. Any interconnection and/or load study deemed necessary by the Cooperative for the operation of a RGS, will be valid for a period not to exceed 2 years from the original completion date.
5. The Cooperative will install metering equipment at the point of delivery capable of measuring the difference between the electricity supplied to the Member by the Cooperative and the electricity generated by the Member's RGS and delivered to the Cooperative's electric service grid.
6. Meter readings shall be taken monthly to establish a billing cycle as utilized under the otherwise applicable rate schedule.
7. The Cooperative shall charge for electricity used by the Member in excess of the generation supplied by the RGS for the billing cycle in accordance with the Cooperative's otherwise applicable rate schedule.
8. If the electricity consumed by the Member during the billing period exceeds the electricity generated by the Member's RGS during the billing period, then all electricity generated by the Member's RGS generation shall be deemed to have been used by the Member. If the electricity generated by the Member's RGS during the billing period exceeds the electricity consumed by the Member, then the excess net energy that is delivered to the Cooperative's electrical service grid shall be credited at the amount published in Rate Schedule QF-1 (Standard Rate for Purchase of As-Available Energy From Qualifying Facilities of 100 KW or Less) or Rate Schedule QF-2 (For Qualifying Facilities greater than 100 kW up to 1000 kW) of Seminole-Electric Cooperative, Inc. Any remaining credit will be applied to the Member's next monthly billing cycle.
9. When a Member disconnects an account with an RGS and interconnection agreement with the Cooperative, any unused credits for excess kWh generated shall be paid to the Member at the rate published in Seminole Electric Cooperative's applicable Rate Schedule QF-1 or Rate Schedule QF-2, referenced immediately above.
10. Excess energy credits will only be applied to the account and meter behind which the Member's RGS is located. Excess energy credits will not be transferred to any other account(s) of the Member.
11. The Cooperative shall charge for electricity delivered to the Member in excess of the generation supplied by the Member's RGS at the Cooperative's applicable rate schedule. Regardless of whether excess energy is delivered to the Cooperative's electric distribution system, the Member shall pay all charges associated with the applicable rate schedule, including any contractual minimum.

Issued by: Tracy A. Bensley  
General Manager

Effective: February 1, 2021

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #24**

# Leon County Board of County Commissioners

## Agenda Item #24

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Interlocal Agreement to Provide Maintenance of Sheriff's Office Complex

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Maggie Theriot, Director, Resource Stewardship

### **Statement of Issue:**

This item seeks Board approval of the Interlocal Agreement with the Sheriff's Office which implements the transfer of the maintenance of the Sheriff's Office Facilities to the County that was approved as part of the FY 2021 Adopted Budget.

### **Fiscal Impact:**

This item had no fiscal impact.

### **Staff Recommendation:**

Option #1: Approve the Interlocal Agreement for Maintenance of Leon County Sheriff's Office Complex (Attachment #1), and authorize the County Administrator to execute the Agreement.

## **Report and Discussion**

### **Background:**

This item seeks Board approval to execute the Interlocal Agreement for Maintenance of Leon County Sheriff's Office (LCSO) Office Complex. The LCSO complex includes Sheriff's Administration and Detention Facility, as well as support facilities such as Dormitories, Fleet Management, and Heliport.

In discussions with the Sheriff's Office and to increase operational efficiencies with the Detention Facility maintenance, it was recommended to transfer the existing Sheriff facility maintenance staff and budget to Leon County Government, where the Office of Resource Stewardship's Facilities Management Division will be responsible for the day-to-day and long-term maintenance of the Detention Facility. This transfer was approved and included as part of the FY 2021 Adopted Budget.

The organizational change was recommended to increase efficiencies. The County had historically provided funding to the Sheriff to perform maintenance at the Detention Facility and the new organizational structure increases operational efficiencies and expertise by moving facility maintenance under the Office of Resource Stewardship's Division of Facilities Management.

The concept and related budget transfer were approved by the Board as a component of the July 14, 2020 Budget Workshop. The transition occurred October 1, 2020 with LCSO maintenance staff and operational budget transferring to Leon County. Utilizing the past months to refine the division of responsibilities, the LCSO Maintenance Agreement provides clear guidance for the roles and responsibilities for the County and LCSO that clarify the new organizational relationship.

### **Analysis:**

Over many months of collaboration with LCSO and County staff, a tentative plan for transition was developed. On October 1, 2020, maintenance staff became employees of Leon County under the supervision of Facilities Management. The integration provided for greater cross training, skill building, and back-up support of staff. Maintenance and repair completed by staff are tracked within Facilities work order software, providing metrics and insight allowing efforts to be further refined. Contracted services for specialized items such as elevator repair can now be provided in a more streamlined and cost-effective manner.

The LCSO Maintenance Agreement (Attachment #1) clarifies the roles of both parties related to budgeting, implementation, oversight, and maintenance of the LCSO Complex. Examples of County responsibilities include general and preventative maintenance of mechanical, electrical and plumbing; and also oversight of parking lots, fire systems, elevators, pest control and payment of utilities. With access to inmates to offset labor, LCSO remains responsible for grounds and custodial services. In light of expertise and the nature of the Detention Center, all security systems and infrastructure remain with LCSO.

The Agreement also provides guidance for non-maintenance related responsibilities related to information technology and personnel management.

**Options:**

1. Approve the Interlocal Agreement for Maintenance of Leon County Sheriff's Office Complex (Attachment #1), and authorize the County Administrator to execute the Agreement.
2. Do not approve the Interlocal Agreement for Maintenance of Leon County Sheriff's Office Complex
3. Board direction.

**Recommendation:**

Option #1

**Attachment:**

1. Interlocal Agreement, Maintenance of Leon County Sheriff's Office Complex

## **INTERLOCAL AGREEMENT**

### **Maintenance of Leon County Sheriff's Office Complex**

THIS INTERLOCAL AGREEMENT entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between Leon County, Florida, a political subdivision of the State of Florida, ("County") and the Leon County Sheriff's Office, a constitutional office of Leon County, Florida, ("LCSO") hereby memorializes the understanding of the parties as set forth herein.

WHEREAS, the County is the owner of property located between Municipal Way and Don Price Way along Appleyard Drive southwestern Leon County, Florida, as well as a Heliport located at the Tallahassee International Airport (the "LCSO Complex"); and

WHEREAS, LCSO operates on the LCSO Complex in several structures thereon, including the Sheriff's Administration, Detention Facility, Dormitories, Fleet Management, and Heliport (referred to collectively as the "Facilities"), which is more clearly depicted on Exhibit A attached hereto and incorporated herein; and

WHEREAS, LCSO conducts several maintenance responsibilities on the LCSO Complex and Facilities, some of which LCSO wishes to transfer to the responsibility of the County; and

WHEREAS, on September 29, 2020, the Board of County Commissioners approved the 2020-2021 fiscal year annual budget which approved the budgetary impacts of the transfer of such responsibilities between the County and LCSO; and

WHEREAS, the parties desire to enter into this Interlocal Agreement in order to delegate the maintenance responsibilities of the LCSO Complex and Facilities between the parties.

NOW, THEREFORE, in consideration of the mutual covenants as set forth herein, the parties agree as follows:

#### **Section One. County's Responsibilities.**

The County shall be responsible for budgeting, implementation, oversight, and maintenance of the following facilities, at the standardized level of service of other County-maintained facilities: Detention Facility, Sheriff's Administration, Dormitories, Fleet Management, as depicted on Exhibit A, as well as the Heliport. The Heliport shall mean that space owned and operated by Leon County located at 3274 Capital Circle SW, Tallahassee, Florida 32310. For purposes of this agreement Maintenance shall include:

- a) Conducting preventative maintenance and responsive maintenance for systems and equipment including mechanical, electrical, plumbing, air quality, irrigation, and building shell;



- b) Interior Finishes; to include all drywall, ceiling tiles, paint and flooring, where possible, in accordance with uniform product line and color pallet;
- c) Parking lots and lot lighting; including but not limited to, line striping, space parking space painting, repair or replacement or purchase of parking lot stops; and repaving and resurfacing;
- d) Exterior lighting. For lighting that lies inside the Complex's secured perimeter, upon prior notice to the County in accordance with Section 5.e. herein;
- e) Fire detection, suppression, and sprinkler systems, including inspections, maintenance of the primary fire system, not to include security features within the Detention Facility;
- f) Elevators, maintenance, routine inspections, certifications and repair;
- g) Generators, fuel, maintenance, routine inspections, certifications and repair;
- h) Pest Control;
- i) Utilities (gas, electric, water, sewer, refuse, stormwater, and fire service) including account maintenance, utility billing, and waste containers.
- j) Indoor Air Quality, mean the maintenance of mitigation of air quality, such as prevention and treatment of mold, asbestos, etc. to include necessary tests and mitigation;
- k) Sidewalk and curbing repair and maintenance, including but not limited to cleaning to prevent slip and fall issues.
- l) Boundary fencing, meaning fencing not for the purpose of perimeter control but merely for boundary delineation. Fencing will be repaired and maintained.
- m) Intercom buttons will be maintained.
- n) Infrastructure to support functions in the medical suite and oxygen lines up to the medical suite.
- o) Uninterruptable Power Supply (UPS) monitoring, maintenance, repair, and replacement.

If LCSO operates other facilities outside the scope of this Interlocal Agreement, either currently or in the future, the maintenance of those facilities shall be requested pursuant to Section 5.e. herein, and by separate agreement or an amendment hereto.

## **Section Two. LCSO's Responsibilities.**

LCSO shall be responsible for budgeting, implementation, and oversight of the following:

- a) Grounds maintenance of the entire LCSO Complex; meaning all landscaping, mowing, edging, mulch, weeding, etc.
- b) Custodial maintenance for all Facilities. Services should be adequate as not to directly contribute to poor Indoor Air Quality;
- c) Maintenance, replacement and lowering of all flags;

- d) Operational and Occupant needs, such as non-maintenance or construction escorts within secure areas, records, mail, event or room set up, and furniture related purchases, assembly, moves, or surplus;
- e) Fuel Island, maintenance, routine inspections, certifications and repair; and
- f) Security, including the access control system and upgrades, the security system and upgrades, surveillance cameras, intercoms, gates and perimeter control, equipment such as body scanner or metal detectors, PLC system, locks and locking doors and all other security features of the yard, including lighting, fencing, concertina wire. LCSO has the responsibility to ensure all lights shining within the secure yard, whether pole or building mounted operate and meet security standards. Should lighting or gates need repair or replacement, LCSO will notify Leon County in accordance with Section Five, e. Leon County will conduct and pay for such repair of lighting or gates inclusive of hardware and software. Should lighting, gates, or surveillance equipment require updates or alterations, LCSO will conduct and pay for such service. As doors are an integrated system, the County will assist the LCSO locksmith in resolving power issues involving the 24-Volt circuits associated with the door locks.
- g) The intercom system (with the exception of buttons)
- h) Equipment specific to medical suite.

### **Section Three. Information Technology**

Although this agreement exists to primarily address the responsibilities of maintenance, there are some overlap and coordination in regard to information technology.

- a) Information technology, Real Time Crime Center (RTCC) technology, televisions, projectors, projector screens, audio systems and related components, cameras and related components. This includes the mounting and removal of such devices and includes wiring, data, network and communications. Additional wiring or network equipment should be included in Sheriff Office project budgets and closely coordinated with County Network Staff.
- b) Telephone (Avaya desk phones) are supported by Leon County staff and pro-rated yearly charges are paid by the Sheriff's office.
- c) The Leon Virtual Server Environment is maintained by Leon County staff and pro-rated yearly charges are paid by the Sheriff's office.
- d) Cell phones, radios, and non-Avaya lines (such as alarm lines) utilized by the Sheriff's Office are all maintained and paid by the Sheriff's Office. Cell phones and radios used by maintenance staff are maintained and paid by the County.
- e) The server room, located in the Jail, known as the Remote Server Center (RSC) is maintained by the Sheriff's Office and houses equipment for the Sheriff's Office and Leon County OIT. Any modifications to the room are mutually coordinated and specific costs for wiring, racks, and servers are paid by the owner of the

equipment affected. General room equipment, such as A/C units, fire suppression, Electrical/UPS systems are covered in Section One-o above and is maintained by the County.

#### **Section Four. Assignment of Contracts.**

Any and all existing contracts in place for a maintenance obligation that is being transferred shall be formally assigned in writing for the assumption of those tasks.

#### **Section Five. Personnel Considerations.**

- a) All current maintenance personnel for LCSO shall become staff of the County and shall wear County uniforms.
- b) Existing tools, cell phones, and vehicles dedicated to Facilities staff shall become the property of the County, and the County will maintain or replace such items at their expense.
- c) All persons considered an employee of the County shall be eligible for County's Benefits, Retirement and shall abide by all County Policies.
- d) Maintenance personnel considered an employee of the County, but working on site of the LCSO Complex or within any Facility, shall only take orders from County supervisors and shall not be ordered by LCSO personnel. Discipline of County Employees shall be solely by County Supervisors and County Human Resources.
- e) Work requests made by Complex occupants shall be made by a limited number of pre-identified individuals to reduce duplication or misplaced priority status. Such work requests are not to be made directly to Maintenance personnel, but through universal email or phone below, unless such needs are deemed an immediate threat to the wellbeing of the occupants or structural integrity of the Complex. Work orders may be requested via the County's universal work order email ([LCSO\\_WorkOrder@leoncountyfl.gov](mailto:LCSO_WorkOrder@leoncountyfl.gov)) or phone number (850-606-5000). Response by county personnel will be based upon the priority/severity of the need. On-call service will be available for contact 24/7.
- f) County employees shall abide by the security clearance and protocols set forth by LCSO and FBI CJIS Security Policy.

#### **Section Six. Financial Considerations.**

Annually as part of the budget process, funding will be provided in the Leon County Government Budget to cover the maintenance costs specifically detailed in this agreement. Additional requests for funding outside of this agreement by the Sheriff's Office will be made as part of the annual budget process under the guidance of the Leon County Office of Management and Budget. All responsibilities of the County herein are subject to appropriation of funds.

#### **Section Seven. Procurement.**

All purchases of goods or services by the County pursuant to this Agreement shall be procured by utilizing the Purchasing Policy approved by the Leon County Board of County Commissioners. All purchases of goods and services by LCSO pursuant to this Agreement shall be procured utilizing the Purchasing Policy as approved by the Leon County Sheriff's Office.

**Section Eight. Miscellaneous Considerations.**

1. Limitation of Liability

a. Nothing herein shall relieve either of any obligation or responsibility imposed upon it by law except to the extent of actual and timely performance thereof by one or more of the parties to the agreement, in which case the performance may be offered in satisfaction of the obligation or responsibility.

b. Indemnification. To the extent permitted by law and subject to the limitations, conditions, and requirements of Section 768.28, Florida Statutes, which neither party waives herein, the County and LCSO each agree to indemnify, defend and hold harmless the other, their officials, officers and employees, from and against all injury or loss of property, personal injury or death caused by the negligent or wrongful act or omission of any employee of the County or LCSO while acting within the scope of the employee's office or employment, relating in any way to this Agreement.

Notwithstanding the foregoing or any other provision of this Agreement, the liability of the parties, as set forth in this Agreement, is intended to be consistent with limitations of Florida law, including the state's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes. No obligation imposed by this Agreement shall be deemed to alter said waiver to extend the liability of the parties beyond such limits, nor shall any such obligation be deemed or construed as a waiver of any defense of sovereign immunity to which the County or the LCSO may be entitled.

2. Governing Law and Venue.

This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. Any action to enforce any provisions of this Agreement shall be maintained in Tallahassee, Leon County, Florida.

3. Term, Termination of Agreement.

This Interlocal Agreement shall become effective upon full execution of the Parties and shall continue in full force and effect until such time as the County no longer owns the Premises,

LCSO no longer occupies the Premises or the parties otherwise mutually agree to terminate this Interlocal Agreement.

4. Notices.

Any and all notices except as those requests under 5.e. provided herein shall be to the following:

AS TO THE COUNTY: Maggie Theriot, Director  
Office of Resource Stewardship  
1907 S. Monroe, Tallahassee 32301

AS TO LCSO: Ron Cave, Assistant Sheriff  
Leon County Sheriff's Office  
2825 Municipal Way, Tallahassee 32304

5. Waiver.

Failure to insist upon strict compliance with any term, covenant, or condition of this Agreement shall not be deemed a waiver of it. No waiver or relinquishment of a right or power under this Agreement shall be deemed a waiver of that right or power at any other time.

6. Modification.

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

7. Binding Effect.

This Agreement shall be binding upon the successors, and subject to below, assigns of the Parties hereto.

8. Assignment.

Because of the unique nature of the relationship between the Parties and the terms of this Agreement, neither Party hereto shall have the right to assign this Agreement or any of its rights or responsibilities hereunder to any third Party without the express written consent of the other Part to this Agreement, which consent shall not be unreasonably withheld. This paragraph is not intended to limit either Party's ability to contract with vendors for the performance of their work in accordance with either Party's purchasing policies.

9. Entire Agreement.

This Agreement constitutes the entire agreement between the Parties with respect to the matters contained herein, and all prior agreements or arrangements between them with respect to such matters are superseded by this Agreement.

10. Ambiguity.

This Agreement has been negotiated by the Parties with the advice of counsel and, in the event of an ambiguity herein, such ambiguity shall not be construed against any Party as the author hereof.

11. Public Bodies.

It is expressly understood between the Parties that the County is a political subdivision of the State of Florida and LCSO is the office of a duly elected constitutional officer of Leon County, Florida. Nothing contained herein shall be construed as a waiver or relinquishment by either of the Parties to claim such exemptions, privileges or immunities as may be provided to that Party by law.

12. Force Majeure.

A Party shall be excused from performance of an obligation under this Agreement to the extent, and only to the extent, that such performance is affected by a "Force Majeure Event" which term shall mean any cause beyond the reasonable control of the Party affected, except where such Party could have reasonably foreseen and reasonably avoided the occurrence, which materially and adversely affects the performance by such Party of its obligations under this Agreement. Such events shall include, but are not limited to, an act of God, disturbance hostility, war, or revolution; strike or lockout; epidemic or pandemic; accident; fire; storm, flood or other unusually severe weather or act of nature; or any requirements of law.

13. Costs and Attorney Fee.

In the event of litigation between the Parties to construe or enforce the terms of this Agreement, either party shall bear its own attorney fees and costs.

14. Severability.

It is intended that each Article and section of this Agreement be viewed as separate and divisible, and in the event that any Article or section, or part thereof, is held to be invalid, the remainder of this Agreement shall continue in full force and effect.

15. Subject to Appropriation.

All payments and obligation of the Parties as set forth herein shall be subject to appropriation of funding therefore; however, failure to appropriate funding adequate to meeting such payment and obligations shall be deemed an act of default under this Agreement.

16. Interlocal Agreement to be Recorded.

Within fifteen (15) days of full execution of this Interlocal Agreement by the Parties, the County shall record in the Official Records of Leon County, Florida.

IN WITNESS WHEREOF, the Parties hereto, through their duly authorized representative, have executed this Agreement as of the date first written above.

**LSCO:**

\_\_\_\_\_  
Witness Signature

Leon County Sheriff's Office

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Walter McNeil  
Leon County Sheriff

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Name

**COUNTY:**

By: \_\_\_\_\_  
Vincent S. Long  
County Administrator

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: \_\_\_\_\_



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #25**

# Leon County Board of County Commissioners

## Agenda Item #25

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Adoption of a Proposed New County Tourism Event Grant Programs Policy

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Kerri L. Post, Director, Division of Tourism
<b>Lead Staff/ Project Team:</b>	Dionte F. Gavin, Senior Operations Manager, Division of Tourism Terri Messler, Manager, Tourism Grants & Visitor Services

### **Statement of Issue:**

This item seeks Board adoption of the proposed new County Tourism Event Grant Programs Policy, to formalize the purpose, intent, eligibility, and procedures for the grant programs administered by the Division of Tourism. The proposed Policy codifies the Board's previous actions related to the Tourism Grants Programs into a formal County policy.

### **Fiscal Impact:**

This item has no fiscal impact. The Board allocates funding for the Tourism grant programs each year through the budget process.

### **Staff Recommendation:**

Option #1: Adopt the proposed County Tourism Event Grant Programs Policy (Attachment #1).

## Report and Discussion

### **Background:**

This item seeks Board approval of a proposed new County Tourism Event Grant Programs Policy, to formalize the purpose, intent, eligibility, and procedures for the grant programs administered by the Division of Tourism. The proposed Policy codifies the Board's previous actions related to the Tourism grants programs into a formal County policy (Attachment #1).

The Tourism Grant Programs are essential to the following FY2017-FY2021 Strategic Plan Bold Goal and Target:

- *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.*

Each year, Leon County reinvests Tourist Development Taxes (TDT) generated from transient lodging sales, to promote Leon County as a visitor destination. 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. The Division of Tourism administers competitive grant programs each year for event funding through five grant categories: Legacy, Signature/Emerging Signature, Special, and Sports events. The County's Tourism Grant Programs support many local organizations with a demonstrated history, or significant potential to draw visitors to the community for an event. Separate from these grant programs, 20% of TDT revenues are also dedicated to the Council on Culture and Arts (COCA) to administer grant programs to support local cultural arts programs and activities.

In recent years the Board has made intentional modifications to the Tourism Grants Programs to enhance the community's economic return on investment. This includes the allocation of additional funding to be regranted and the creation of new grant categories to support local organizations hosting events in the community. These new grant categories were tailored to serve the full spectrum of events in our community from the early start-ups, to the established events seeking growth, to the long-established community events synonymous with the destination.

On February 7, 2017, the Board held a Workshop on Tourism and Cultural Grant Funding to review the eligibility requirements and return on investment for these competitive grant programs. Among the modifications approved by the Board was the creation of the Emerging Signature Events Grant as a subcategory of Signature Events. The Emerging Signature Event subcategory was designed to identify events generating between 1,250 – 1,499 room nights which are ripe for growth, in order to provide additional marketing support and financial investment so the events could soon meet the Signature Event 1,500 room night threshold. The modifications approved at the February 7, 2017 workshop were immediately implemented for the FY 2018 grant cycle.

On October 23, 2018, staff presented an analysis of Tourism Grant Programs which found a growing number of smaller events were being awarded grants that were in competition to long-standing community festivals and events. The Board directed staff to bring back recommendations

that would create a grant program specifically for the largest and longest serving events in our community, generating regional, national, and international exposure. This resulted in the creation of the “Legacy Event Grant” category for events that have a strong performance record for generating room nights and providing a significant economic impact to the community.

On June 18, 2019, at the FY 2020 Budget Workshop, the Board approved the creation of the Tourism Legacy Event Grant Program. Legacy Event Grants are for events that have taken place in the community for a minimum of five years and generate the largest amount of room nights and economic impact in the community. Under the Legacy Event Grant Program, qualifying events no longer compete with much smaller and less established events to secure Tourism funding through the annual grant process. The Division of Tourism’s budget includes a line item specifically for Legacy Events with funding agreements to be awarded for multiyear increments. This was designed to provide event organizers with greater continuity and reliability of financial support from the County so that these long-standing events can focus on strengthening programming and activities.

On January 28, 2020, the Board accepted a status update on the implementation of the Legacy Event Program and approved awarding one-year grants to four Legacy Events in FY 2020. Due to the devastating impacts of the COVID-19 global pandemic on the travel and tourism industry and hosting events, the County did not enter into multi-year Legacy Event Grants in FY 2021.

Given the recent modifications to the Tourism Grant Programs, the Board directed staff to codify the grant programs into a formal County policy for future consideration. The proposed policy outlines the purpose, intent, eligibility, and the specific procedures of the County Tourism Event Grant Programs as previously approved by the Board.

### **Analysis:**

The County’s Tourism Grant Programs leverage private funding for these events to the benefit of the community by attracting visitors from state, regional, national, and international markets. The brand exposure associated with some of the larger events and festivals that take place each year promotes and positions Tallahassee/Leon County as a vibrant and diverse destination. The County’s continued investment in the growth, stature, and participation in events that continue to draw visitors to the destination, provides an economic return on investment as demonstrated by hotel occupancy rates and visitor spending in the community. As a result, the overnight stays and visitor spending enhances TDT collections and provides additional revenues to support the County’s Tourism Grant Programs and the overall growth of the market as a destination.

The COVID-19 pandemic had a severe impact on the Tourism industry and necessitated the cancellation or downsizing of most visitor-generating events in FY 2020 and FY 2021. These events encompass sports, arts, culture, history, meetings, conventions and leisure travel, including the Harambee Festival, Infinity Con convention, LeMoyné Chain of Parks Art Festival, FSU Homecoming, and Warner Soccer Presidents’ Day Invitational soccer tournament, which attract thousands of overnight visitors to Tallahassee/Leon County each year.

As the Division of Tourism initiates the competitive grant cycle for FY 2022 event grants, the proposed policy formalizes the purpose, intent, eligibility, and procedures for the grant programs in County policy. The Policy stipulates the events must comply with Section 125.0104, Florida Statutes, outlines the TDC's role, confirms grants are paid on a reimbursement basis, and includes definitions. The Policy also describes the event grant categories of Legacy, Signature/Emerging Signature Events, Special Events, and Sports Events.

### *Legacy Events*

The FY 2022 Tourism event grants cycle will also complete the transition for the Legacy Events to three-year funding agreements as sought by the Board. The purpose was to enter into multiyear grant agreements with eligible events based on the approved criteria, so these larger more established events did not have to compete with new and smaller events for grant funding. Following the initial creation of the Legacy Events category ahead of the FY 2020 grant cycle, it was determined that additional time was needed to refine their events and grant applications so they could strategically plan the multiyear needs and forecasted growth. No additional changes were needed for the grant guidelines. On January 28, 2020, the Board accepted at status update on the implementation of the Legacy Event Grant Program and approved one-year agreements with four eligible events based on approved criteria: Market Days, Red Hills International Horse Trials, Springtime Tallahassee Festival, and LeMoyne Chain of Parks Art Festival.

Shortly thereafter, the COVID-19 global pandemic cancelled or disrupted these events in 2020 and the execution of multiyear agreements starting in FY 2021. The multiyear agreements were postponed due to the uncertainty caused by the pandemic but now that tourism and events have started to rebound, staff anticipates bringing multiyear Legacy Event grant agreements to the Board for approval this fall. Final modifications to the Legacy Event Grant Program guidelines were approved by the Tourist Development Council at its June 24, 2021 meeting.

This item seeks Board adoption of a proposed new County Tourism Event Grant Programs Policy, to formalize the purpose, intent, eligibility, and procedures for the grant programs administered by the Division of Tourism. The FY 2022 grant application cycle will be completed in the fall and an agenda item will be brought back to the Board for its consideration of multiyear funding agreements for Legacy Events.

### **Options:**

1. Adopt the proposed County Tourism Event Grant Programs Policy.
2. Do not adopt the proposed County Tourism Event Grant Programs Policy.
3. Board direction.

### **Recommendation:**

Option #1

### **Attachment:**

1. Proposed County Tourism Event Grant Programs Policy

# Board of County Commissioners

## Leon County, Florida

### Policy No. 21-X

Title: County Tourism Event Grant Programs

Date Adopted: July 13, 2021

Effective Date: July 13, 2021

Reference: Section 125.0104, Florida Statutes, Tourist Development Tax; Development procedures for levying; authorized uses; referendum; enforcement.

Policy Superseded: N/A

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It shall be the policy of Leon County, Florida, that a new policy entitled “County Tourism Event Grant Programs” is hereby adopted, to wit:

### **Tourism Grant Programs**

#### **A. Purpose**

The Leon County Division of Tourism event grant programs are funded by the Tourist Development Tax (TDT) which is generated from overnight lodging. The funds are designated to promote Tallahassee/Leon County as a preferred visitor destination for meetings and conventions, group leisure travel, special events, cultural activities and amateur sporting events. Event grant funds are awarded to groups and organizations that coordinate events open to the public with a demonstrated history of or show significant potential to generate overnight stays from visitors outside of Leon County. .

#### **B. Definitions**

1. **Event** - Per section 125.0104, Florida Statutes; to be an authorized use of Tourist Development Tax revenue, an event “shall have as one of its main purposes the attraction of tourists as evidenced by the promotion of the activity, service, venue or event to tourists.”
2. **Tourist** - Per section 125.0104, Florida Statutes, a tourist is “a person who participates in trade or recreation activities outside of the county of his or her permanent residence, or who rents or leases transient accommodations including any living quarters or accommodations in any hotel, motel, apartment motel, resort motel, apartment, apartment hotel, rooming house, mobile home park, recreational vehicle park, condominium or timeshare resort for a term of 6 months or less.”
3. **Private Event** – A private event is an event hosted by an organization or league with access or participation restricted to members only. Private events are not eligible to receive Tourism grant funding. Events with paid admission are not considered a private event.

**C. Grant Program Descriptions**

1. **Legacy Event** – A Legacy Event is an event, festival or tournament that has been taking place in the community for a minimum of five years and annually generates a high number of room nights and the largest economic impact for the community. These events are large, multi-day events that are well known and draw visitors from across the country and internationally. The Legacy Event program was implemented to ensure that these events would have the assurance of funding at the levels necessary to consistently produce and market the event without having to compete for funding with small or new events.
2. **Signature/Emerging Signature Events** – Signature and Emerging Signature events are annual events that take place over one or more days and can demonstrate the ability to produce significant room nights. These events are generally well-established, multi-day larger events that have a broad visitor appeal for motivating travel. An Emerging Signature event is one that meets the criteria for a Signature event but is not yet able to generate the same economic impact as the Signature event. In order to be elevated to Signature Event status, these events must have been taking place in the community for a minimum of three years and be able to show an increase in visitation over that period.
3. **Special Events** – Special Events are a new or small events and festivals that are open to the public and attract overnight visitors to Leon County/Tallahassee. These events have a history of or show potential to generate overnight stays from visitors outside of Leon County/Tallahassee.
4. **Sports Events** – Sports Event grants are similar to Special Events grants regarding overnight stays and visitation requirements and are specially for events categorized as amateur sporting events.

**D. Board Intent**

1. The intent of the County Tourism Grant Program is to provide funding assistance for events that open to the public and attract overnight visitors to Tallahassee/Leon County and create business for the commercial lodging industry, (hotels/motels, campgrounds, condominiums, short-term vacation rentals) as well as restaurants, retail establishments and other businesses.
2. Annually as part of the budget process, the Board may establish an allocation for the County Tourism Grant Programs. The Tourist Development Council (TDC), through the County Administrator or his designee, may recommend specific funding levels for each grant program. The Director of Tourism has the flexibility to adjust budget allocations among the grant programs based on the need and market conditions as demonstrated in the grant applications.
3. Grant funds are intended to supplement the organization's marketing and event budget for Grant funding cannot be used for private events or administrative costs.
4. The number and extent of the grants offered will depend upon the availability of designated funds and specific allocations.

5. The Division of Tourism shall be responsible for facilitating the grant application process and contract management for events awarded County tourism funds. The TDC shall approve any revisions to the annual Grant Guidelines as deemed necessary for the grant cycle.
6. The TDC shall approve all grant award funding with the exception of Legacy Event grants which also require review and approval by the Board.

**E. Eligibility**

1. Any organization or agency with a defined marketing plan for an event that demonstrates the potential to attract overnight visitors who use commercial lodging establishments to Tallahassee/Leon County is eligible to apply for Tourism grant funding.
2. Events must meet criteria in section 125.0104, Florida Statutes, which outlines permissible uses of TDT funds.
3. Individual Tourism Event Grant Programs may include specific eligibility requirements such as the type of event (sports, leisure, business, civic, historic, , etc.), the number of anticipated visitors, the estimated number of room nights generated by event , the scale of regional, national, or international media exposure highlighting the destination, or other criteria deemed appropriate by the County in attracting tourists to Leon County in accordance with section 125.0104, Florida Statutes.

**F. Procedures**

The following procedures shall govern all funding requests made during the fiscal year:

1. The Tourism Grant Programs are competitive grant programs and subject to the restrictions and fulfillment of requirements set forth in section 125.0104, Florida Statutes. Funding will be awarded to organizations that meet the eligibility requirements and are based on a competitive evaluation that considers the description of the event seeking funds and the ability of the organization to fulfill the intended results.
2. Commercial lodging secured for the event must be located within Leon County.
3. Tourism Grant Program guidelines are prepared annually by Tourism staff which include definitions, policies, procedures, scoring criteria, appeals process, and reporting.
4. Grant funding is provided on a reimbursement basis and after all required documentation has been received by the Division of Tourism,
5. Grant funding will not be considered for event that occurs during peak visitor periods. Peak visitor periods are generally defined as FSU home football game weekends in the fall semester, FAMU homecoming weekend, FSU or FAMU graduation weekends, and Monday through Thursday during the state legislative session.



6. No event may receive grant funding from both the Tourism Grant Program and the Council on Culture & the Arts (COCA).
7. The Division of Tourism, with guidance from the TDC, shall establish an application period and submittal deadline for Tourism Grant Program funding requests. The Grant Application Cycle should be open for 4-6 weeks in the summer prior to the next fiscal year.
8. The Division of Tourism staff shall review grant applications for eligibility and present eligible applications to the Grant Review Committee(s) appointed by the TDC. The Grant Review Committee reviews and scores applications then recommendations are presented to the TDC no later than the September TDC meeting.
9. The TDC shall annually review and approve the Tourism Event Grant Guidelines and appoint a Grant Review Committee(s) from its membership to evaluate and score grant applications. The Tallahassee Sports Council will evaluate and score sports grant applications and forward funding recommendations to the TDC for approval.
10. Legacy Event grants are multi-year grants with measurable deliverables presented to the TDC for review and approval then presented to the Board for final review and approval.
11. The Board authorizes the TDC to consider and award event grants consistent with this policy and its procedures outside of the established grant application cycle provided Tourism Event Grant funds are available.

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #26**

# Leon County Board of County Commissioners


## Agenda Item #26

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Bid Award for the Leon County Detention Center North Wing Phase 1 Roof Replacement Project



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	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 Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Kenneth H. Cureton, AIA, NCARB, Construction Manager II Shelly Kelley, Purchasing Director

### **Statement of Issue:**

This item seeks Board approval to award the bid for the Leon County Detention Center North Wing Phase 1 Roof Replacement project to the lowest responsive bidder, Lloyd Roofing and Construction, Inc. in the amount of \$294,322.

### **Fiscal Impact:**

This item has a fiscal impact. Funding for this project has been budgeted in the Detention Facility Complex Maintenance Capital Improvement budget.

### **Staff Recommendation:**

Option #1: Approve the bid award to Lloyd Roofing and Construction, Inc. in the amount of \$294,322 for the Leon County Detention Center North Wing Phase 1 Roof Replacement project (Attachment #1) and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.

## **Report and Discussion**

### **Background:**

This item seeks Board approval to award the bid for the Leon County Detention Center North Wing Phase 1 Roof Replacement project to the lowest responsive bidder, Lloyd Roofing and Construction, Inc. in the amount of \$294,322.

This section of roof is currently failing due to normal deterioration associated with the age of the facility. The roof was included as part of the original construction of the detention facility in 1993 and has exceeded its projected life expectancy. The scope of work for this project will include, but not be limited to: replacing approximately 18,245 SF of roofing; removing existing gravel, roofing and flashing; installing new Polyvinyl Chloride (PVC) roofing, flashing and roof appurtenances; and post-construction testing to ensure weathertightness.

### **Analysis:**

The Invitation to Bid for the Leon County Detention Center North Wing Phase I Roof Replacement project was advertised locally on May 13, 2021. A total of 1,305 vendors were notified through the automated procurement system. A total of 29 bid packages were requested, and the County received two responsive bidders on June 15, 2021. The lowest responsive bidder is Lloyd Roofing and Construction, Inc. in the amount of \$294,322 (Attachment #2). The second lowest bid was \$364,900 a difference of \$70,578.

The Office of Economic Vitality's Minority, Women and Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of the two responsive bidders to determine if the 7% Aggregate MBE/WBE Aspirational Goal for Construction Subcontracting was achieved. Lloyd Roofing and Construction, Inc. met the MWBE requirement for this bid with a combined MWBE participation of 7.1% (Attachment #3). In addition, another subcontractor included in the low bid sought MWBE certification after the opening of bids which would bring the total MWBE participation to 8.4% which exceeds the bid requirement.

### **Options:**

1. Approve the bid award to Lloyd Roofing and Construction, Inc. in the amount of \$294,322 for the Leon County Detention Center North Wing Phase 1 Roof Replacement project (Attachment #1) and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.
2. Do not approve the bid award to Lloyd Roofing and Construction, Inc. in the amount of \$294,322 for the Leon County Detention Center North Wing Phase 1 Roof Replacement project.
3. Board direction.

### **Recommendation:**

Option #1

Title: Bid Award for the Leon County Detention Center North Wing Phase 1 Roof Replacement Project  
July 13, 2021  
Page 3

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Attachments:

1. Draft Agreement for the Leon County Detention Center North Wing Phase 1 Roof Replacement Project
2. Bid Tabulation Sheet
3. MWSBE analysis memo

Attachment #1, Draft Agreement for the Leon County Detention Center North Wing Phase 1 Roof Replacement Project, has not been attached to this item due to the voluminous size of the electronic file. However, it may be accessed through the following link:

[https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item26\\_Attachment01.pdf](https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item26_Attachment01.pdf)

LEON COUNTY PURCHASING DIVISION  
 BID TABULATION SHEET  
 BC-06-15-21-26

Attachment #2  
 Page 1 of 1

Bid Title: Leon County Detention Center North Wing Phase 1 Roof Replacement  
 Opening Date: Tuesday, June 15, 2021 2:00pm

Item/Vendor	Lloyd Roofing and Construction, Inc	Southland Rowe Roofing	Jenkins Roofing, Inc	Total Quality Roofing, Inc
Response Sheet with Manual Signature	Yes	Yes	Yes	Yes
MWBE Forms	Yes	Yes	No	No
<del>Respondent &amp; Team Summary Form</del>	<del>_____</del>	<del>_____</del>	<del>_____</del>	<del>_____</del>
Affidavit Immigration	Yes	Yes	Yes	Yes
Contractor's Business Information/Applicable Licenses/Registrations	Yes	Yes	Yes	Yes
Non-Collusion Affidavit	Yes	Yes	Yes	Yes
Insurance Certification	Yes	Yes	No	Yes
Local Vendor Certification	Yes	Yes	Yes	Yes
Substitute W-9	Yes	Yes	Yes	Yes
Bid Bond	Yes	Yes	Yes	Yes
Bid Price	\$294,322	\$364,900	\$375,000	\$383,950
		\$20/sft		

Tabulated By:

*Shelly Kelley*

*WJG*

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PURCHASING DIVISION  
 LEON COUNTY



## Inter-Office Memorandum

Date: June 22, 2021

To: Ken Cureton  
PW/Engineering

From: Darryl Jones, Deputy Director  
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: Leon County Detention Center North Wing Phase 1 Roof Bid (BC-06-15-21-26)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of four bid respondents to determine if the 7% Aggregate MWBE Aspirational Goal for Construction Subcontracting was achieved for the Leon County Detention Center North Wing Phase 1 Roof project.

The submitted MWBE Participation Plans for each bidder are as follows:

**Lloyd Roofing and Construction, Inc.** - met the Aggregate MWBE Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort form is not required. The MWBE firms listed below are the firms **Lloyd Roofing and Construction, Inc.**, intends to utilize on this project.

<b>Total Bid Amount</b>		<b>\$294,322</b>			
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
*A+ Electrical	Hispanic American Male	Tallahassee-Leon County OEV	Lightening Protection	\$4,000 (value not included)	1.36% (value not included)
Mooney Containers	Non-Minority Female	Tallahassee-Leon County OEV	Dumpsters	\$16,011	5.4%
Poole Engineering	Non-Minority Female	Tallahassee-Leon County OEV	Engineering Consulting	\$4,809	1.6%
<b>Total MWBE Dollars</b>					\$20,820
<b>Total MWBE Utilization Percentage</b>					7%

\* A+ Electrical is a local MBE firm. Their certification application status remains pending. Upon completion of their application and the awarding of certification, their MBE utilization on this project will increase the utilization value and percentage by \$4,000 and 1.36%, respectively.



**Southland Rowe Roofing, Inc.** - met the Aggregate MWBE Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort form is not required. The MWBE firms listed below are the firms **Southland Rowe Roofing, Inc.**, intends to utilize on this project.

<b>Total Bid Amount</b>	<b>\$337,000</b>				
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
Hale Contracting, Inc.	Non-Minority Female	Tallahassee-Leon County OEV	Debris Removal	\$23,600	7%
<b>Total MWBE Dollars</b>					\$23,600
<b>Total MWBE Utilization Percentage</b>					7%

**Jenkins Roofing, Inc.** - did not meet the Aggregate MWBE Aspirational Goal for Construction Subcontracting, demonstrate Good Faith Effort, or provide supporting documentation to substantiate the firm's Good Faith Effort. **Jenkins Roofing, Inc.**, did not list firms for Construction Subcontracting utilization on this project. Therefore, the MWSBE Division finds that **Jenkins Roofing, Inc.**, is not responsive to the MWBE Section of the solicitation and recommends that **Jenkins Roofing, Inc.**, be deemed non-responsive to the solicitation.

<b>Total Bid Amount</b>	<b>\$375,000</b>				
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
None	None	N/A	None	N/A	N/A
<b>Total MWBE Dollars</b>					\$0
<b>Total MWBE Utilization Percentage</b>					0%

**Total Quality Roofing** - did not meet the Aggregate MWBE Aspirational Goal for Subcontracting, demonstrate Good Faith Effort, or provide supporting documentation to substantiate the firm's Good Faith Effort. **Total Quality Roofing** did not list firms for Construction Subcontracting utilization on this project. Therefore, the MWSBE Division finds that **Total Quality Roofing** is not responsive to the MWBE Section of the solicitation and recommends that **Total Quality Roofing** be deemed non-responsive to the solicitation.

<b>Total Bid Amount</b>	<b>\$383,950</b>				
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
None	None	N/A	None	N/A	N/A
<b>Total MWBE Dollars</b>					\$0
<b>Total MWBE Utilization Percentage</b>					0%

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #27**

# Leon County Board of County Commissioners

## Agenda Item #27

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Bid Award for the Leon County Supervisor of Elections Building Roof and HVAC Replacement Project

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	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 Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Kenneth H. Cureton, AIA, NCARB, Construction Manager II Shelly Kelley, Purchasing Director

### **Statement of Issue:**

This item seeks Board approval to award the bid for the Leon County Supervisor of Elections Building Roof and HVAC Replacement project to the lowest responsive bidder, Jenkins Roofing, Inc., in the amount of \$1,446,596.

### **Fiscal Impact:**

This item has a fiscal impact. At the January 26, 2021 meeting, the Board approved a Financing Agreement and appropriated funding for expenditures associated with the purchase and repairs to the Supervisor of Elections building. The loan will be paid back over 15 years, with the first debt service payment due on December 1, 2021.

### **Staff Recommendation:**

Option #1: Approve the bid award to Jenkins Roofing, Inc. in the amount of \$1,446,596 for the Leon County Supervisor of Elections Building Roof and HVAC Replacement project (Attachment #1) and authorize the County Administrator to execute the Agreement.

## **Report and Discussion**

### **Background:**

This item seeks Board approval to award the bid for the Leon County Supervisor of Elections (SOE) Building Roof and HVAC Replacement project to the lowest responsive bidder, Jenkins Roofing, Inc., in the amount of \$1,446,596.

The scope of work for this project will include, but not be limited to: replacing approximately 60,000 SF of roofing; removing existing roofing and flashing; installing new Polyvinyl Chloride (PVC) roofing, flashing and roof appurtenances; and post-construction testing to ensure weathertightness. Additionally, 13 rooftop mounted HVAC units will be replaced, and electrical circuits will be installed to permit continued use of the existing emergency backup generator to allow for continuous operations of the facility.

At the January 26, 2021 meeting, the Board approved the purchase of the Supervisor of Elections Voting Operations Center building for \$3.325 million and approved the \$5.4 million in financing for the purchase, roof replacement and other associated building repairs. The bid award is consistent with the funding available for the roof replacement. The balance of the financing will be used to complete other planned building improvements.

### **Analysis:**

The Invitation to Bid for the Leon County Supervisor of Elections Building Roof and HVAC Replacement project was advertised locally on June 4, 2021. A total of 1,301 vendors were notified through the automated procurement system. A total of 55 bid packages were requested, and the County received five bids on June 28, 2021. DGM Construction Services, RAM Construction & Development, and Tip Top Construction were deemed non-responsive for not submitting required license and/or registration documentation. Additionally, Tip Top Construction did not meet the MWBE requirements for this solicitation. The lowest responsive bidder is Jenkins Roofing, Inc. in the amount of \$1,446,596 (Attachment #2). The second lowest bid was \$1,596,500 a difference of \$149,904.

The Office of Economic Vitality's Minority, Women and Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of the five bid respondents to determine if the 10% Aggregate MBE/WBE Aspirational Goal for Construction Subcontracting was achieved. Jenkins Roofing, Inc. exceeded the MWBE requirement for this bid with a combined MWBE participation of 21% (Attachment #3).

**Options:**

1. Approve the bid award to Jenkins Roofing, Inc. in the amount of \$1,446,596 for the Leon County Supervisor of Elections Building Roof and HVAC Replacement project (Attachment #1) and authorize the County Administrator to execute the Agreement.
2. Do not approve the bid award to Jenkins Roofing, Inc. in the amount of \$1,446,596 for the Leon County Supervisor of Elections Building Roof and HVAC Replacement project.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Draft Agreement for the Leon County Supervisor of Elections Building Roof and HVAC Replacement Project
2. Bid Tabulation Sheet
3. MWSBE analysis memo

Attachment #1 - Draft Agreement for the Leon County Supervisor of Elections Building Roof and HVAC Replacement Project, has not been attached to this item due to the voluminous size of the electronic file. However, it may be accessed through the following link:

[https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item27\\_Attachment01.pdf](https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item27_Attachment01.pdf)

LEON COUNTY PURCHASING DIVISION  
BID TABULATION SHEET  
BC-06-28-21-30

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LEON COUNTY

Attachment #2  
Page 1 of 1

Bid Title: Supervisor of Elections Building Roof and HVAC Replacement  
Opening Date: Monday, June 28, 2021 at 2:00pm

Item/Vendor	DGM Construction Services	Jenkins Roofing, Inc	OmniCon Corp	RAM Construction & Development, LLC	Tip Top Construction
Response Sheet with Manual Signature	Yes	Yes	Yes	Yes	Yes
MWBE Forms	Yes	Yes	Yes	Yes	Yes
Affidavit Immigration	Yes	Yes	Yes	Yes	Yes
Equal Opportunity and Affirmative Action Statement	Yes	Yes	Yes	Yes	Yes
Identical Tie Bid Statement	Yes	Yes	Yes	Yes	Yes
Contractor's Business Information	Yes	Yes	Yes	Yes	Yes
Applicable Licenses/Registrations	NO	Yes	Yes	NO	NO
Non-Collusion Affidavit	Yes	Yes	Yes	Yes	Yes
Insurance Certification	Yes	Yes	Yes	Yes	Yes
Certification/Debarment	Yes	Yes	Yes	Yes	Yes
Local Vendor Certification	Yes	Yes	Yes	Yes	Yes
E-Verify	Yes	Yes	Yes	Yes	Yes
Substitute W-9	Yes	Yes	Yes	Yes	Yes
Bid Bond	Yes	Yes	Yes	Yes	Yes
Base Bid	\$1,393,011	\$1,403,374	\$1,566,182	\$1,689,000	\$1,536,222.50
Bid Alternate #1	\$289,033	43,222	\$30,318	\$33,000	\$27,616.50

Tabulated By:

*Shelley Kelley*

*W. K.*





## *Inter-Office Memorandum*

Date: June 28, 2021

To: Ken Cureton  
PW/Engineering

From: Darryl Jones, Deputy Director  
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: Supervisor of Elections Roof Replacement (BC-06-28-21-30)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of five bid respondents to determine if the 10% Aggregate MWBE Aspirational Goal for Construction Subcontracting was achieved for the Supervisor of Elections Roof Replacement project.

The submitted MWBE Participation Plans for each bidder are as follows:

**DGM Construction Services** – exceeds the Aggregate MWBE Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort form is not required. The MWBE firms listed below are the firms **DGM Construction Services** intends to utilize on this project.

<b>Total Bid Amount</b>	<b>\$1,682,044.00</b>				
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
Mooney Containers	Non-Minority Female	Tallahassee-Leon County OEV	Dumpsters & Hauling	\$13,930	1%
Watts Cooling, Heating and Plumbing	Non-Minority Female	Tallahassee-Leon County OEV	Engineering Consulting	\$275,103	16%
C. Pearson Contracting	African American Male	Tallahassee-Leon County OEV	Sanitary Piping & Concrete Repairs	\$17,522.35	1%
<b>Total MWBE Dollars</b>					\$306,555.35
<b>Total MWBE Utilization Percentage</b>					18%

**Jenkins Roofing, Inc.** - exceeds the Aggregate MWBE Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort form is not required. The MWBE firms listed below are the firms **Jenkins Roofing, Inc.**, intends to utilize on this project.

<b>Total Bid Amount</b>	<b>\$1,446,596.00</b>				
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
Mooney Containers	Non-Minority Female	Tallahassee-Leon County OEV	Dumpsters & Hauling	\$14,033	1%
Watts Cooling, Heating and Plumbing	Non-Minority Female	Tallahassee-Leon County OEV	HVAC	\$275,000	19%
C. Pearson Contracting	African American Male	Tallahassee-Leon County OEV	Sanitary Piping & Concrete Repairs	\$17,800	1%
<b>Total MWBE Dollars</b>					\$306,833
<b>Total MWBE Utilization Percentage</b>					21%

**Tip Top Construction** - did not meet the Aggregate MWBE Aspirational Goal for Construction Subcontracting. **Tip Top Construction** did not list firms for Construction Subcontracting utilization on this project. **Tip Top Construction** did complete the Good Faith Effort Form and partial Good Faith Effort documentation was submitted. Tip Top Construction did not submit copies of written correspondence seeking MBE or WBE participation. Therefore, the MWSBE Division finds that Tip Top Construction is not responsive to the MWBE Section of the solicitation and recommends Tip Top Construction be deemed non-responsive.

<b>Total Bid Amount</b>	<b>\$1,536,222.50</b>				
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
None	None	N/A	None	N/A	N/A
<b>Total MWBE Dollars</b>					\$0
<b>Total MWBE Utilization Percentage</b>					0%

**OmniCon** – exceeded the Aggregate MWBE Aspirational Goal for Construction Subcontracting by self-performing; therefore, the Good Faith Effort form is not required. The MWBE firms listed below are the firms **OmniCon** intends to utilize on this project.

<b>Total Bid Amount</b>	<b>\$1,596,500</b>				
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
OmniCon	Non-Minority Female	State of Florida Office of Supplier Diversity	General Contractor	\$1,596,500	100%
<b>Total MWBE Dollars</b>					\$1,596,500
<b>Total MWBE Utilization Percentage</b>					100%

**RAM Construction & Development, LLC**- did not meet the Aggregate MWBE Aspirational Goal for Construction Subcontracting. **RAM Construction & Development** did complete the Good Faith Effort Form and satisfactory Good Faith Effort documentation was submitted. *If RAM Construction & Development is selected, staff recommends that RAM Construction & Development increase their MWBE participation for the project.* **RAM Construction & Development, LLC** did not list firms for Construction Subcontracting utilization on this project.

<b>Total Bid Amount</b>	<b>\$1,722,000</b>				
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods &amp; Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization Percentage</b>
None	None	N/A	None	N/A	N/A
<b>Total MWBE Dollars</b>					\$0
<b>Total MWBE Utilization Percentage</b>					0%

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #28**

# Leon County Board of County Commissioners

## Agenda Item #28

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Gwen Marshall, Clerk of the Circuit Court and Comptroller

**Title:** Annual FY 2019/20 Audit and Financial Statements

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<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Edward Burke, Director of Finance Travis Stephens, Assistant Director of Finance

### **Statement of Issue:**

This item seeks Board acceptance of the annual external audit and the County's financial statements, and approval of the letter transmitting these reports to the Auditor General in compliance with Florida Statutes.

### **Fiscal Impact:**

This item has no current fiscal impact; however, an annual audit is required by State Statutes, and if it were not completed, it would jeopardize federal, state, and local revenues.

### **Staff Recommendation:**

Option #1: Accept the FY 2019/20 Annual Audit and Financial Statements (Attachment #1) and authorize the Chairman to sign a letter transmitting the report to the Auditor General (Attachment #2).

## **Report and Discussion**

### **Background:**

This item seeks Board acceptance of the annual external audit and the County's financial statements, and approval of the letter transmitting these reports to the Auditor General in compliance with Florida Statutes.

Section 218.39(1), Florida Statutes, requires the Board to obtain an independent audit of the County's financial statements on an annual basis. The Board contracted for an independent audit with Thomas Howell Ferguson P.A., and Law, Redd, Crona, & Munroe P.A., Certified Public Accountants. The audit and financial report are provided to the Board for review under the Clerk's transmittal memorandum (Attachment #1). The County is required to file the audit report with the Auditor General within 45 days of delivery of the audit report to the Board, pursuant to Section 218.39(7), Florida Statutes.

### **Analysis:**

The reports on internal control, compliance and the management letter from the Board's external auditors is included in pages 58 to 63 of Attachment #1. There are three audit recommendations which have been accepted by management. The implementation of the recommendations is in progress. The letter transmitting the Management Letter (Attachment #2) will be forwarded to the Auditor General.

### **Options:**

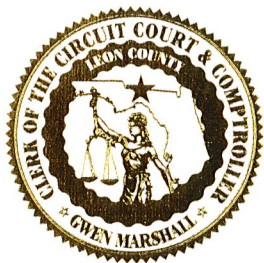
1. Accept the FY 2019/20 Leon County Annual Audit and Financial Statements (Attachment #1) and authorize the Chairman to sign the letter transmitting the report to the Auditor General (Attachment #2).
2. Do not accept the FY 2019/20 Leon County Annual Audit and Financial Statements.
3. Board direction.

### **Recommendation:**

Option # 1

### **Attachments:**

1. Transmittal Memorandum from the Clerk of the Circuit Court & Comptroller and the Annual Audit and Financial Statements for FY 2019/20
2. Draft response transmitting the report to the Auditor General



THE HONORABLE  
**GWEN MARSHALL**  
CLERK OF THE CIRCUIT COURT AND COMPTROLLER

CLERK OF COURTS • COUNTY COMPTROLLER • AUDITOR • TREASURER • RECORDER

June 17, 2021

Leon County Board of County Commissioners  
301 S. Monroe Street, 5<sup>th</sup> Floor  
Tallahassee, Florida 32301

**RE: 2019-2020FY Audit Report**

Dear Honorable Board of County Commissioners:

I am pleased to forward to you Leon County's Annual Audit Report and Financial Statements for the fiscal year ended September 30, 2020. This report reflects an unqualified auditor's opinion on the Board's financial statements. Leon County has received an unqualified audit opinion for 38 consecutive years. I would like to thank Leon County staff who worked so diligently to produce not only these financial statements, but the outstanding results of operations that are reflected in this document.

The report on internal control over financial reporting, compliance and other matters is found on pages 43 through 47, with the associated management letter on pages 48 through 52. The management letter provides two audit recommendations regarding financial accounting processes, which have been accepted by the Clerk and County Management. Therefore, I recommend acceptance of this report and the associated response to the State Auditor General (SAG).

Your acceptance of the report and approval of the letter transmitting the report will be include on the July 13<sup>th</sup> Board of County Commission Meeting agenda. Also, in accordance with Florida law, a letter of response will be submitted to the SAG regarding the auditor's comments.

In addition, Leon County's 2019-2020 Comprehensive Annual Financial Report has been submitted for the Florida Government Finance Officers Certificate of Achievement for Excellence in Financial Reporting. Leon County has consistently received this honor for 23 years and will no doubt remain among the distinguished group of governmental entities receiving this award.

Should you have questions regarding the audit or the financial statements, please do not hesitate to contact me at 606-4002.

Sincerely,

Gwendolyn Marshall Knight  
Clerk of the Circuit Court and Comptroller

cc: Vince Long, County Administrator  
Alan Rosenzweig, Deputy County Administrator  
Edward Burke, Director of Finance  
Travis Stephens, Assistant Finance Director



# Special-Purpose Financial Statements

## Board of County Commissioners Leon County, Florida

*Year Ended September 30, 2020  
with Report of Independent Auditors*

Thomas Howell Ferguson P.A.  
and  
Law, Redd, Crona & Munroe, P.A.

**Board of County Commissioners  
Leon County, Florida  
Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Board of County Commissioners**

Rick Minor, Chairman.....	District 3
William Proctor.....	District 1
Bryan Welch.....	District 4
Jimbo Jackson.....	District 2
Kristin Dozier.....	District 5
Carolyn Cummings.....	At-Large
Nick Maddox.....	At-Large

**COUNTY ADMINISTRATOR  
Vincent S. Long**

**CLERK OF THE CIRCUIT COURT**

**AND**

**COMPTROLLER  
Gwen Marshall**

**Board of County Commissioners  
Leon County, Florida  
Special - Purpose Financial Statements  
Year Ended September 30, 2020**

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## Report of Independent Auditors

The Honorable Board of County Commissioners  
Leon County, Florida

### Report on the Financial Statements

We have audited the accompanying special-purpose financial statements of the major governmental funds, the proprietary funds, the agency funds, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Board's special-purpose financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these special-purpose financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of special-purpose financial statements that are free from material misstatement, whether due to fraud or error.

### Auditors' Responsibility

Our responsibility is to express an opinion on these special-purpose financial statements based on our audit. We did not audit the financial statements of the Housing Finance Authority of Leon County, a discretely presented component unit of Leon County, which statements reflect total assets constituting 0.65 percent of total assets at September 30, 2020, and total revenues constituting 0.51 percent of total revenues for the year then ended. Those statements were audited by other auditors, whose report has been furnished to us, and our opinion, insofar as it relates to the amounts included for the Housing Finance Authority of Leon County, is based solely on the report of the other auditors. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the special-purpose financial statements are free of material misstatement.

The Honorable Board of County Commissioners  
Leon County, Florida  
Page Two

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the special-purpose financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the special-purpose financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the special-purpose financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the special-purpose financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, based on our audit and the report of the other auditors, the special-purpose financial statements referred to above present fairly, in all material respects, the respective financial position of the major governmental funds, the proprietary funds, the agency funds, the discretely presented component unit, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida as of September 30, 2020, the respective changes in financial position, where applicable, the cash flows thereof, and the respective budgetary comparison statements of the major governmental funds for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Emphasis of Matter**

As discussed in Note 1, the accompanying special-purpose financial statements referred to above were prepared solely for the purpose of complying with the Rules of the Auditor General of the State of Florida (Rules). In conformity with the Rules, the accompanying special-purpose financial statements are intended to present the financial position and changes in financial position of the major governmental funds, the proprietary fund, the agency fund and the discretely presented component unit of the Board, and only that portion that is attributable to the transactions of the Board. They do not purport to, and do not, present fairly the financial position of Leon County, Florida, as of September 30, 2020, and the changes in its financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to these matters.

As discussed in Note 14 to the financial statements, October 1, 2019 net position balances have been restated to correct misstatements associated with the Proprietary Major Fund - *Landfill Fund*. Our opinion is not modified with respect to this matter.

The Honorable Board of County Commissioners  
Leon County, Florida  
Page Three

### Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Board's special-purpose financial statements. The Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Spill (the Schedule) is presented for purposes of additional analysis and is not a required part of the special-purpose financial statements.

The Schedule is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the special-purpose financial statements. Such information has been subjected to the auditing procedures applied in the audit of the special-purpose financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the special-purpose financial statements or to the special-purpose financial statements themselves, and other additional procedures in accordance with the auditing standards generally accepted in the United States of America. In our opinion, the Schedule of Receipts and Expenditures of Funds Related to the Deepwater Horizon Spill is fairly stated, in all material respects, in relation to the special-purpose financial statements as a whole.

### Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated May 12, 2021, on our consideration of the Board's internal control over financial reporting and our tests of its compliance with certain provisions of laws, rules, regulations, contracts, grant agreements and other matters under the heading *Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with Government Auditing Standards*. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control over financial reporting and compliance.



Thomas Howell Ferguson P.A.  
Tallahassee, Florida  
May 12, 2021



Law, Redd, Crona & Munroe, P.A.  
Tallahassee, Florida

**Board of County Commissioners**  
**Balance Sheet - Governmental Funds**  
**September 30, 2020**

	<u>General Fund</u>	<u>Fine &amp; Forfeiture Fund</u>	<u>Grants Fund</u>	<u>Capital Improvement Fund</u>
<b>Assets</b>				
Cash	\$ 20,279,187	\$ 0	\$ 25,646	\$ 66,368
Investments	9,559,593	1,694,498	11,246,392	25,294,962
Receivables (net of allowances for uncollectibles):				
Accounts	530,250	1,999	23,589	50,016
Special assessments	0	0	0	0
Due from other governments	4,325,595	0	30,727,069	0
Due from other funds	1,357,420	0	0	0
Due from other county units	1,007,429	197,314	0	15,926
Inventories	448,940	0	0	0
Prepays	22,696	0	0	0
Total assets	<u>\$ 37,531,110</u>	<u>\$ 1,893,811</u>	<u>\$ 42,022,696</u>	<u>\$ 25,427,272</u>
<b>Liabilities, deferred inflows, and fund balances</b>				
Liabilities:				
Accounts payable	\$ 1,805,379	\$ 125,285	\$ 1,303,039	\$ 1,201,153
Accrued liabilities	568,814	0	9,742	0
Due to other governments	1,161,663	733,896	172,420	0
Due to other funds	0	0	90,105	0
Due to other county units	160,978	0	184,583	0
Deposits	45,010	357,065	0	0
Revenue received in advance	15	50	8,019,233	0
Special revenue Debt	0	0	0	0
Total liabilities	<u>3,741,859</u>	<u>1,216,296</u>	<u>9,779,122</u>	<u>1,201,153</u>
Deferred inflows				
Deferred inflow of resources	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total deferred inflows	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Fund balances:				
Nonspendable	471,636	0	0	0
Restricted	0	249,973	203,137	24,226,119
Committed	5,068,303	101,627	32,639,223	0
Assigned	5,603,478	325,915	0	0
Unassigned	22,645,834	0	(598,786)	0
Total fund balances	<u>33,789,251</u>	<u>677,515</u>	<u>32,243,574</u>	<u>24,226,119</u>
Total liabilities, deferred inflows, and fund balances	<u>\$ 37,531,110</u>	<u>\$ 1,893,811</u>	<u>\$ 42,022,696</u>	<u>\$ 25,427,272</u>

The accompanying notes are an integral part of these special-purpose financial statements.

<u>Series 2012A - 2012B Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ 0	\$ 3,778,420	\$ 24,149,621
7,132,776	43,761,175	98,689,396
14,104	4,276,649	4,896,607
0	559,740	559,740
0	5,817,955	40,870,619
0	0	1,357,420
0	395,216	1,615,885
0	0	448,940
0	71,057	93,753
<u>\$ 7,146,880</u>	<u>\$ 58,660,212</u>	<u>\$ 172,681,981</u>

\$ 0	\$ 3,764,249	\$ 8,199,105
57,437	849,850	1,485,843
0	1,772,934	3,840,913
0	1,038,598	1,128,703
0	0	345,561
0	129,053	531,128
0	401,744	8,421,042
<u>6,962,000</u>	<u>165,000</u>	<u>7,127,000</u>
<u>7,019,437</u>	<u>8,121,428</u>	<u>31,079,295</u>

<u>0</u>	<u>472,307</u>	<u>472,307</u>
<u>0</u>	<u>472,307</u>	<u>472,307</u>

0	70,787	542,423
127,443	38,591,429	63,398,101
0	11,694,952	49,504,105
0	272,201	6,201,594
0	(562,892)	21,484,156
<u>127,443</u>	<u>50,066,477</u>	<u>141,130,379</u>
<u>\$ 7,146,880</u>	<u>\$ 58,660,212</u>	<u>\$ 172,681,981</u>



**Board of County Commissioners**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances -**  
**Governmental Funds**  
**Year Ended September 30, 2020**

	<u>General Fund</u>	<u>Fine &amp; Forfeiture Fund</u>	<u>Grants Fund</u>	<u>Capital Improvement Fund</u>
<b>Revenues</b>				
Taxes	\$ 71,548,835	\$ 85,094,554	\$ 0	\$ 0
Licenses and permits	0	0	0	0
Intergovernmental	10,063,587	13,862	39,632,669	402,221
Charges for services	1,506,854	455,281	85,401	0
Fines and forfeitures	0	104,255	0	0
Interest	475,417	529,511	130,340	467,858
Net increase (decrease) in fair value of investments	71,772	(1,036)	176,942	172,658
Miscellaneous	550,796	0	54,644	0
Total revenues	<u>84,217,261</u>	<u>86,196,427</u>	<u>40,079,996</u>	<u>1,042,737</u>
<b>Expenditures</b>				
<b>Current:</b>				
General government	19,699,978	0	0	2,910,018
Public safety	2,314,627	2,896,561	832,080	0
Physical environment	2,466,828	0	86,813	182,401
Transportation	0	0	15,698	0
Economic environment	2,993,388	0	10,631,064	0
Human services	8,632,800	62,273	30,044	0
Culture and recreation	5,843,443	0	21,161	2,100
Judicial	2,642,885	2,260,297	1,786	0
<b>Debt Service:</b>				
Principal retirement	0	0	0	0
Interest and fiscal charges	0	0	0	7,884
Other Debt Service Costs	0	0	0	394,501
<b>Capital Outlay</b>	<u>402,396</u>	<u>0</u>	<u>2,658,121</u>	<u>7,927,963</u>
Total expenditures	<u>44,996,345</u>	<u>5,219,131</u>	<u>14,276,767</u>	<u>11,424,867</u>
Excess (deficiency) of revenues over (under) expenditures	<u>39,220,916</u>	<u>80,977,296</u>	<u>25,803,229</u>	<u>(10,382,130)</u>
<b>Other financing sources (uses):</b>				
Transfers in	1,643,905	250,354	36,977,051	9,999,108
Proceeds of long term capital-related debt	0	0	0	1,298,120
Capital lease	0	0	0	517,104
Transfers out	(40,790,088)	(82,224,438)	(30,529,672)	(8,247)
Total other financing (uses) sources	<u>(39,146,183)</u>	<u>(81,974,084)</u>	<u>6,447,379</u>	<u>11,806,085</u>
Net change in fund balances	74,733	(996,788)	32,250,608	1,423,955
Fund balances at beginning of year	33,714,518	1,674,303	(7,034)	22,802,164
Fund balances at end of year	<u>\$ 33,789,251</u>	<u>\$ 677,515</u>	<u>\$ 32,243,574</u>	<u>\$ 24,226,119</u>

The accompanying notes are an integral part of these special-purpose financial statements.

Series 2012A - 2012B Fund	Nonmajor Governmental Funds	Total Governmental Funds
\$ 0	\$ 38,138,972	\$ 194,782,361
0	3,391,382	3,391,382
0	12,639,771	62,752,110
0	22,833,000	24,880,536
0	221,507	325,762
14,104	1,082,339	2,699,569
113,339	242,974	776,649
0	2,143,662	2,749,102
<u>127,443</u>	<u>80,693,607</u>	<u>292,357,471</u>
0	2,074,602	24,684,598
0	29,385,952	35,429,220
0	8,589,471	11,325,513
0	12,431,216	12,446,914
0	3,964,006	17,588,458
0	2,110,146	10,835,263
0	6,188,951	12,055,655
0	350,564	5,255,532
6,962,000	165,000	7,127,000
114,574	335,908	458,366
0	21,450	415,951
0	19,318,603	30,307,083
<u>7,076,574</u>	<u>84,935,869</u>	<u>167,929,553</u>
<u>(6,949,131)</u>	<u>(4,242,262)</u>	<u>124,427,918</u>
7,072,540	16,125,691	72,068,649
0	4,843,945	6,142,065
0	0	517,104
0	(19,721,120)	(173,273,565)
<u>7,072,540</u>	<u>1,248,516</u>	<u>(94,545,747)</u>
123,409	(2,993,746)	29,882,171
4,034	53,060,223	111,248,208
<u>\$ 127,443</u>	<u>\$ 50,066,477</u>	<u>\$ 141,130,379</u>

**Board of County Commissioners  
Leon County, Florida  
Statement of Net Position - Proprietary Funds  
September 30, 2020**

	Business-type Activities - Landfill Fund	Internal Service Funds	Component Unit - Housing Finance Authority
<b>Assets</b>			
Current assets:			
Cash	\$ 459	\$ 19,897	\$ 998,835
Cash with fiscal agent	0	186,304	0
Investments	1,011,428	7,103,377	0
Accounts receivable	1,299,335	271,092	11,739
Due from other governments	0	21,161	0
Due from other county units	1,461	6,500	27,168
Inventories	1,446	119,449	0
Total current assets	<u>2,314,129</u>	<u>7,727,780</u>	<u>1,037,742</u>
Noncurrent assets:			
Restricted cash and investments	10,298,831	0	0
Mortgage loans receivable, net of allowance	0	0	367,623
Capital assets:			
Non depreciable capital assets	1,809,844	0	0
Depreciable capital assets (Net)	5,036,443	0	0
Total noncurrent assets	<u>17,145,118</u>	<u>0</u>	<u>367,623</u>
Total assets	<u><u>\$ 19,459,247</u></u>	<u><u>\$ 7,727,780</u></u>	<u><u>\$ 1,405,365</u></u>
<b>Liabilities</b>			
Current liabilities:			
Accounts payable	\$ 831,528	\$ 221,789	\$ 1,896
Accrued liabilities	47,097	15,189	0
Due to other governments	38,168	0	0
Due to other funds	1,389	213,541	0
Claims payable	0	6,587,788	0
Deposits	0	0	25,000
Revenue received in advance	2,878	0	0
Compensated absences	96,686	44,376	0
Total current liabilities	<u>1,017,746</u>	<u>7,082,683</u>	<u>26,896</u>
Noncurrent liabilities:			
Liability for closure costs	17,041,483	0	0
Liability for compensated absences	154,076	70,715	0
Other post employment benefits	231,230	96,829	0
Total noncurrent liabilities	<u>17,426,789</u>	<u>167,544</u>	<u>0</u>
Total liabilities	<u>18,444,535</u>	<u>7,250,227</u>	<u>26,896</u>
<b>Net position</b>			
Net investment in capital assets	6,846,287	0	0
Unrestricted	(5,831,575)	477,553	1,378,469
Total net position	<u>1,014,712</u>	<u>477,553</u>	<u>1,378,469</u>
Total liabilities and net position	<u><u>\$ 19,459,247</u></u>	<u><u>\$ 7,727,780</u></u>	<u><u>\$ 1,405,365</u></u>

The accompanying notes are an integral part of these special-purpose financial statements.

**Board of County Commissioners  
Leon County, Florida  
Statement of Revenues, Expenses, and Changes in  
Fund Net Position - Proprietary Funds  
Year Ended September 30, 2020**

	Business-type Activities - Landfill Fund	Internal Service Funds	Component Unit - Housing Finance Authority
<b>Operating revenues</b>			
Charges for services	\$ 9,491,407	\$ 6,578,926	\$ 43,319
TBA program income	0	0	11,444
Other income	0	0	40,063
Sale of surplus land properties	0	0	159,249
Total operating revenues	<u>9,491,407</u>	<u>6,578,926</u>	<u>254,075</u>
<b>Operating expenses</b>			
Personnel services	1,986,869	813,184	0
Contractual services	8,146,307	141,743	63,728
Supplies	278,486	821,783	1,616
Communications services	6,241	506,493	0
Insurance	36,844	5,938,750	3,612
Utility services	65,623	0	0
Depreciation	810,932	0	0
Other services and charges	3,962,413	1,347,126	59,788
Total operating expenses	<u>15,293,715</u>	<u>9,569,079</u>	<u>128,744</u>
Operating (loss) income	<u>(5,802,308)</u>	<u>(2,990,153)</u>	<u>125,331</u>
<b>Nonoperating revenues:</b>			
Taxes	1,845,895	0	0
Interest	140,929	98,734	8,674
Net increase (decrease) in fair value of investments	(6,198)	58,620	0
Miscellaneous	0	1,558	0
Total nonoperating revenues	<u>1,980,626</u>	<u>158,912</u>	<u>8,674</u>
Income (loss) before contributions and transfers	(3,821,682)	(2,831,241)	134,005
Transfers in	1,185,985	2,040,200	0
Transfers out	(115,779)	0	0
Change in net position	<u>(2,751,476)</u>	<u>(791,041)</u>	<u>134,005</u>
Net position at beginning of year	4,557,779	1,268,594	1,244,464
Prior period adjustments	(791,591)	0	0
Net position at beginning of year (as restated)	<u>3,766,188</u>	<u>1,268,594</u>	<u>1,244,464</u>
Net position at end of year	<u>\$ 1,014,712</u>	<u>\$ 477,553</u>	<u>\$ 1,378,469</u>

The accompanying notes are an integral part of these special-purpose financial statements.

**Board of County Commissioners  
Leon County, Florida  
Statement of Cash Flows  
Proprietary Funds  
Year Ended September 30, 2020**

	Business-type Activities Landfill Fund	Internal Service Funds	Component Unit - Housing Finance Authority
<b>Cash flows from operating activities:</b>			
Receipts from customers fees and other income	\$ 9,152,958	\$ (33,689)	\$ 255,894
Payments to suppliers	(11,135,816)	(4,635,963)	(77,435)
Payments to employees	(1,908,923)	(768,988)	0
Internal activity - payments to other funds	(36,844)	0	0
Internal activity - cash received from other funds	1,389	6,783,007	0
Claims paid	0	(2,338,275)	0
Cash received from other governments	0	0	8,953
Cash payments for program services	0	0	(54,000)
Net cash provided by (used in) operating activities	(3,927,236)	(993,908)	133,412
<b>Cash flows from noncapital financing activities:</b>			
Tax proceeds	1,845,895	0	0
Loans from other funds	36,941	0	0
Transfers received from other funds	1,185,985	2,040,200	0
Transfers to other funds	(115,779)	0	0
Miscellaneous	0	1,558	0
Collections on housing assistance loans	0	0	37,460
Net cash provided by (used in) noncapital financing activities	2,953,042	2,041,758	37,460
<b>Cash flows from capital and related financing activities:</b>			
Acquisition and/or construction of capital assets	(138,095)	0	0
Proceeds from the sale of capital assets	90,579	0	0
Net cash provided by (used in) capital and related financing activities	(47,516)	0	0
<b>Cash flows from investing activities:</b>			
Net proceeds from sales and maturities of investments	1,930,195	(1,428,308)	0
Interest and dividends received	148,050	100,743	8,674
Increase (decrease) in fair value of investments	(6,198)	58,620	0
Net cash provided by (used in) investing activities	2,072,047	(1,268,945)	8,674
Net cash increase (decrease) in cash	1,050,337	(221,095)	179,546
Cash at beginning of year (including \$8,475,834 included in restricted cash and investments)	8,476,296	427,296	819,289
Cash at end of year (including \$9,526,174 included in restricted cash and investments)	\$ 9,526,633	\$ 206,201	\$ 998,835

The accompanying notes are an integral part of these special-purpose financial statements.

**Board of County Commissioners  
Leon County, Florida  
Statement of Cash Flows  
Proprietary Funds  
Year Ended September 30, 2020**

	Business-type Activities <u>Landfill Fund</u>	Internal Service Funds	Component Unit - Housing Finance <u>Authority</u>
<b>Reconciliation of operating income (loss) to net cash provided by (used in) operating activities</b>			
Operating income (loss)	(5,802,308)	(2,990,153)	125,331
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation expense	810,932	0	0
Changes in assets and liabilities:			
Receivables	(330,218)	(27,691)	(11,739)
Inventories	(232)	(79,739)	0
Due from other governments	1,389	198,083	(2,491)
Accounts payable and other liabilities	(1,155,264)	(3,243)	(2,689)
Accrued expenses	77,946	44,196	0
Good Faith Deposits	0	0	25,000
Other current liabilities	0	1,864,639	0
Revenues received in advance	(8,231)	0	0
Estimated liability for closure costs/maintenance	2,478,750	0	0
Net cash provided by (used in) operating activities:	<u>\$ (3,927,236)</u>	<u>\$ (993,908)</u>	<u>\$ 133,412</u>

The accompanying notes are an integral part of these special-purpose financial statements.

**Board of County Commissioners**  
**Leon County, Florida**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual**  
**General Fund**  
**Year Ended September 30, 2020**

	Budget Amounts		Actual	Variance with
	Original	Final	Amounts	Final Budget
				Positive
				(Negative)
<b>Revenues</b>				
Taxes	\$ 71,531,778	\$ 71,531,778	\$ 71,548,835	\$ 17,057
Licenses and permits	9,500	9,500	0	(9,500)
Intergovernmental	9,409,687	9,409,687	10,063,587	653,900
Charges for services	1,643,715	1,643,715	1,506,854	(136,861)
Interest	1,047,115	1,047,115	475,417	(571,698)
Net (decrease) increase in fair value of investments	0	0	71,772	71,772
Miscellaneous	408,355	408,355	550,796	142,441
Total revenue	84,050,150	84,050,150	84,217,261	167,111
<b>Expenditures</b>				
<b>Current</b>				
General government	21,612,260	25,509,392	19,699,978	5,809,414
Public safety	2,555,850	2,605,311	2,314,627	290,684
Physical environment	2,532,947	2,532,947	2,466,828	66,119
Economic environment	3,145,804	3,139,304	2,993,388	145,916
Human services	9,142,524	9,264,409	8,632,800	631,609
Culture and recreation	6,732,615	6,732,615	5,843,443	889,172
Judicial	441,849	257,849	2,642,885	(2,385,036)
<b>Capital Outlay</b>	725,270	725,270	402,396	322,874
Total expenditures	46,889,119	50,767,097	44,996,345	5,770,752
Excess (deficiency) of revenues over (under) expenditures	37,161,031	33,283,053	39,220,916	5,937,863
<b>Other financing sources (uses):</b>				
Transfers in	10,170,101	10,170,101	1,643,905	(8,526,196)
Transfers out	(48,888,632)	(49,056,632)	(40,790,088)	8,266,544
Total other financing sources (uses)	(38,718,531)	(38,886,531)	(39,146,183)	(259,652)
Net change in fund balance	(1,557,500)	(5,603,478)	74,733	5,678,211
Fund balances, October 1	33,714,518	33,714,518	33,714,518	0
Fund balances, September 30	\$ 32,157,018	\$ 28,111,040	\$ 33,789,251	\$ 5,678,211

The accompanying notes are an integral part of these special-purpose financial statements.

**Board of County Commissioners**  
**Leon County, Florida**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual**  
**Fine & Forfeiture Fund**  
**Year Ended September 30, 2020**

	Budget Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
<b>Revenues</b>				
Taxes	\$ 84,065,518	\$ 84,065,518	\$ 85,094,554	\$ 1,029,036
Intergovernmental	25,270	25,270	13,862	(11,408)
Charges for services	881,985	881,985	455,281	(426,704)
Fines and forfeitures	107,350	107,350	104,255	(3,095)
Interest	497,230	497,230	529,511	32,281
Net (decrease) increase in fair value of investments	0	0	(1,036)	(1,036)
Total revenue	<u>85,577,353</u>	<u>85,577,353</u>	<u>86,196,427</u>	<u>619,074</u>
<b>Expenditures</b>				
<b>Current</b>				
Public safety	2,896,461	2,896,461	2,896,561	(100)
Human services	100,000	100,000	62,273	37,727
Judicial	2,408,854	2,408,854	2,260,297	148,557
Total expenditures	<u>5,405,315</u>	<u>5,405,315</u>	<u>5,219,131</u>	<u>186,184</u>
Excess (deficiency) of revenues over (under) expenditures	<u>80,172,038</u>	<u>80,172,038</u>	<u>80,977,296</u>	<u>805,258</u>
<b>Other financing sources (uses):</b>				
Transfers in	0	0	250,354	250,354
Transfers out	<u>(80,172,038)</u>	<u>(115,882,821)</u>	<u>(82,224,438)</u>	<u>33,658,383</u>
Total other financing sources (uses)	<u>(80,172,038)</u>	<u>(115,882,821)</u>	<u>(81,974,084)</u>	<u>33,908,737</u>
Net change in fund balance	0	(35,710,783)	(996,788)	34,713,995
Fund balances, October 1	<u>1,674,303</u>	<u>1,674,303</u>	<u>1,674,303</u>	<u>0</u>
Fund balances, September 30	<u>\$ 1,674,303</u>	<u>\$ (34,036,480)</u>	<u>\$ 677,515</u>	<u>\$ 34,713,995</u>

The accompanying notes are an integral part of these special-purpose financial statements.



**Board of County Commissioners**  
**Leon County, Florida**  
**Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual**  
**Grants Fund**  
**Year Ended September 30, 2020**

	Budget Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		Positive (Negative)
<b>Revenues</b>				
Intergovernmental	\$ 546,290	\$ 69,330,078	\$ 39,632,669	\$ (29,697,409)
Charges for services	84,835	759,827	85,401	(674,426)
Interest	0	27,354	130,340	102,986
Net (decrease) increase in fair value of investments	0	0	176,942	176,942
Miscellaneous	0	1,178,759	54,644	(1,124,115)
Total revenue	631,125	71,296,018	40,079,996	(31,216,022)
<b>Expenditures</b>				
<b>Current</b>				
General government	0	275	0	275
Public safety	652,289	1,465,612	832,080	633,532
Physical environment	25,000	1,337,589	86,813	1,250,776
Transportation	0	597,184	15,698	581,486
Economic environment	50,000	47,292,723	10,631,064	36,661,659
Human services	32,468	32,468	30,044	2,424
Culture and recreation	5,500	292,573	21,161	271,412
Judicial	91,787	141,787	1,786	140,001
<b>Capital Outlay</b>	77,979	27,733,611	2,658,121	25,075,490
Total expenditures	935,023	78,893,822	14,276,767	64,617,055
Excess (deficiency) of revenues over (under) expenditures	(303,898)	(7,597,804)	25,803,229	33,401,033
<b>Other financing sources (uses):</b>				
Transfers in	90,131	40,528,212	36,977,051	(3,551,161)
Transfers out	0	(33,648,383)	(30,529,672)	3,118,711
Total other financing sources (uses)	90,131	6,879,829	6,447,379	(432,450)
Net change in fund balance	(213,767)	(717,975)	32,250,608	32,968,583
Fund balances, October 1	(7,034)	(7,034)	(7,034)	0
Fund balances, September 30	\$ (220,801)	\$ (725,009)	\$ 32,243,574	\$ 32,968,583

The accompanying notes are an integral part of these special-purpose financial statements.

**Board of County Commissioners  
Leon County, Florida  
Statement of Fiduciary Assets and Liabilities - Agency Fund  
September 30, 2020**

	<u>Agency Fund</u>
<b>Assets</b>	
Cash	\$ 310,859
Accounts receivable	<u>1,293,283</u>
Total assets	<u><u>\$ 1,604,142</u></u>
<b>Liabilities</b>	
Accounts payable	\$ 566,964
Accrued liabilities	1,023,391
Due to other funds	<u>13,787</u>
Total liabilities	<u><u>\$ 1,604,142</u></u>

The accompanying notes are an integral part of these special-purpose financial statements.

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 1. Accounting Policies**

**Reporting Entity**

Leon County (the County) is a political subdivision of the state of Florida and provides services to its residents in many areas, including public safety, transportation, recreation, and human services. It is governed by an elected Board of County Commissioners (seven members). In addition to the members of the Board of County Commissioners, there are five elected Constitutional Officers: Clerk of the Circuit Court and Comptroller, Sheriff, Tax Collector, Property Appraiser, and Supervisor of Elections. The Constitutional Officers maintain separate accounting records and budgets. Effective for the 2003 fiscal year, the citizens of Leon County passed a voter referendum to make Leon County a charter county. The charter is a simple charter which allows for the same powers and duties as provided in the Constitution of the State of Florida and Florida Statutes. However, in certain instances, the charter either alters or expands the powers of the elected officials via voter referendum. The accounting policies of Leon County, Florida conform to generally accepted accounting principles as applicable to governments. The more significant accounting policies of the Leon County Board of County Commissioners (the Board) are described below.

**Component Unit**

The component unit discussed below is included in the Board's reporting entity either because of the significance of the operational relationship or the Board is financially accountable for the component unit. The Board is financially accountable for an organization when the Board appoints a voting majority of the organization's governing body and is able to impose its will on the organization; there is a potential for the organization to provide a financial benefit or impose a financial burden on the Board; or the organization is fiscally dependent on the Board.

Specific criteria used to determine financial accountability are:

- Selection of a voting majority of the governing body.
- Imposition of Will: Ability to remove appointed members at will; ability to approve or modify rate charges affecting revenue; ability to appoint, hire or dismiss management.
- Financial Benefit or Burden Relationship: The Board is legally entitled to or can otherwise access the organization's resources; the Board is legally obligated or has otherwise assumed the obligation to finance the deficits of or provide support to the organization; or the Board is obligated in some manner for the debt of the organization.
- Fiscal Dependency: Ability to approve or modify the organization's budget or rate charges; ability to approve debt issuances and/or tax levies.

Financial statements of component units are included in the financial reporting entity either as a blended component unit or as a discretely presented component unit in accordance with governmental accounting standards. At September 30, 2020, the only component unit of the Board is the Housing Finance Authority of Leon County (the Authority) which is discretely presented in a separate column on the Board financial statements.

The Authority was created as a Florida public corporation in accordance with the Florida Housing Finance Authority Law, Part IV of Chapter 159, Florida Statutes (1979), following the adoption of an approving ordinance (#80-39) by the Board of County Commissioners of Leon County, Florida. The Authority is a Dependent Special District as defined in Section 189.4041, Florida Statutes.

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 1. Accounting Policies (continued)**

**Component Unit (continued)**

The Authority's governing board is appointed by the Board; the budget is reviewed by the Board; all bonds issued and contracts entered into must be approved by the Board; the Board may, at its sole discretion, and at anytime, alter or change the structure, organization, programs or activities of the Authority, including the power to terminate the Authority. This component unit is reported in a separate column to emphasize that it is legally separate from the Board. Separate financial information for the Housing Finance Authority is available at 918 Railroad Avenue, Tallahassee, Florida 32310.

***Excluded from the Reporting Entity:***

The Leon County Health Facilities Authority, Leon County Research and Development Authority, Leon County Education Facilities Authority and, Leon County Energy Improvement District have been established under Florida Statutes, Chapter 159, Part V, Chapter 154, Part III, Chapter 243, and Chapter 189, Part II, respectively. Operations of the above authorities are not included in this report because they do not meet the criteria for inclusion in the reporting entity as set forth in GASB Statement No. 39 and No. 61.

Other public entities located within Leon County and not included in the financial statements of the Board include municipalities and the following independent taxing districts authorized and established by the Laws of Florida:

Leon County School Board District  
Leon County Health Department  
Fallschase Special Taxing District  
Northwest Florida Water Management District

These potential component units have been excluded because they do not meet the criteria for inclusion in the reporting entity.

**Consolidated Dispatch Agency**

In May 2012, the City of Tallahassee, Leon County, Florida, and the Leon County Sheriff's Office entered into an inter-local agreement authorized by Section 163.01, Florida Statutes. This agreement created the Consolidated Dispatch Agency (CDA) for the purpose of dispatching law enforcement, fire and emergency medical services personnel. The term of this agreement is for a period of 10 years, commencing April 1, 2013, and will renew automatically thereafter. The CDA will govern and manage the provision of public safety consolidated dispatch services on a county-wide basis.

The governing body of the CDA consists of the City of Tallahassee City Manager, the Leon County Administrator and the Leon County Sheriff, hereinafter called the Council. The City and Board shall fund the CDA budget proportionately based upon the per capita population within the corporate limits of the City of Tallahassee for the city, and the per capita population within the unincorporated area of Leon County for the Sheriff, and a service cost allocation shall be included in the CDA's annual budget. Current audited financial statements may be obtained from the Consolidated Dispatch Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

**Capital Region Transportation Planning Agency**

In December 2004, the Capital Region Transportation Planning Agency (CRTPA) was created through an inter-local agreement between the Florida Department of Transportation; the Counties of Leon, Gadsden, Jefferson and Wakulla; the Cities of Tallahassee, Chattahoochee, Gretna, Midway, Monticello, Quincy, St. Marks and Sopchoppy; the towns of Greensboro, Havana and the Leon County School Board as authorized by Section 163.01 Florida Statutes. It was established in order for the members to participate cooperatively in the development of transportation related plans and programs. The

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 1. Accounting Policies (continued)**

**Capital Region Transportation Planning Agency (continued)**

governing board consists of voting representatives from the Counties of Leon, Gadsden, Jefferson, and Wakulla; the Cities of Midway, Quincy, Tallahassee, Chattahoochee and Gretna; the Towns of Greensboro and Havana, the Leon County School Board, and three nonvoting representatives from the Florida Department of Transportation, the Federal Highway Administration, StarMetro, the City of Tallahassee's public transit system.

The CRTPA receives federal and state transportation funds for the performance of its transportation planning and programming activities. If operating expenses exceed the external funding obtained, the deficit is funded by the members of the CRTPA in proportion of their weighted votes. As a participating member of CRTPA, Leon County has a limited share of financial responsibility for any such deficits. Current audited financial statements may be obtained from the Capital Region Transportation Planning Agency, 300 S. Adams Street, Box A-19, Tallahassee, Florida 32301.

**Blueprint Intergovernmental Agency**

In October 2000, Leon County entered into an interlocal agreement with the City of Tallahassee as authorized by Section 163.01(7) Florida Statutes. This agreement created the Blueprint 2000 Intergovernmental Agency, now known as the Blueprint Intergovernmental Agency (Blueprint) to govern the project management for the project planning and construction of a list of projects known as the Blueprint projects. The Board of County Commissioners and the City Commission constitute Blueprint's Board of Directors and jointly govern the organization. The revenues to fund the projects under this agreement are the collections of the local government infrastructure sales surtax, which began December 1, 2004. This tax was extended pursuant to the provisions in Section 212.055, Florida Statutes, until December 31, 2039.

Periodically, Blueprint provides construction management services to the County. For these services Blueprint and the County enter into Joint Participation Agreements whereby the County agrees to pay an administrative fee to Blueprint.

Current audited financial statements may be obtained from Blueprint Intergovernmental Agency, 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301.

**Basis of Presentation**

The special-purpose financial statements are fund financial statements that have been prepared in conformity with the accounting principles and reporting guidelines established by the Governmental Accounting Standards Board (GASB) and accounting practices prescribed by the State of Florida, Office of the Auditor General.

**Description of Funds**

***Governmental Major Funds:***

The Board reports the following major funds in the governmental fund financial statements:

General Fund – The General Fund is the general operating fund of the Board. This fund is used to account for all financial transactions not required to be accounted for in another fund.

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 1. Accounting Policies (continued)**

**Description of Funds (continued)**

***Governmental Major Funds: (continued)***

Fine & Forfeiture Fund – This fund is a special revenue fund, established to account for revenues collected pursuant to the provisions of Section 142.01, Florida Statutes. It also accounts for expenditures related to the costs of criminal prosecutions and for the proceeds of certain court fines and costs as well as accounting for ad valorem tax revenues collected and used to support the Sheriff's Department.

Grants Fund – This fund is a special revenue fund, used to account for the revenues and expenses of federal, state, and local grants awarded to the County. This fund also includes the corresponding county matching funds for the various grants.

Capital Improvement Fund – This fund is a capital projects fund, used to account for the acquisition or construction of major non-transportation related capital facilities and/or projects other than those financed by proprietary funds

Series 2012A-2012B Fund – This fund is used to account for and report the debt service payments on the Capital Improvement Revenue Bonds, Series 2012A and Series 2012B. Funding is from non-ad valorem revenues.

***Proprietary Major Fund:***

Landfill Fund – The Landfill Fund accounts for the revenues, expenses, assets and liabilities associated with the County landfill and transfer station.

***Other Fund Types:***

Internal Service Funds – These funds account for goods or services provided by various departments to other departments of the Board on a cost-reimbursement basis.

Agency Fund – This fund accounts for assets held by the Board as an agent for individuals, private organizations, and/or other governmental units. These are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**Basis of Accounting**

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the fund financial statements and relates to the timing of the measurements made.

The accompanying special-purpose financial statements have been prepared using the current financial resources measurement focus and the modified accrual basis of accounting for all Governmental Funds. Accordingly, revenues are recognized when measurable and available to pay liabilities of the current period and expenditures are generally recorded when the liability is incurred and/or will be paid from expendable available financial resources.

The Board considers receivables collected within 60 days after year-end to be available and susceptible to accrual as revenues of the current year. The following revenues are considered to be susceptible to accrual: taxes, charges for services, interest,

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Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 1. Accounting Policies (continued)**

**Basis of Accounting (continued)**

state revenue sharing, federal forestry revenue, insurance agents' revenue, various other gas taxes, gas tax pour-over trust, federal and state grants, planning and zoning revenue, municipal service franchise fees, and special assessments.

Expenditures are generally recorded when the related fund liability is incurred. An exception to this general rule is principal and interest on general long-term debt which is recorded when due.

The financial statements of the Proprietary Funds and Fiduciary Fund (Agency Fund) are prepared on the economic resources measurement focus and the accrual basis of accounting. The Proprietary Fund revenues are recognized when earned and their expenses are recognized when incurred. Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with the principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal values. Nonoperating revenues, such as subsidies, taxes, and investment earnings, result from nonexchange transactions or ancillary activities.

**Budgets and Budgetary Accounting**

Florida Statutes, Section 129.01 (2) (b), requires that "The budgeted receipts must include 95 percent of all receipts reasonably anticipated from all sources, including taxes to be levied, provided the percent anticipated from ad valorem levies is as specified in s. 200.065(2)(a), and is 100 percent of the amount of the balances estimated to be brought forward at the beginning of the fiscal year." The Board has complied with the provisions of the above Florida Statutes.

Annual budgets for the governmental fund types and the Housing Finance Authority of Leon County are adopted on a basis consistent with accounting principles generally accepted in the United States of America. Budgets are not adopted for the fiduciary funds. The legal level of budgetary control is at the fund level; however, budgets are monitored at varying levels of detail.

All annual appropriations lapse at fiscal year end, although the Board expects to honor purchase orders and contracts in process, subject to authority provided in the subsequent year's budget.

The budget information, as amended, presented in the financial statements was prepared on the modified accrual basis of accounting. All Board authorized amendments to the applicable budget originally approved have been incorporated into the data reflected in the special-purpose financial statements. The Board made several supplemental budgetary appropriations throughout the year.

The Board uses the following procedures in establishing the budgetary data reflected in the financial statements:

1. On or before May 1 of each year, the designated budget officer submits to the Board a tentative budget for the ensuing fiscal year. The tentative budget includes proposed expenditures and funding sources.
2. The Board requires such changes to be made as it shall deem necessary, provided the budget remains in balance and subject to the notice and hearing requirements of Section 200.065, *Florida Statutes* and the budget preparation and adoption procedures, as defined in Section 129.03, *Florida Statutes*. The legal level of budgetary control is at the fund level.
3. Public hearings are held pursuant to Section 200.065, *Florida Statutes* in order for the Board to

**Board of County Commissioners  
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Year Ended September 30, 2020**

**Note 1. Accounting Policies (continued)**

**Budgets and Budgetary Accounting (continued)**

adopt the tentative and final budgets.

4. Prior to October 1, the budget is legally enacted through passage of a resolution.
5. All changes to the final budget must be approved by the Board in accordance with Section 129.06, *Florida Statutes*.
6. Formal budgetary integration is used as a management control device during the year for all governmental funds of the Board.
7. Budgets for the governmental fund types are adopted on a basis consistent with accounting principles generally accepted in the United States of America.

Applicable budgets of Constitutional Officers are controlled by appropriations in accordance with budgetary requirements set forth in the Florida Statutes.

**Cash and Investments**

Cash includes amounts in demand deposits. The Board's investments consist of U.S. Government obligations, federal agencies and instrumentalities, money market funds, municipal bonds, corporate bonds, and commercial paper of prime quality and are reported at fair value.

In accordance with the provisions of GASB Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools, investments of the Board are reported at amortized cost, which approximates fair value.

During the 2019-2020 fiscal year, the Board invested in three different investment pools: the Special Purpose Investment Account (SPIA) within the Florida Treasury Investment Pool (the Pool) administered by the Florida Department of Financial Services, as authorized by Section 17.61(1), Florida Statutes; The Florida Local Government Investment Trust (FLGIT), 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); and the Local Government Surplus Funds Trust Fund (Florida PRIME), administered by the Florida State Board of Administration (SBA) as authorized by Section 218.415 (17), Florida Statutes. Florida PRIME is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for the SEC Rule 2a-7 fund.

The Board liquidates and reallocates investments throughout the year by factoring in the current availability of the funds, cash flow plan for future availability and interest rates.

**Receivables**

Receivables are shown net of an allowance for uncollectibles. As the receivables age, the allowance increases. The emergency medical services allowance used for September 30, 2020 is equal to 60% of current year billings.



**Board of County Commissioners  
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Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 1. Accounting Policies (continued)**

**Short-Term Interfund Receivables/Payables**

During the course of operations, numerous transactions occur between individual funds for services rendered or goods provided resulting in receivables and payables that are classified as “due from other funds” or “due to other funds” on the balance sheet.

**Inventories**

Inventories in the General Fund and Internal Service Funds consist of expendable office supplies. The office supplies are valued at the average unit cost and are accounted for under the consumption method whereby the cost is recorded as an expenditure at the time of issuance to the user department.

**Restricted Assets**

Investments that are held in escrow in accordance with the Florida Administrative Code requirement for landfill closure and post-closure costs are shown as restricted in the Proprietary Fund.

**Capital Assets**

Capital assets purchased in the governmental fund types are recorded as expenditures (capital outlay) at the time of purchase. Such assets are reported as capital assets in the Statement of Net Position as part of the Leon County, Florida Comprehensive Annual Financial Report (Leon County CAFR). The Board does not record depreciation of these assets on its governmental fund financial statements, although depreciation is recorded for such assets in the Leon County CAFR. Donated assets are recorded at fair market value at the date of donation. Accounting policies for capitalization and depreciation of infrastructure assets including roads, bridges, curbs, gutters, and sidewalks are described in the Leon County CAFR. A summary of capital assets purchased by the Board’s governmental funds is provided in Note 5.

**Fixed Assets**

Fixed assets acquired in the Proprietary Funds are capitalized at cost. Gifts or contributions are recorded at fair market value at the time received. Depreciation on property and equipment in the Proprietary Funds is computed using the straight-line method over the estimated useful lives. The Board follows the policy of capitalizing interest as a component of the cost of proprietary fund type fixed assets constructed for its own use.

The general fixed assets used in the operations of the Board, Property Appraiser, Tax Collector, Clerk of the Circuit Court, and Supervisor of Elections, and the real property used by the Sheriff are accounted for by the Board, as the Board holds legal title and is accountable for them under Florida law.

**Liability for Compensated Absences**

The Board accrues a liability for employees’ rights to receive compensation for future absences when certain conditions are met. The Board does not, nor is it legally required to accumulate expendable available financial resources to liquidate this obligation. Accordingly, the liability for the compensated absences is not reported in the governmental funds. However, the current and long-term portion of the liability for compensated absences is reported in the Statement of Net Position of Leon County CAFR.

**Board of County Commissioners  
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Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 1. Accounting Policies (continued)**

**Other Postemployment Benefits**

The Board, through Leon County, offers retiree medical and life insurance benefits for qualifying Board employees that have retired from a Florida Retirement System (FRS) pension plan. Current and long-term portion of the liability for Other Post Employment Benefits (OPEB) applicable to the proprietary funds are reported in the Statement of Revenues, Expenses, and Changes in Fund Net Position - Proprietary Funds. The current and long-term portion of the liability for OPEB applicable to governmental funds is reported in the Statement of Net Position of the Leon County CAFR.

**Executive Service Plan**

Executive service and senior management employees of the Board are entitled to severance pay if terminated from employment. If there is a contract or employment agreement, severance pay may not exceed an amount greater than twenty weeks of compensation. If there is no contract, severance pay is limited to six weeks.

**Net Position and Fund Balances**

Net Position is the difference between fund assets and liabilities on the proprietary and fiduciary fund statements. Fund Balance is the difference between assets and liabilities on the governmental fund statement.

For financial reporting purposes, County policy defines the five fund balance classifications for governmental funds and the order that the resources are used.

**Nonspendable Fund Balance** - Balances are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

**Restricted Fund Balance** - Balances are comprised of funds that have legally enforceable constraints placed on their use or those funds that have externally-imposed restrictions by resource providers or creditors, grantors, contributors, voters, or interlocal agreement, or enabling legislation.

**Committed Fund Balance** - Balances are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action such as ordinances, resolutions, or legislation of Leon County and that remain binding unless removed by a majority vote of the Board of County Commissioners.

**Assigned Fund Balance** - Balances are comprised of unrestricted funds informally constrained by a majority vote of the Board of County Commissioners, or by a designated county officer, in a manner that reflects the County's use of those resources such as appropriations of fund balance at year end or at the beginning of the new fiscal year.

**Unassigned Fund Balance** - Balances are comprised of the residual of the unrestricted funds in the General Fund and are not nonspendable, restricted, committed, or assigned. Other fund types can only report a negative unassigned residual amount.

The County's policy is that available resources will be spent in the following order: restricted, committed, assigned, and unassigned.

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 1. Accounting Policies (continued)**

**Common Expenses**

Certain expenses that are common to the Board and all Constitutional Officers are reported as expenditures of the Board and, therefore, are not budgeted by or allocated to the other Constitutional Officers. These are:

- Occupancy costs
- Property insurance
- Utilities (except telephone), and
- Janitorial service

**Operating Transfers**

The Board funds a portion or, in certain instances, all of the operating budgets of the County's Constitutional Officers. The payments by the Board to fund the operations of the Constitutional Officers are recorded as operating transfers out on the financial statements of the Board and as operating transfers in on the financial statements of the Constitutional Officers. Repayments to the Board are recorded as operating transfers out on the financial statements of the Constitutional Officers and as operating transfers in on the financial statements of the Board.

**Use of Estimates**

The preparation of the special-purpose financial statements is in conformity with accounting practices prescribed by the State of Florida, Office of the Auditor General, and requires management to make use of estimates that affect the reported amounts in the special-purpose financial statements. Actual results could differ from estimates.

**Note 2. Property Taxes**

Under Florida Law, the assessment of all properties and the collection of all county, municipal, special taxing districts, and school board property taxes are consolidated in the offices of the County Property Appraiser and County Tax Collector. The laws of Florida regulating tax assessments are also designed to assure a consistent property valuation method statewide. State statutes permit counties to levy property taxes at a rate of up to 10 mills. The tax levy of Leon County is established by the Board prior to October 1 of each year. The millage rate collected by the Board during the current fiscal year was 8.3144 mills. County citizens were also assessed for emergency medical services through a Municipal Services Taxing Unit at a millage rate of 0.5000 mills. For County citizens charged a special assessment, the required annual payment is included on their tax bill.

All property is reassessed according to its fair market value as of January 1 of each year. Each assessment roll is submitted to the Executive Director of the State Department of Revenue for review to determine if the rolls meet all of the appropriate requirements of Florida Statutes.

All taxes are due and payable on November 1 of each year, or as soon thereafter as the assessment roll is certified and delivered to the Tax Collector. All unpaid taxes become delinquent on April 1 following the year in which they are assessed. Discounts are allowed for early payment at the rate of 4% in the month of November, 3% in the month of December, 2% in the month of January, and 1% in the month of February. The taxes paid in March are without discount. No accrual for the property tax levy becoming due in September 30, 2020 is included in the accompanying financial statements, since such taxes are collected to finance expenditures of the subsequent period.

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 2. Property Taxes (continued)**

On or prior to June 1, following the tax year, tax certificates are sold for all delinquent taxes on real property in accordance with the laws of Florida. After sale, tax certificates bear interest of 18% per year or at any lower rate bid by the buyer. Application for a tax deed on any unredeemed tax certificates may be made by the certificate holder after a period of two years.

Delinquent taxes on personal property bear interest at 18% per year until the tax is satisfied either by seizure and sale of the property or by the seven-year statute of limitations. Since tax certificates were sold for substantially all current year delinquent property taxes, there were no material property taxes receivable at September 30, 2020.

**Note 3. Cash and Investments**

**Credit Risk**

The Board's Investment Policy (the Policy) provides a structure for the portfolio that is designed to minimize credit risk. The majority of the securities held will be those of the highest available credit quality ratings. Staff will notify the Investment Oversight Committee (IOC) at any time holdings drop below the minimum credit ratings specified in the policy. The IOC will consider the market environment and make recommendations to hold and continue to monitor the investments or liquidate the investments. To further limit the Board's risk against possible credit losses, a maximum of 3% per issuer of the total portfolio managed by the Board's external manager may be held in corporate notes and bonds and 5% per issuer in commercial paper. The Policy also provides the following limits on the Board's external portfolio: 45% may be invested in Federal Instrumentalities, with a limit of 15% of the portfolio in any one issuer; 35% may be invested in Mortgage-Backed Securities, including CMOs with a limit of 15% in any one issuer further limited to 3% per CUSIP; 10% may be invested in Asset-Backed Securities with a 3% per issuer limit; and 8% in Commercial Mortgage-Backed Securities with a 3% per issuer limit.

Section 218.415(16), Florida Statutes, stipulates the state-approved investment policy for all governmental entities and includes the following investments:

1. The Florida PRIME (formerly the Local Government Surplus Funds Trust Fund) or any authorized intergovernmental investment pool.
2. Securities and Exchange Commission (SEC) registered money market funds with the highest credit quality rating from a nationally recognized rating agency.
3. Interest-bearing time deposits or savings accounts in qualified public depositories.
4. Direct obligations of the U.S. Treasury.
5. Federal agencies and instrumentalities.
6. Securities of, or other interests in, any management type investment company or trust registered under the Investment Company Act of 1940, where the investment portfolio is limited to United States Government Obligations.
7. Other investments authorized by law or by ordinance for a county or a municipality.

**Board of County Commissioners  
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Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 3. Cash and Investments (continued)**

**Credit Risk (continued)**

In addition, Section 17.61(1), Florida Statutes permits organizations created by the Florida Constitution to participate in the existing State Treasury Investment Pool "Special Purpose Investment Account (SPIA)."

The Board's Investment Policy limits credit risk by restricting authorized investments to the following: Local Government Surplus Funds Trust Fund (Florida PRIME), State of Florida Special Purpose Investment Account (SPIA), direct obligations of the United States or its agencies and instrumentalities, direct obligations of states and municipalities, repurchase agreements, corporate debt securities, commercial paper, bankers' acceptances, money market mutual funds, the Florida Local Government Investment Trust (FLGIT), and the Florida Municipal Investment Trust (FMIVT).

The Chief Financial Officer for the State of Florida (formerly the State Treasurer) has been investing state revenues, excess revenues of state universities and community colleges, and certain other public agencies in a commingled investment portfolio for several years. This program is authorized under Section 17.61(1), *Florida Statutes* and is called the Treasury 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 financial details and disclosures for the Treasury Investment Pool are made in Note 2 to the State of Florida Comprehensive Annual Financial Report (CAFR). The rating as of September 30, 2020 was AA-f by Standard and Poor's. A copy of SPIA's most recent financial statements can be found at <http://www.myfloridacfo.com/Division/Treasury/>. Investments in this pool are limited to a maximum of 100% of the portfolio. At September 30, 2020, the County had \$16,334,315 with SPIA.

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, which is accounted for as a fluctuating Net Asset Value (NAV) pool. At September 30, 2020 the Board 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 Day to Day Fund does meet the criteria and has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. The Day to Day Fund maintained a credit rating of AA+ by Fitch as of September 30, 2020. At September 30, 2020, the Board had \$23,192,043 with the FLGIT Day to Day Fund. A copy of FLGIT's most recent financial statements can be found at <http://www.floridatrufund.com/funds-reports/day-to-day/>. Investments with FLGIT are limited to a maximum of 20% of the portfolio.

The Board also invests in Florida PRIME administered by the Florida State Board of Administration (SBA). Florida PRIME is an external investment pool that is not a registrant with the SEC; however, the SBA has adopted operating procedures consistent with the requirements for a SEC Rule 2a-7 fund. Florida PRIME is governed by Chapter 19-7 of the Florida Administrative Code, which identifies the Rules of the SBA. These rules provide guidance and establish the general operating procedures for the administration of Florida PRIME. Additionally, the State of Florida, Auditor General performs the operational audit of the activities and investments of the SBA. 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. Investments in this pool are limited to a maximum of 20% of the portfolio. Investments in Florida PRIME are not evidenced by securities that exist in physical or book entry form. The current rating for the Florida PRIME is AA+ by Standard and Poor's. The weighted average days to maturity of the Florida PRIME at September 30, 2020 is 48 days. The fair value of the County's position in the pool approximates the value of the pool shares. At September 30, 2020, the County had \$12,587,650 invested in Florida PRIME. Florida PRIME's most recent financial statements can be found at <https://www.sbafla.com/prime/Audits.aspx>.

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 3. Cash and Investments (continued)**

**Custodial Credit Risk**

Custodial credit risk is the risk that, in the event of a bank failure or the failure of the counterparty, the government's deposits may not be returned to it, or may not be able to recover the value of its investments that are in the possession of an outside party.

Qualified public depositories of public funds are required to provide collateral each month pursuant to Section 280.04, Florida Statutes. The collateral is held by the Florida Division of Treasury or other custodian with full legal rights maintained by the Florida Division of Treasury to transfer ownership. Any loss not covered by the pledged securities and deposit insurance would be assessed by the Florida Division of Treasury and paid by the other public depositories. The County's deposits are therefore considered fully insured or collateralized. Bank balances at September 30, 2020, were \$24,863,100, of which \$9,526,174 was restricted deposits with qualified public depositories. Due to the nature of the County's cash and investments, there is no exposure to custodial credit risk and concentration of credit risk.

**Interest Rate Risk**

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. The County manages interest rate risk by setting the range of duration for the County's portfolio 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 effective duration of investments is listed in the following table.

The externally managed portfolio totaled \$55,675,301 at September 30, 2020, and was invested for a weighted average term of approximately 704 days, as compared to a weighted average term of 734 days in fiscal year 2019. The County requires a minimum balance of short term investments. To meet the day-to-day operating needs of the County and to provide the ready cash to meet unforeseen temporary cash requirements, a liquidity base of approximately two months of anticipated disbursements is kept in relatively short term investments. This includes investments in government pools with daily liquidity such as Florida PRIME, FLGIT Day to Day Fund, or money markets. The Board was in compliance with this requirement.

**Board of County Commissioners**  
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**Notes to Special-Purpose Financial Statements**  
**Year Ended September 30, 2020**

**Note 3. Cash and Investments (continued)**

As of September 30, 2020, the value of the Board's deposits and investments, with their credit ratings, was as follows:

	Fair Value	Credit Rating	Duration
Deposits in Qualified Public Depositories	\$ 24,480,836	NA	NA
Restricted Deposits in Qualified Public Depositories	9,526,174	NA	NA
<b>External Investment in Government Pools:</b>			
State of Florida Special Purpose Investment Account (SPIA)	16,334,315	AA-f	2.45
Florida Local Government Investment Trust Day to Day Fund (FLGIT)	23,192,043	AAAm	0.07
Florida PRIME Investment Pool	12,587,650	AAAm	0.13
<b>Externally Managed Portfolio:</b>			
Money Market	19,387	AAA	NA
U.S. Treasuries	14,570,211	AA+	2.49
Government Sponsored Agencies:			
Federal Home Loan Bank	656,958	AA+	1.80
Federal National Mortgage Association	2,263,744	AA+	3.00
Other Government Sponsored Agencies	8,026,100	AA+	1.74
Mortgage Backed Securites	11,858,490	AA+	1.71
Collateralized Mortgage Obligations	723,758	AA+	2.47
Corporate Bonds	13,143,759	AA+	1.48
State and Local Obligations	1,790,722	AA-	2.76
Asset-backed Securities	2,622,172	AAA	1.00
Total Cash and Investments	<u>\$ 141,796,319</u>		

The amounts above exclude cash on hand and amounts held by third parties in trust for the Board, but includes accrued interest of \$212,451.

*\*The method for the FLGIT Day to Day Fund and Florida Prime duration is calculated using the weighted average maturity method.*

**Foreign Currency Risk**

The County contributes to the Florida Retirement System (FRS), the investments of which are administered by the State Board of Administration. The FRS's investment policy and exposure to foreign currency risk is disclosed in Note 2 of the State of Florida Comprehensive Annual Financial Report. A copy of this report is available at <https://www.myfloridacfo.com/Division/AA/Reports/>.

**Note 4. Fair Value Measurements**

In February 2015, GASB issued GASB Statement No. 72. Under GASB 72 application of fair value is limited to assets and liabilities that are currently measured at fair value and certain investments that are not currently measured at fair value.

**Board of County Commissioners  
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Year Ended September 30, 2020**

**Note 4. Fair Value Measurements (continued)**

FLGIT Day to Day Fund and Florida PRIME currently meet all of the necessary criteria to elect to measure all of the investments in FLGIT Day to Day Fund and Florida PRIME at amortized cost. Therefore, the County participant account balance is considered the fair value of the investment. FLGIT Day to Day Fund and Florida PRIME investments are exempt from the GASB 72 fair value hierarchy disclosures.

FLGIT Short Term Bond Fund reports based on the fair market value of the underlying securities. Therefore, any participant account balance is measured at net asset value per share and is not subject to fair value hierarchy level classification under GASB 72. The County did not have a balance with the FLGIT Short Term Bond Fund at September 30, 2020.

The fair value factor for SPIA at September 30, 2020 was 1.0269. SPIA funds are combined with State of Florida funds and are invested in a combination of short-term liquid instruments and intermediate term fixed income securities. SPIA is measured at net asset value per share. Investments measured at net asset value are not subject to fair value hierarchy level classification under GASB 72.

Fair value measurement - The County categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset or liability. Level 1 inputs are quoted prices in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The following table summarizes the assets and liabilities of the County for which fair values are determined on a recurring basis as of September 30, 2020:

	Quoted Prices in Active Markets for Identical Assets (Level 1)	Significant Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)	Fair Value
Asset Backed Security (Mortgage Backed) - Non US				
Agency Sponsored	\$ 0	\$ 2,622,172	\$ 0	\$ 2,622,172
Corporate Bonds	0	13,143,758	0	13,143,758
Government Sponsored Agencies	0	10,946,802	0	10,946,802
US Government Obligations	14,570,211	0	0	14,570,211
Mortgage Backed Security - US Agency Sponsored	0	11,858,490	0	11,858,490
State and Local Obligations	0	1,790,722	0	1,790,722
Collateralized Mortgage Obligations	0	723,758	0	723,758
Investments at fair value	<u>\$ 14,570,211</u>	<u>\$ 41,085,702</u>	<u>\$ 0</u>	<u>\$ 55,655,913</u>



**Board of County Commissioners**  
**Leon County, Florida**  
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**Year Ended September 30, 2020**

**Note 5. Fixed Assets**

A summary of changes in fixed assets and depreciation for the year ended September 30, 2020, follows:

	Beginning Balance	Additions	(Reductions)	Ending Balance
<b>Governmental Funds:</b>				
Land	\$ 21,043,253	\$ 0	\$ 0	\$ 21,043,253
Improvements other than buildings	33,668,757	1,486,445	0	35,155,202
Buildings and improvements	217,898,814	3,240,084	0	221,138,898
Equipment	66,756,385	7,843,216	(1,586,610)	73,012,991
Leasehold Improvement	1,580,627	0	0	1,580,627
Construction in progress	17,848,310	19,220,579	(7,417,375)	29,651,514
Totals at historical cost	<u>\$ 358,796,146</u>	<u>\$ 31,790,324</u>	<u>\$ (9,003,985)</u>	<u>\$ 381,582,485</u>

Depreciation on capital assets used in governmental activities is recorded in the Leon County CAFR.

	Beginning balance (as restated)	Additions	(Reductions)	Ending Balance
<b>Business type activities:</b>				
Land	\$ 1,809,844	\$ 0	\$ 0	\$ 1,809,844
Buildings, improvements, and construction in progress	18,983,293	0	0	18,983,293
Equipment	5,197,010	138,096	(173,396)	5,161,710
Totals at historical cost	<u>25,990,147</u>	<u>138,096</u>	<u>(173,396)</u>	<u>25,954,847</u>
<b>Less accumulated depreciation for:</b>				
Buildings and improvements	(14,935,811)	(558,558)	0	(15,494,369)
Equipment	(3,444,633)	(252,374)	82,816	(3,614,191)
Total accumulated depreciation	<u>(18,380,444)</u>	<u>(810,932)</u>	<u>82,816</u>	<u>(19,108,560)</u>
	<u>\$ 7,609,703</u>	<u>\$ (672,836)</u>	<u>\$ (90,580)</u>	<u>\$ 6,846,287</u>

**Board of County Commissioners  
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Year Ended September 30, 2020**

**Note 6. Long-Term Liabilities**

A. A summary of changes in the long-term debt of the Board follows:

	Balance October 1, 2019	Additions	(Reductions)	Balance September 30, 2020	Due Within One Year
<b>Long-Term Liabilities</b>					
<b>Special revenue debt:</b>					
Capital Improvement Revenue Bonds, Series 2012A	\$ 6,962,000	\$ 0	\$ 0	\$ 6,962,000	\$ 6,962,000
Capital Improvement Revenue Refunding Bonds, Series 2017	15,529,000	0	0	15,529,000	3,109,000
Capital Improvement Revenue Refunding Bonds, Series 2020	0	1,298,120	0	1,298,120	239,486
Total special revenue debt	<u>22,491,000</u>	<u>1,298,120</u>	<u>0</u>	<u>23,789,120</u>	<u>10,310,486</u>
Liability for closure costs	14,562,733	2,478,750	0	17,041,483	0
Liability for compensated absences	5,538,437	4,188,974	(3,684,848)	6,042,563	2,329,826
Arbitrage rebate liability	25,000	0	0	25,000	0
Capital lease liability- Equipment	595,301	517,104	(394,500)	717,905	310,122
Capital lease liability- Esco	0	4,843,946	0	4,843,946	0
	<u>\$ 43,212,471</u>	<u>\$ 13,326,894</u>	<u>\$ (4,079,348)</u>	<u>\$ 52,460,017</u>	<u>\$ 12,950,434</u>

Total interest costs incurred for general long-term debt by the Board, including bond issuance costs, for the year ended September 30, 2020, was \$458,366.

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 6. Long-Term Liabilities (continued)**

B. A summary of each special revenue debt obligation outstanding at September 30, 2020 is as follows:

	Outstanding at September 30, 2020
<hr/>	
\$8,267,000, Capital Improvement Revenue Bonds, Series 2012A, (i) to refund the County's Capital Improvement Revenue Bonds, Series 2003A of which \$7,965,000 was outstanding and maturing in the years 2018 through 2020, and (ii) to pay a portion of the costs of the acquisition of the Bank of America Building, and (iii) the construction of improvements to the Bank of America Building, and (iv) to finance improvements to the County's courthouse and parking garage. The economic gain resulting from the refunding was \$1,279,488. The bonds dated December 20, 2012, bear interest of 1.65% per annum. The interest on the bonds is payable on April 1 and October 1, beginning April 1, 2013. The bond principal matures serially on October 1 of each year for two years beginning October 1, 2019.	\$ 6,962,000
\$15,991,000 Capital Improvement Revenue Refunding Bonds, Series 2017, (i) refund the Capital Improvement Revenue Bonds, Series 2014 of which \$15,951,000 was currently outstanding and maturing in the years 2021 through 2025, and (ii) pay issuance costs on the Series 2017 bonds. The economic gain resulting from the refunding was \$489,076. The bonds dated June 22, 2017 and bear interest of 2.11% per annum. The interest on the bonds is payable on April 1 and October 1, beginning October 1, 2017. The bond principal matures serially on October 1 of each year through the final maturity of October 1, 2025.	15,529,000
\$1,298,120 Capital Improvement Revenue note, Series 2020, is dated January 30, 2020 and bear interest of 1.89% per annum. The interest on the bonds is payable on June 1 and December 1, beginning June 1, 2020. The bond principal matures serially on December 1 of each year through the final maturity of December 1, 2025.	1,298,120
<i>The Capital Improvement Revenue Bonds, Series 2012A, Capital Improvement Revenue Refunding Bonds Series 2017, and the Capital Improvement Revenue Refunding Bonds Series 2020 are parity bonds payable from and secured by a lien upon certain non-ad valorem revenue. The pledged revenues include the Local Government Half-Cent Sales Tax, Guaranteed Entitlement, Second Guaranteed Entitlement, and additional State Revenue Sharing Funds (less the Guaranteed Entitlement and the Second Guaranteed Entitlement). Total pledged revenue was \$15,434,744.</i>	
<b>Total Special Revenue Bond Obligations</b>	<b>\$ 23,789,120</b>

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 6. Long-Term Liabilities (continued)**

C. A Schedule of Debt Service Requirements, including principal and interest, is as follows:

	<b>Year ending September 30,</b>				
	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>
Capital Improvement Revenue Bonds, Series 2012A	\$ 7,019,436	\$ 0	\$ 0	\$ 0	\$ 0
Capital Improvement Revenue Refunding Bonds, Series 2017	3,760,842	3,270,062	3,271,593	3,269,753	3,270,583
Capital Improvement Revenue Bonds, Series 2020	<u>251,753</u>	<u>259,999</u>	<u>259,999</u>	<u>260,000</u>	<u>260,000</u>
Total Debt Service	<u>\$ 11,032,031</u>	<u>\$ 3,530,061</u>	<u>\$ 3,531,592</u>	<u>\$ 3,529,753</u>	<u>\$ 3,530,583</u>

	<u>2026</u>	<u>Total Payments</u>	<u>Less Interest</u>	<u>Principal</u>
Capital Improvement Revenue Bonds, Series 2012A	\$ 0	\$ 7,019,436	\$ 57,436	\$ 6,962,000
Capital Improvement Revenue Refunding Bonds, Series 2017	0	16,842,833	1,313,833	15,529,000
Capital Improvement Revenue Bonds, Series 2020	<u>72,453</u>	<u>1,364,204</u>	<u>66,084</u>	<u>1,298,120</u>
Total Debt Service	<u>\$ 72,453</u>	<u>\$ 25,226,473</u>	<u>\$ 1,437,353</u>	<u>\$ 23,789,120</u>

**Note 7. Employees' Retirement Plan**

GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*, is effective for all fiscal years beginning after June 15, 2014. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. As described in Note 1, the financial statements of the Board are fund statements considered to be special-purpose financial statements consistent with accounting practices prescribed by the State of Florida Auditor General. Accordingly, the net pension liability is included in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

All full-time employees of the Board are eligible to participate in the Florida Retirement System (FRS). The FRS includes various plans and programs, including a defined benefit pension plan (Pension Plan), which is primarily a cost-sharing, multiple-employer defined benefit public-employee pension plan. Information as to benefits, contribution rates, and vesting requirements by membership category is provided in the Leon County CAFR. Contributions and benefits are established in Section 121.71, *Florida Statutes*.

Participating employer contributions are based upon actuarially determined blended rates established by the State Legislature that are expressed as percentages of annual covered payroll and are adequate to accumulate sufficient assets to pay benefits when due. Employees who are not participating in the Deferred Retirement Option Plan are required to contribute 3% of their salary to the FRS.

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 7. Employees' Retirement Plan (continued)**

The Board also participates in the Retiree Health Insurance Subsidy (HIS) Program, a cost-sharing, multiple-employer defined benefit pension plan established under Section 112.363, *Florida Statutes*. The benefit is a monthly cash payment to assist retirees of state-administered retirement systems in paying their health insurance costs. Additional information regarding benefits is provided in the Leon County CAFR.

The HIS Program is funded by required contributions from FRS participating employers as set by the State Legislature. Employer contributions are a percentage of gross compensation for all active FRS employees and are reported by employers with monthly payroll reports and included with the amount submitted for retirement contributions. For the fiscal year ended September 30, 2020, the contribution rate was 1.66% of payroll pursuant to Section 112.363, *Florida Statutes*.

The total employer retirement contributions for the fiscal years ended September 30, 2020, 2019, and 2018 were \$5,434,607, \$5,173,938, and \$4,823,042, respectively, which is equal to the required contribution for each year.

The Pension Plan and the HIS Program are administered by the State of Florida Department of Management Services, Division of Retirement. The Division of Retirement issues a publicly available FRS Annual Report that includes financial statements and required supplementary information for the Pension Plan and HIS Program. That report may be obtained by writing to the Division of Retirement, P.O. Box 9000, Tallahassee, Florida 32399-9000, or on the website located at [www.dms.myflorida.workforce\\_operations/retirement/publications](http://www.dms.myflorida.workforce_operations/retirement/publications).

**Note 8. Other Postemployment Benefits**

**Plan Description**

The Board participates in an agent multiple-employer plan administered by the County for all the constitutional officers under which qualified retired employees are permitted to participate in the health and life insurance benefits program (the Program). As described in Note 1, the Program may be amended by the Board. A stand alone financial report is not issued for the Program. As described in Note 1, the financial statements of the Board are fund statements considered to be special-purpose financial statements consistent with accounting practices by the State of Florida Auditor General. Accordingly, the annual OPEB obligation of the Board is recognized in the Leon County CAFR rather than in these Special-Purpose Financial Statements.

**Note 9. Risk Management**

The County is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; error and omissions; injuries to employees; and natural disasters. The following is a summary of the County's coverage and exposure relating to the various risks of loss retained as of September 30, 2020.

**General Liability**

Effective December 15, 2012 the Board purchased commercial insurance for general liabilities from OneBeacon. Effective December 15, 2016, the Board purchased commercial insurance for general liabilities from Travelers. This is a zero-deductible policy.

The actuarially determined liability determined below reflects open claims associated with these carriers.

**Board of County Commissioners**  
**Leon County, Florida**  
**Notes to Special-Purpose Financial Statements**  
**Year Ended September 30, 2020**

**Note 9. Risk Management (continued)****General Liability (continued)**

Changes in the Board's claim liability amount were as follows:

	Balance September 30, 2019	Current Year Claims and Changes in Estimates	Claims Payments	Balance September 30, 2020
September 30, 2020	\$ 25,805	\$ 105,872	\$ (116,858)	\$ 14,819
September 30, 2019	\$ 48,131	\$ 29,806	\$ (52,132)	\$ 25,805

The claims liability of \$14,819 includes an actuarial valuation for incurred but not reported claims of \$14,819.

**Workers' Compensation**

The Board maintains a self-insurance Internal Service Fund (the Fund) to account for insurance activities relating to workers' compensation, which is administered by a third-party administrator, Preferred Governmental Claims Solutions. Under this program, the Board absorbs losses up to a maximum of \$500,000 for each claim. At September 30, 2020, the Board had \$186,596 deposited with the third-party administrator for use against future claims. The Board purchases commercial insurance for claims in excess of coverage provided by the Fund. Settled claims have not exceeded the retention level for this commercial coverage in the current year and any of the past five years.

All funds of the Board participate in this program and make payments to the Insurance Service Fund based on payroll exposure in the amounts needed to pay prior and current year claims and to establish a reserve for catastrophic losses. Net position of the Self Insurance Fund is reserved for anticipated future catastrophic losses pursuant to County policy and GASB Statement No. 10.

The actuarially-determined claims liability for workers' compensation of \$6,562,279, which includes incurred but not reported claims of \$3,330,902, reported in the Fund at September 30, 2020 is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information prior to the issuance of the financial statements indicates that it is probable that a liability has been incurred as of the date of the financial statements and the amount of the loss can be reasonably estimated.

Changes in the Fund's claims liability amount were as follows:

	Balance September 30, 2019	Current Year Claims and Changes in Estimates	Claims Payments	Balance September 30, 2020
September 30, 2020	\$ 4,692,555	\$ 4,065,658	\$ (2,195,934)	\$ 6,562,279
September 30, 2019	\$ 4,207,550	\$ 2,151,783	\$ (1,666,778)	\$ 4,692,555

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 9. Risk Management (continued)**

**Automobile Liability**

The Board purchases commercial coverage for automobile liability insurance through the same provider of its general liability insurance. All vehicles are covered for physical damage with a \$1,000 deductible and for liability with a \$5,000 deductible.

All funds of the Board participate in this program and pay premiums to the Insurance Service Fund based on the vehicles used by their personnel. Changes in the Fund's claims liability were as follows:

	Balance September 30, 2019	Current Year Claims and Changes in Estimates	Claims Payments	Balance September 30, 2020
September 30, 2020	\$ 4,789	\$ 31,384	\$ (25,483)	\$ 10,690
September 30, 2019	\$ 12,131	\$ 22,205	\$ (29,547)	\$ 4,789

The claims liability of \$10,690 includes an actuarial valuation for incurred but not reported claims of \$5,000.

**Note 10. Leases**

In June 2003, the Board purchased the Bank of America building. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates.

Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2020, are as follows:

Year ending September 30,	Amount
2021	\$ 1,037,324
2022	455,714
2023	200,969
2024	206,222
2025	206,222
Thereafter	164,690
	<u>\$ 2,271,141</u>

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 10. Leases (continued)**

In October 2009, the Board purchased the Lake Jackson Huntington Oaks Property. There are several noncancellable operating lease agreements for the rental of its building. The lease agreements provide for monthly rentals, which escalate over the lease terms and expire on various dates. Minimum future rentals to be collected under the terms of the lease agreements as of September 30, 2020, are as follows:

Year ending September 30,	Amount
2021	\$ 316,123
2022	323,741
2023	259,719
2024	253,645
2025	174,840
Thereafter	155,875
	<u>\$ 1,483,943</u>

The County has a capital lease agreement with Dell Financial Services (DFS) for equipment, software, and services or fees. Terms of the lease include annual payments of \$202,384. The lease expires December 30, 2022. As of September 30, 2020 future lease payments totaling \$404,769 consists of imputed principal of \$400,801 and imputed interest of \$3,968.

The County has a capital lease agreement with Insight Global Finance for equipment, software, and services or fees. Terms of the lease include monthly payments of \$9,990.19. The lease expires December 30, 2022. As of September 30, 2020 future lease payments totaling \$329,676 consists of imputed principal of \$317,104 and imputed interest of \$12,572.

The future capital lease payable and the net present value of the minimum lease payments relating to computer equipment, software services and fees as of September 30, 2020, were as follows:

Future Cash Payments		Future Maturities of Lease Liability	
2021	\$ 312,277	2021	\$ 310,122
2022	322,267	2022	313,643
2023	99,901	2023	94,140
	<u>734,445</u>		<u>717,905</u>
Less: amount representing interest	(16,540)		
	<u>\$ 717,905</u>		

The County has a capital lease agreement with US Bank to finance the funding of an energy savings project. The plan will be completed by the Energy Systems Group LLC, for the installation of the energy, water and wastewater efficiency and conservation measures and related upgrades at County facilities. Terms of the lease include bi-annual payments on June 1, and December 1. The lease expires December 01, 2035. As of September 30, 2020 future lease payments totaling \$18,980,838 consists of principal of \$16,500,000 and imputed interest of \$2,480,838. As of September 30, 2020 the county had received and maintained control of \$4,843,946 of the total contracted lease value. Only the portion in the Board's control as of September 30, 2020 has been recorded as a capital lease.



**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 10. Leases (continued)**

The future capital lease payable and the net present value of the minimum lease payments relating to the energy savings project as of September 30, 2020, were as follows:

ESCO - Master Tax-Exempt Lease, Series 2020			
Period Ending	Principal	Interest	Debt Service
9/30/2021	\$ 0	\$ 200,167	\$ 200,167
9/30/2022	920,000	282,464	1,202,464
9/30/2023	990,000	265,647	1,255,647
9/30/2024	1,010,000	248,037	1,258,037
9/30/2025	1,025,000	230,119	1,255,119
9/30/2026	1,045,000	211,892	1,256,892
9/30/2027	1,065,000	193,314	1,258,314
9/30/2028	1,080,000	174,427	1,254,427
9/30/2029	1,100,000	155,232	1,255,232
9/30/2030	1,120,000	135,685	1,255,685
9/30/2031	1,140,000	115,786	1,255,786
9/30/2032	1,160,000	95,534	1,255,534
9/30/2033	1,180,000	74,931	1,254,931
9/30/2034	1,200,000	53,975	1,253,975
9/30/2035	1,220,000	32,667	1,252,667
9/30/2036	1,245,000	10,961	1,255,961
Totals:	16,500,000	2,480,838	18,980,838
Less amounts not obligated	(11,656,054)		
	<u>\$ 4,843,946</u>		

**Note 11. Other Required Individual Fund Disclosures**

Interfund balances in the Governmental Funds primarily represent repayments due from other funds responsible for particular expenditures to the funds that initially paid for them. Interfund balances are due and payable within one year.

Interfund receivable and payable balances at September 30, 2020, are as follows:

<b>Fund</b>	Interfund Receivables	Interfund Payable
General Fund	\$ 1,357,420	\$ 0
Nonmajor Governmental Funds	0	1,038,598
Internal Service Funds	0	213,541
Grant Funds	0	90,105
Agency Funds	0	13,787
Enterprise Funds	0	1,389
	<u>\$ 1,357,420</u>	<u>\$ 1,357,420</u>

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 11. Other Required Individual Fund Disclosures (continued)**

Each fund has a discrete purpose. However, often, there is a need for one fund to support a portion of another fund's activities. To accomplish this, monies are moved between funds through a process called interfund transfers. Interfund Transfers, excluding transfers to other constitutional officers, for the year ended September 30, 2020, consisted of the following:

**Transfers to the General Fund from:**

Nonmajor Governmental Funds	\$ 630,290
Enterprise Fund	85,210
Total Transfers to the General Fund	<u>715,500</u>

**Transfers to the Grants Fund from:**

General Fund	90,131
Fine and Forfeiture Fund	30,097,222
Nonmajor Governmental Funds	6,789,698
Total Transfers to the Grants Fund	<u>36,977,051</u>

**Transfers to the Capital Improvement Fund from:**

General Fund	5,107,194
Fine & Forfeiture Fund	62,400
Nonmajor Governmental Funds	4,829,514
Total Transfers to the Capital Improvement Fund	<u>9,999,108</u>

**Transfers to Series 2012A- 2012B Fund from:**

General Fund	6,115,186
Non Major Governmental Fund	957,354
Total Transfers to Series 2012A- 2012B Fund	<u>7,072,540</u>

**Transfers to the Nonmajor Governmental Funds:**

General Fund	9,879,526
Capital Improvement Fund	8,247
Nonmajor Governmental Funds	6,137,918
Total Transfers to the Nonmajor Governmental Funds	<u>16,025,691</u>
Total Transfers to Governmental Funds	<u>70,789,890</u>

**Transfers to the Enterprise Fund from:**

General Fund	1,185,985
Total Transfers to Enterprise Funds	<u>1,185,985</u>

**Transfers to the Internal Service Funds from:**

Fine and Forfeiture Fund	2,000,000
Nonmajor Governmental Funds	40,200
Total Transfers to Internal Service Funds	<u>2,040,200</u>
Total Interfund Transfers	<u>\$ 74,016,075</u>

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 12. Closure and Post-closure Care Cost**

State and federal laws and regulations require the Board to place a final cover on each of its landfill cells when it stops accepting waste and to perform certain maintenance and monitoring functions on each cell for thirty years after closure. Although closure and post-closure care costs will be paid only near or after the date that the landfill stops accepting waste, the Board reports a portion of these costs as an operating expense in each period based on landfill capacity used as of each balance sheet date. The \$17,041,483 reported as landfill closure and post-closure care liability at September 30, 2020, represents the cumulative amount reported to date based on the use of 100% of the estimated capacity of the landfill cells placed in use. These amounts are based on what it would cost to perform closure and post-closure care in 2020 on those cells placed in use. Actual costs may be higher due to inflation, changes in technology, or changes in regulations. The landfill is no longer accepting waste.

The Board is required by state and federal laws to make annual contributions to an escrow account to finance a minimum of all closure costs. The Board is in compliance with those minimum requirements, and at September 30, 2020, held investments in the amount of \$10,298,831 for these purposes that are reported as restricted assets on the balance sheet. The Board expects that future inflation costs will be paid from interest earnings on these annual contributions. However, if interest earnings are inadequate or additional post-closure care requirements are determined; these costs may need to be covered by charges to future landfill users or from future tax revenue.

**Note 13. Commitments and Contingencies**

**A. Contract commitments:**

**Grants**

The Board is currently receiving, and has received in the past, grants which are subject to special compliance audits by the grantor agency that may result in disallowed expense amounts. Such amounts, if any, constitute a contingent liability of the Board. Accordingly, such liabilities are not reflected within the financial statements.

**Long-Term Construction Projects**

The Board is committed to various material long-term construction projects at September 30, 2020. These commitments have been included in the 2020-2021 fiscal year budget and the five-year Capital Improvement Program and certain amounts have been reserved in the capital projects fund. Current contracts outstanding as of September 30, 2020 approximate \$18.4 million.

**B. Potential liabilities resulting from litigation:**

The Board is a defendant in various lawsuits arising from the normal course of operations. The outcome of these lawsuits is not presently determinable.

**C. Encumbrances:**

Encumbrances represent commitments related to unperformed contracts for goods or services. They do not constitute expenditures or liabilities. The commitments will be honored in the subsequent year. The Board had no reserved encumbrances as of September 30, 2020.

**Board of County Commissioners  
Leon County, Florida  
Notes to Special-Purpose Financial Statements  
Year Ended September 30, 2020**

**Note 14. Prior Period Adjustment**

Net position as of October 1, 2019 has been restated to reflect the following adjustments:

Errors were identified which require a restatement of the October 1, 2019 net position. The nature of the errors include items previously capitalized that did not meet the Board's capitalization policy and should have been expensed, items previously expensed that did meet the Board's capitalization policy and should have been capitalized, items previously disposed that were not recorded as a disposal in previous years, and corrections to the accumulated depreciation of fixed assets placed into service that were not being depreciated consistent with the Board's capitalization policy. The combination of these errors resulted in a decrease in the Business Type Activities – Landfill Fund net position of \$791,591.

**Note 15. Subsequent Event**

The County has evaluated subsequent events through May 12, 2021, the date the financial statements were available to be issued.

At its December 8th, 2020 meeting, the Board approved an additional \$11,000,000 appropriation amendment associated with Florida Housing Finance Corporation Coronavirus Relief Act funding. The funds were allocated and expensed using the Leon County CARES program infrastructure to administer the individual assistance program to applicable rent and/or utilities payments. The funds were spent by the deadline of December 30, 2020.

At its January 26th, 2021 meeting, the Board approved the appropriation of \$8,900,000 in U.S. Department of Treasury funding to provide rent and/or utility assistance to eligible low-income households experiencing financial hardship due to COVID-19. In coordination with, TetraTech & Neighborly the Leon County Housing Authority is set to open the program in late March, 2021. The funds are to be expensed by December 30, 2021.

At its January 26th, 2021 meeting, the Board approved the purchase of the Supervisor of Elections Voting Operations Center Building and related expenditures. The purchase and building improvements will be made from loan proceeds from the issuance of the Capital Improvement Revenue Note, Series 2021, to be paid back over 15 years with an interest rate of 1.85%. Future loan payments of \$6,223,898 consist of principal of \$5,400,000 and interest of \$823,898. Debt Service will begin on December 1, 2021 and extend until December 1, 2035.

As part of the American Recovery Act, Leon County was allocated \$57 million from the US Treasury to be divided equally over a two year period. Treasury has not yet provided guidance or allowed for application for these funds. The Board will discuss the allocation of these funds during the FY 2022 budget development process.

## **Other Schedules**

**Board of County Commissioners  
Leon County, Florida**

**Schedule of Receipts and Expenditures of  
Funds Related to the Deepwater Horizon Oil Spill**

**Year Ended September 30, 2020**

<u>Source</u>	<u>Amount Received during the 2019-20 Fiscal Year</u>	<u>Amount Expended during the 2019-20 Fiscal Year</u>
<b>British Petroleum:</b>		
Agreement No. 134036	\$ -	\$ 370,637

Note: This schedule does not include funds related to the Deepwater Horizon Oil Spill that are considered Federal awards or State financial assistance. Leon County, Florida did not receive or expend any Federal awards or State financial assistance related to the Deepwater Horizon Oil Spill.

*See report of independent auditors.*

### **Other Reports**

**Report of Independent Auditors on Internal Control Over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Special-Purpose Financial  
Statements Performed in Accordance with *Government Auditing Standards***

*September 30, 2020*



Report of Independent Auditors on Internal Control Over Financial Reporting and  
on Compliance and Other Matters Based on an Audit of the Special-Purpose  
Financial Statements Performed in Accordance With  
*Government Auditing Standards*

The Honorable Board of County Commissioners  
Leon County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental major funds, the proprietary funds, the agency fund, and the aggregate remaining fund information of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the year ended September 30, 2020, and the related notes to the financial statements, which collectively comprise the Board's special-purpose financial statements, and have issued our report thereon dated May 12, 2021. Our report includes a reference to other auditors who audited the financial statements of the Housing Finance Authority of Leon County, a discretely presented component unit of Leon County, as described in our report on the Board's financial statements. This report does not include the results of the other auditors' testing of internal control over financial reporting or compliance and other matters that are reported separately by these auditors.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the special-purpose financial statements, we considered the Board's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the special-purpose financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Board's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

The Honorable Board of County Commissioners  
Leon County, Florida  
Page Two

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify certain deficiencies in internal control, described in the accompanying *Management Letter* as items 2020-001 and 2020-002, that we consider to be significant deficiencies.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Board's special-purpose financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Board's Response to Findings**

The Board's response to the findings identified in our audit is described in the accompanying *Management Letter*. The Board's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Board's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

We have issued a management letter to the Board of County Commissioners of Leon County, Florida dated May 12, 2021, presenting certain required disclosures and comments pursuant to the *Rules of the Auditor General*, Chapter 10.550.



**Thomas Howell Ferguson P.A.**  
Tallahassee, Florida  
May 12, 2021



**Law, Redd, Crona & Munroe, P.A.**  
Tallahassee, Florida

**Report of Independent Accountants on Compliance with Section 218.415,  
*Florida Statutes*, Local Government Investment Policies**  
***September 30, 2020***

Report of Independent Accountants on Compliance with  
Section 218.415, *Florida Statutes*, Local Government Investment Policies

The Honorable Board of County Commissioners  
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with local government investment policies provided in Section 218.415, *Florida Statutes*, during the year ended September 30, 2020. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.



Thomas Howell Ferguson P.A.  
Tallahassee, Florida  
May 12, 2021



Law, Redd, Crona & Munroe, P.A.  
Tallahassee, Florida

**Report of Independent Accountants on Compliance with Sections 365.172  
and 365.173, *Florida Statutes*, Emergency Communications Number  
E911 System Fund  
*September 30, 2020***

Report of Independent Accountants on Compliance with  
Sections 365.172 and 365.173, *Florida Statutes*,  
Emergency Communications Number E911 System Fund

The Honorable Board of County Commissioners  
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with emergency communications number E911 system fund requirements provided in Sections 365.172 and 365.173, *Florida Statutes*, during the year ended September 30, 2020. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.



Thomas Howell Ferguson P.A.  
Tallahassee, Florida  
May 12, 2021



Law, Redd, Crona & Munroe P.A.  
Tallahassee, Florida

**Report of Independent Accountants on Compliance with Section 288.8017,  
*Florida Statutes*, Receipts and Expenditures of Funds Related to the Deepwater Horizon Oil Spill**  
***September 30, 2020***

Report of Independent Accountants on Compliance with  
Section 288.8017, *Florida Statutes*, Receipts and Expenditures of Funds Related to  
the Deepwater Horizon Oil Spill

The Honorable Board of County Commissioners  
Leon County, Florida

We have examined the Board of County Commissioners of Leon County, Florida's (the Board) compliance with the receipts and expenditures of funds related to the Deepwater Horizon oil spill provided in Section 288.8017, *Florida Statutes*, during the year ended September 30, 2020. Management is responsible for the Board's compliance with those requirements. Our responsibility is to express an opinion on the Board's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we perform the examination to obtain reasonable assurance about whether the Board complied, in all material respects, with the specified requirements referenced above. An examination involves performing procedures to obtain evidence about whether the Board complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

Our examination does not provide a legal determination on the Board's compliance with specified requirements.

In our opinion, the Board complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2020.

This report is intended solely for the information and use of the Board of County Commissioners of Leon County, Florida and the Florida Auditor General and is not intended to be and should not be used by anyone other than these specified parties.

Thomas Howell Ferguson P.A.

Law Redd Crona & Munroe P.A.

Thomas Howell Ferguson P.A.  
Tallahassee, Florida  
May 12, 2021

Law, Redd, Crona & Munroe P.A.  
Tallahassee, Florida



**Management Letter  
September 30, 2020**

## Management Letter

The Honorable Board of County Commissioners  
Leon County, Florida

### Report on the Financial Statements

We have audited the special-purpose financial statements of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated May 12, 2021.

### Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and Chapter 10.550, Rules of the Auditor General.

### Other Reporting Requirements

We have issued our Report of Independent Auditors on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* and Reports of Independent Accountants on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated May 12, 2021, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions regarding the recommendations made in the preceding financial report are described below.

#### 2019-001 Closing Process

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

Page Two

### **2019-002 & 2018-002 Capitalization of Fixed Assets in Accordance with GASB 34**

Corrective action for this recommendation is in progress. During the current year, it was noted that management made progress on implementing corrective action policies and procedures to mitigate the risk of financial misstatement. This corrective action is ongoing as of May 12, 2021, and as a result, this is the third consecutive year this specific recommendation is reported. See current year recommendation 2020-002.

### **2019-003 Manual Journal Entries**

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

### **Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government and each component unit of the reporting entity are disclosed in Note 1 of the Notes to the Special-Purpose Financial Statements.

### **Financial Management**

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. The following recommendations were made.

### **2020-001 Payables and Receivables**

**Criteria:** Under the accrual basis of accounting an expense is recognized as soon as a liability is incurred, regardless of when that liability will be liquidated. Under the modified accrual basis of accounting, the rules that apply to expense recognition are presumed to apply to expenditure recognition as well, unless a modification has been prescribed in the authoritative accounting and financial reporting standards. Thus, in the absence of an explicit requirement to do otherwise, a government should accrue a governmental fund liability and expenditure in the period in which the government incurs the liability.

**Condition:** The preliminary financial reports for fiscal year 2020 included errors relating to the balances recorded for accounts receivable and payable at year-end. The errors were discovered during the audit process and were properly investigated and corrected by management.

Specifically, the audit identified several misstatements in the amounts reported for accounts receivable and accounts payable that had been previously paid or received.

Page Three

**Cause:** The cause relates to significant turnover in management within the finance department and deficiencies in the design of internal controls.

Several controls regarding the achievement of objectives for financial reporting need improvement. The components of internal control believed to need improvement are the *Control Activities*, including improved policies and procedures for the reconciliation and validation of accrued balances.

**Effect:** The need for improvement in procedures for year-end financial reporting and review of information for accuracy, completeness, and cutoff have led to errors in the amounts reported prior to audit adjustment.

**Recommendation:** Management should review the policies and procedures for reporting accrued balances and offsetting those balances when amounts are received or paid. Management should implement and document a process for reconciling amounts recorded as payable or receivable to supporting schedules on a quarterly and annual basis. Any amounts recorded as a payable or receivable that are greater than 90 days old should be thoroughly investigated and determined if an offset to the accrual was inadvertently misreported and if amounts remain collectable or payable.

*Management's response:*

*Management implemented a periodic fund review process during the last fiscal year in an effort identify and adjust necessary accounting transactions. We will further review the related policies and procedures with Clerk Finance staff to enhance this process to include potential aging schedules for accounts payable and receivable.*

## **2020-002 Capitalization of Fixed Assets in Accordance with GASB**

**Criteria:** The Board of County Commissions (BOCC) sets the policies and procedures regarding the capitalization of fixed assets for financial reporting. These financial reporting policies and procedures are necessary for financial reporting in accordance with the Government Accounting Standards Board (GASB). Expenditures for assets meeting the capitalization requirements outlined in the capitalization policy should be included in the BOCC Sage Fixed Asset Listing.

**Condition:** We noted multiple expenditures for the purchase of capital assets or improvements meeting the definition of capital assets under GASB and the capitalization policy of the Board, that were not properly reported or included in the fixed asset management system. The errors were discovered during the audit process and were properly investigated and corrected by management.

Page Four

**Cause:** The cause relates to deficiencies in the design of internal controls for financial reporting. The procedures in place during the audit period were improved from the prior audit period, but still require improvement to mitigate the risk of misstatement for future reporting periods. In the current year several areas were identified that are believed to have contributed to the preliminary misstatements. These areas included incomplete policies and procedures for the treatment of various types of capital improvement projects, deficiencies in the financial reporting process that created difficulties for management in tracking capital projects, and a lack of policies and procedures for the timing and reconciliation of the amounts recorded as capital outlay expenditures to the fixed asset software and schedules.

**Effect:** Management's risk of material misstatement over fixed assets reported on the government wide financial statements and the BOCC special-purpose financial statements is increased.

**Recommendation:** Management should continue their corrective action plan and document policies and procedures for the treatment of different types of capital outlay scenarios. Additionally, management should update the policies and procedures to include the process for the reconciliation of capital outlay expenditures to amounts recorded as fixed assets, and the performance of this process at more frequent intervals throughout the year.

*Management's response:*

*Since the previous audit, Management has evaluated the Fixed Asset Capitalization process and policy. We have identified specific areas to implement various controls in, that will enhance the capitalization of asset process. Management will continue to develop this process in the upcoming year to bring all capital asset transactions into compliance.*

### **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Page Five

**Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of County Commissioners of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



**Thomas Howell Ferguson P.A.**  
Tallahassee, Florida  
May 12, 2021



**Law, Redd, Crona & Munroe, P.A.**  
Tallahassee, Florida



# Leon County

## Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301  
(850) 606-5300 [www.leoncountycl.gov](http://www.leoncountycl.gov)

### Commissioners

RICK MINOR  
District 3  
Chairman

BILL PROCTOR  
District 1  
Vice Chairman

JIMBO JACKSON  
District 2

BRIAN WELCH  
District 4

KRISTIN DOZIER  
District 5

CAROLYN D. CUMMINGS  
At-Large

NICK MADDOX  
At-Large

VINCENT S. LONG  
County Administrator

CHASITY H. O'STEEN  
County Attorney

July 13, 2021

Ms. Sherrill F. Norman, CPA  
Auditor General  
Local Government Audits/342  
Claude Pepper Building, Room 401  
111 West Madison Street  
Tallahassee, Florida 32399-1450

Re: Annual Financial Report

Dear Madam:

On May 12, 2021, the County received its audited financial statements for the year ended September 30, 2020. Along with the report, the County received the external auditor's management letter. Pursuant to Florida Statutes, Section 11.45, the County's management letter is enclosed.

Leon County continues to focus on efforts to improve the efficiency and effectiveness of operations and to further refine the financial management of the County.

Sincerely,

Rick Minor  
Chairman

**Management Letter  
September 30, 2020**



## Management Letter

The Honorable Board of County Commissioners  
Leon County, Florida

### Report on the Financial Statements

We have audited the special-purpose financial statements of the Board of County Commissioners of Leon County, Florida (the Board), as of and for the fiscal year ended September 30, 2020, and have issued our report thereon dated May 12, 2021.

### Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and Chapter 10.550, Rules of the Auditor General.

### Other Reporting Requirements

We have issued our Report of Independent Auditors on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of the Special-Purpose Financial Statements Performed in Accordance with *Government Auditing Standards* and Reports of Independent Accountants on an examination conducted in accordance with AICPA Professional Standards, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated May 12, 2021, should be considered in conjunction with this management letter.

### Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. Corrective actions regarding the recommendations made in the preceding financial report are described below.

#### 2019-001 Closing Process

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

Page Two

### **2019-002 & 2018-002 Capitalization of Fixed Assets in Accordance with GASB 34**

Corrective action for this recommendation is in progress. During the current year, it was noted that management made progress on implementing corrective action policies and procedures to mitigate the risk of financial misstatement. This corrective action is ongoing as of May 12, 2021, and as a result, this is the third consecutive year this specific recommendation is reported. See current year recommendation 2020-002.

### **2019-003 Manual Journal Entries**

Corrective action for this recommendation was taken and this recommendation was considered resolved in the current year.

### **Official Title and Legal Authority**

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The name or official title and legal authority for the primary government and each component unit of the reporting entity are disclosed in Note 1 of the Notes to the Special-Purpose Financial Statements.

### **Financial Management**

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. The following recommendations were made.

### **2020-001 Payables and Receivables**

**Criteria:** Under the accrual basis of accounting an expense is recognized as soon as a liability is incurred, regardless of when that liability will be liquidated. Under the modified accrual basis of accounting, the rules that apply to expense recognition are presumed to apply to expenditure recognition as well, unless a modification has been prescribed in the authoritative accounting and financial reporting standards. Thus, in the absence of an explicit requirement to do otherwise, a government should accrue a governmental fund liability and expenditure in the period in which the government incurs the liability.

**Condition:** The preliminary financial reports for fiscal year 2020 included errors relating to the balances recorded for accounts receivable and payable at year-end. The errors were discovered during the audit process and were properly investigated and corrected by management.

Specifically, the audit identified several misstatements in the amounts reported for accounts receivable and accounts payable that had been previously paid or received.

Page Three

**Cause:** The cause relates to significant turnover in management within the finance department and deficiencies in the design of internal controls.

Several controls regarding the achievement of objectives for financial reporting need improvement. The components of internal control believed to need improvement are the *Control Activities*, including improved policies and procedures for the reconciliation and validation of accrued balances.

**Effect:** The need for improvement in procedures for year-end financial reporting and review of information for accuracy, completeness, and cutoff have led to errors in the amounts reported prior to audit adjustment.

**Recommendation:** Management should review the policies and procedures for reporting accrued balances and offsetting those balances when amounts are received or paid. Management should implement and document a process for reconciling amounts recorded as payable or receivable to supporting schedules on a quarterly and annual basis. Any amounts recorded as a payable or receivable that are greater than 90 days old should be thoroughly investigated and determined if an offset to the accrual was inadvertently misreported and if amounts remain collectable or payable.

*Management's response:*

*Management implemented a periodic fund review process during the last fiscal year in an effort identify and adjust necessary accounting transactions. We will further review the related policies and procedures with Clerk Finance staff to enhance this process to include potential aging schedules for accounts payable and receivable.*

## **2020-002 Capitalization of Fixed Assets in Accordance with GASB**

**Criteria:** The Board of County Commissions (BOCC) sets the policies and procedures regarding the capitalization of fixed assets for financial reporting. These financial reporting policies and procedures are necessary for financial reporting in accordance with the Government Accounting Standards Board (GASB). Expenditures for assets meeting the capitalization requirements outlined in the capitalization policy should be included in the BOCC Sage Fixed Asset Listing.

**Condition:** We noted multiple expenditures for the purchase of capital assets or improvements meeting the definition of capital assets under GASB and the capitalization policy of the Board, that were not properly reported or included in the fixed asset management system. The errors were discovered during the audit process and were properly investigated and corrected by management.

Page Four

**Cause:** The cause relates to deficiencies in the design of internal controls for financial reporting. The procedures in place during the audit period were improved from the prior audit period, but still require improvement to mitigate the risk of misstatement for future reporting periods. In the current year several areas were identified that are believed to have contributed to the preliminary misstatements. These areas included incomplete policies and procedures for the treatment of various types of capital improvement projects, deficiencies in the financial reporting process that created difficulties for management in tracking capital projects, and a lack of policies and procedures for the timing and reconciliation of the amounts recorded as capital outlay expenditures to the fixed asset software and schedules.

**Effect:** Management's risk of material misstatement over fixed assets reported on the government wide financial statements and the BOCC special-purpose financial statements is increased.

**Recommendation:** Management should continue their corrective action plan and document policies and procedures for the treatment of different types of capital outlay scenarios. Additionally, management should update the policies and procedures to include the process for the reconciliation of capital outlay expenditures to amounts recorded as fixed assets, and the performance of this process at more frequent intervals throughout the year.

*Management's response:*

*Since the previous audit, Management has evaluated the Fixed Asset Capitalization process and policy. We have identified specific areas to implement various controls in, that will enhance the capitalization of asset process. Management will continue to develop this process in the upcoming year to bring all capital asset transactions into compliance.*

### **Additional Matters**

Section 10.554(1)(i)3., Rules of the Auditor General, requires that we address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Page Five

### **Purpose of this Letter**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of County Commissioners of Leon County, Florida and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.



**Thomas Howell Ferguson P.A.**  
Tallahassee, Florida  
May 12, 2021



**Law, Redd, Crona & Munroe, P.A.**  
Tallahassee, Florida

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #29**

# Leon County Board of County Commissioners

## Agenda Item #29

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Status Report on Leon County Government's Pay Plan Processes, Employee Classification, Promotions, and Recruitment and Retention Strategies

---

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Candice Wilson, Director of Human Resources
<b>Lead Staff/ Project Team:</b>	Sherry Marson, Compensation Analyst Amy Cox, Human Resources Manager

### **Statement of Issue:**

As requested during the May 25, 2021 Budget Workshop, this item provides the Board with a status report on Leon County Government's pay plan review process, promotions, as well as recruitment and retention strategies. Additionally, as requested at the Board's June 8, 2021 meeting, this item provides an overview of previous pay plan revisions and employee classification.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Accept the status report on Leon County Government's pay plan processes, employee classification, promotions, and recruitment and retention strategies.

## **Report and Discussion**

### **Background:**

As requested during the May 25, 2021 Budget Workshop, this item provides the Board with a status report on Leon County Government's pay plan review process, promotions, as well as recruitment and retention efforts. During the June 8, 2021 Board meeting, staff was directed to continue the item to the next meeting in order to include an update on the pay plan structure and employee classification changes approved on April 23, 2019.

Currently, Leon County Government employs approximately 850 regular full-time, part-time and OPS employees across a broad range of professions ranging from paramedics and EMTs to librarians, IT specialists, and heavy equipment operators. Recognizing that these employees are the organization's greatest resource, the County has incorporated recruitment and retention into the Strategic Plan, which guides every level of the organization. Under the area of Governance, the Strategic Plan includes the following priority: "Retain and attract a highly skilled, diverse, and innovative County workforce, which exemplifies the County's Core Practices."

To support this goal and ensure the County continues to be an employer of choice, the organization has implemented several ongoing initiatives which are detailed in the following analysis section. The County also maintains a staff of trained HR professionals within the Office of Human Resources. This department is responsible for providing the organization with technical and consultation services in the areas recruitment and retention, compensation and benefits, employee relations and wellbeing, training and development, and HR information systems and compliance.

### **Analysis:**

The following analysis provides an overview on Leon County Government's human resources strategies including the development and maintenance of a competitive pay plan and practices related to internal promotions. This item also details the County's recruitment and retention efforts including a competitive benefits package, paid leave and holidays, development and training opportunities, as well as an employee wellbeing and recognition programs.

### **Pay Plan Processes**

Salary structures serve as the foundation of administering base pay within organizations. The most common salary structures are traditional, market-based, and broadbands. A traditional salary structure is organized with numerous layers and range structures (or pay grades) with a relatively small distance between each range, providing a hierarchal system enabling employees to be promoted from one pay grade to another. Market-based salary structures determine salary ranges and pay grades based on a current market analysis of comparable positions and salaries, where salary ranges are designated for specific jobs as opposed to job type. The least common is broadband salary structures which are more flexible and consolidate pay grades into fewer structures with wider salary ranges.



Leon County uses a combination of traditional and market-based salary structures, which places position classifications into pay grades, with minimum and maximum rates of pay established for each pay grade. Leon County Human Resources staff regularly reviews the County's employee classification and pay plan to ensure that the plan supports the County's efforts to attract and retain a highly skilled, diverse and innovative workforce. Leon County's pay plan complies with all applicable federal and state laws pertaining to pay equity, including (but not limited to) the Fair Labor Standards Act of 1938; Equal Pay Act of 1963; Civil Rights Act of 1964; and Section 448.07, Florida Statutes.

In accordance with the County's Personnel Policies and Procedures, pay grade minimums and maximums are reviewed each year for adjustments based upon changes to the Florida Minimum Wage and other indicators such as the Federal Consumer Price Index for Urban Wage Earners and Clerical Workers, Social Security Cost of Living Adjustments, the Florida Price Level Index, and Living Wage Calculators. As a result, the pay grade minimums were adjusted in October 2016 and October 2018 based on these indicators.

To provide an independent review of the County's pay plan structure and past revisions, the County engaged Evergreen Solutions, LLC (Evergreen) in 2018. Evergreen is a consulting firm specializing in human resources, change management, and performance measurement that provides professional consulting services to organizations within the public sector arena nationwide. Evergreen's report to Leon County Human Resources (Attachment #1) indicated that adjustments made to the County's pay plan were consistent with best practices in public sector human resource management.

The following sections provide additional information about the County's current pay plan structure including details regarding the revisions to the minimum/maximum range spreads and employee classifications as approved by the Board on April 23, 2019.

***Pay Plan Minimum/Maximum Range Spreads:***

In order to constrain growth in personnel costs and to ensure that compensation for each position best aligns with the associated duties and required knowledge, skills, and abilities, the County has historically made adjustments only to the minimums of the pay grades. This has also helped to reduce large pay range spreads between the minimum and maximum compensation for each pay grade over time. "Pay range spread" refers to the difference between the minimum and maximum compensation for a position and is expressed as a percentage difference. For example, a pay grade with a minimum compensation of \$30,000 per year and a maximum of \$50,000 per year would have a range spread of 66.67%.

Leon County's pay plan establishes minimum and maximum rates of compensation for each pay grade. Employees are typically hired at or near the minimum of the pay grade for their job classification and progress toward the maximum pay rate for their position over the course of their career, generally through merit-based increases and periodic living-wage adjustments. Employees who are at or near the maximum compensation within their pay range typically have mastered most or all of the competencies required of the position and have a long tenure within the

organization. Having many long-tenured employees is beneficial but requires the County to periodically review the classification and pay plan to ensure that compensation does not exceed market value for positions within the organization.

The competitive rate of pay for a position is determined by supply and demand considerations and what comparable agencies pay within the market. Therefore, to determine if modifications to the pay plan may be warranted on this basis, staff conducts an annual high-level market assessment. Once the market peers and benchmark positions are identified, classification and pay plan information is obtained from peer organizations and compared with Leon County's. The analysis of such market data provides a snapshot of the County's overall competitiveness with its market peers in terms of its salary structure.

It is important to note that the minimum or maximum pay rate for a position classification in comparison to the market is not an assessment of an individual employee's salary being equally above or below the market, but it does speak to the County's ability to recruit and retain a talented workforce. If starting pay is significantly lower than the market, the County could potentially lose employees to market peers when seeking to fill a position or trying to get experienced employees to remain.

Adjusting pay plan structures is a common practice among organizations as detailed in the *2019 Survey of Salary Structure Policies and Practices* provided by World at Work and Deloitte Consulting LLP (Attachment #2). The survey was developed for human resources industry to gain a better understanding of the types of salary structures, competitive positioning, common policies and practices, and the tools organizations use to design and administer salary structures. According to the survey, most organizations (82%) adjust their salary ranges at a consistent frequency, with 75% of organizations reporting adjustments to salary ranges are made on an annual basis.

Additionally, the survey found that traditional salary structures typically have range spreads of 20% to 40% and midpoint progressions of 5% to 10%, while market-based salary structures characteristically have range spreads of 30% to 80% and midpoint progressions of 10% to 15%. However, prior to 2019, Leon County's pay plan range spreads were 73% to 79% for Career Service positions, 80% for Senior Management positions, and 81% to 112% for EMS positions. As discussed in further detail below, the range spreads in Leon County's pay plan were also greater than those maintained by our peer Florida counties. As a result of these broad ranges and the long tenure of many County employees, staff reviewed the County's overall pay plan structure in 2019.

The review included a survey of the nine Florida county market peers (Alachua, Collier, Escambia, Lake, Manatee, Osceola, Pasco, St. Lucie, and Volusia Counties) to determine the range spreads within their pay plan. These counties were selected for comparison because they provide similar services and share similar demographic characteristics with Leon County. Of note, the City of Tallahassee, which is often used in our salary studies, was not used in this review because the City uses a "broadband" pay structure which is not comparable to the County's pay plan.

Research showed that these peer counties had the following range spread models:

**Table 1: Compensation Range Spreads among Comparable Counties**

County	Range Spread
Alachua	42% to 60%
Collier	49% to 66%
Escambia	58% to 65%
Lake	65%
Manatee	50% to 80%
Osceola	45%
Pasco	63%
St. Lucie	60%
Volusia	53% to 72%
<b>Leon</b>	<b>73% to 112%</b>

As reflected in Table #1, these peer counties had range spreads that were significantly lower than Leon County's, and some had likely already adjusted their respective classification and pay plans to address wide range spreads. Several of these counties (Lake, Osceola, Pasco, and St. Lucie) maintain a single range spread across all employee classifications and pay grades.

Adjusting the pay plan range spreads to 65% in 2019 (Attachment #3) did not affect any employees' current compensation, as any employee earning greater than the revised maximum rate of pay continued to earn the same rate, but they were no longer eligible for merit-based wage or salary increases. These employees would be considered "red-circled" as provided in the County's Personnel Policies and Procedures. Employees are considered red-circled when they reach the ceiling of a compensation range. When the pay plan range spreads were changed to 65%, the number of red-circled employees increased from 21 employees in 2018 to 81 employees in 2019, and 82 employees in 2020. The number of red-circled employees is projected to decrease to 49 employees in October 2021 due to the pay plan minimum increase to \$14.00 for pay grades 73-81, thereby resulting in an increase to the pay grade maximums. Although red-circled employees are not eligible for wage or salary increases, they continue to be eligible for one-time performance bonuses annually.

Reducing the range spreads has encouraged employee growth by providing an incentive to motivate employees to improve their skills and become qualified for promotional opportunities within the organization at a faster pace. As illustrated in the following section regarding internal promotions, this strategy has proven effective as Leon County exceeds the average for government agencies when it comes to filling vacancies through internal promotion of existing staff. Additionally, reducing the range spreads has helped to constrain future recurring increases in personnel expenses. Although additional employees have become "red-circled" limiting future increases in annual compensation beyond the market value of the positions, the County's personnel policy is designed to encourage continued outstanding performance among these employees by providing an annual lump-sum performance bonus of up to 3% of their salary.

The following section discusses adjustments made to employee classifications both in 2019 and in 2021 based salary threshold changes to the Fair Labor Standards Act (FLSA).

### ***Employee Classification***

A review of the County's employee classification categories was also completed in 2019, and it was determined there was no longer a need for Career Service positions to have two separate categories (Exempt and Non-exempt). This was reinforced by Evergreen's independent review, which noted that "in reviewing more than 20 Florida county government compensation and classification studies completed by Evergreen, the majority have adopted one pay plan that incorporates Non-exempt and Exempt employees." This resulted in the Board approving the elimination of the Career Service Exempt category and moving all 63 Career Service Exempt employees who met the FLSA exemption criteria to the Senior Management employee category. There were five Career Service Exempt employees who did not meet the FLSA exemption criteria and were reclassified as Career Service Non-exempt.

In accordance with the FLSA, Leon County's classification and pay plan provides for employees to be classified as "Exempt" or "Non-exempt." Generally, the FLSA requires that Non-exempt employees be paid at least the federal minimum wage for all hours worked and overtime pay at 1.5 times their regular rate of pay. The FLSA provides an exemption from both minimum wage and overtime pay for executive, administrative, professional and outside sales employees, as well as certain information technology employees.

Staff continuously monitors the Department of Labor for updates to the FLSA salary threshold requirements for exempt positions and recommend adjusting the pay grades and positions when necessary. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than \$684 per week (\$35,568 annually), up from \$455 per week (\$23,660 annually) in 2019.

Due to this FLSA salary threshold increase, at the May 25<sup>th</sup> Budget Workshop the Board approved the elimination of several pay grades as reflected in Table #2. As a result, pay grade 53 is now the lowest Senior Management pay grade with an annual minimum salary of \$36,608. Likewise, pay grade 74 is now the lowest Career Service pay grade with an annual minimum salary of \$29,120. The additional position reclasses in Table #2 were done to assist in bridging the below market gap for those positions as part of the market study completed in 2020.

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**Table #2: Revised Pay Grades/Classifications for 2021-22**

Position	Current Pay Grade	New Pay Grade
Sr. Administrative Associate I	51	53
Information Professional	52	53
Courier Library Services Assistant I Service Worker	73	74
Facilities Operations Technician I Maintenance Technician	74	75
Traffic Sign Technician	77	78
Solid Waste Operator	78	79
Administrative Associate III	78	80
Administrative Associate IV	79	80
Facilities Support Technician II	80	81
Permit Technician	80	81
Administrative Associate V	80	82
Administrative Associate VI	81	82
Sustainability Programs Coordinator	81	82

In addition to the position reclasses for the Administrative Associate positions, the Board also approved the following title changes at the May 25<sup>th</sup> Budget Workshop :

- Administrative Associate III and Administrative Associate IV titles will become Administrative Associate
- Administrative Associate IV and Administrative Associate V titles will become Senior Administrative Associate

At this time, the Board also allowed for the pay plan minimum to increase to \$14.00 per hour with each pay grade minimum starting at \$14.00 for all positions in pay grades 74-81 (Attachment #4) as of October 1, 2021. This was done to remain ahead of the Leon County Living Wage of \$13.98 per hour, as well as the State of Florida upcoming minimum wage increase to \$10.00 per hour. Additionally, the Governor has increased the minimum wage for State of Florida employees to \$13.00 per hour effective July 2021.

The fiscal impact associated with these pay grade changes and position reclassifications are very minimal. Staff anticipates that any fiscal impact associated with reclassifying these employees can be accommodated within existing departmental personnel budgets.

#### Performance Pay & Educational Incentive Pay

In organizations where wages are stagnant, employees are only able to increase their annual salary through promotion or by seeking employment outside of the organization if there are no internal vacancies. To retain high performing employees and ensure the County continues to offer compensation commensurate with employees' experience and expertise, Leon County Government provides both performance pay and educational incentive pay increases. Through the annual employee evaluation process, County staff are eligible to receive a percentage increase to

their salary based upon their evaluation scores. If an employee is receiving the maximum salary within their pay grade, the employee is instead eligible to receive a one-time bonus in an amount also based upon their evaluation scores. County employees can also increase their annual salaries as part of the Educational Incentive Program. Through the program, eligible full-time employees can receive a one-time 5% pay increase upon earning diplomas (GED) or degrees (associate, bachelor, masters) in job-related areas. As part of benefits package, detailed later in this item, employees participating in the Educational Incentive Program can alternatively choose to receive tuition reimbursement.

#### Internal Promotions

Leon County values its employees with the highest regard and employees who have performed diligently and exhibit the continual desire for upward mobility warrants being compensated at a greater level. Internal promotions aid in the retention of employees and builds morale, motivation, and productivity within an organization. Promoting from within also reduces attrition and saves an organization time and money by avoiding the external hiring process.

As part of the May 25, Budget Workshop, staff recommended revising the County policy to continue to incentivize career advancement for existing County employees. In making these recommendations, Human Resources reviewed other comparable jurisdictions to determine best practices for pay adjustments related to internal promotions. Departmental managers continue to share with Human Resources the reluctance of lower paid employees to pursue advancement as the pay increases are often nominal. Existing policy caps internal promotions at 5% or the minimum of the new paygrade; however, often the total pay increase is less than adequate (less than \$0.60/hr.) to incentive internal candidates to seek promotion. The recommended policy revision authorizes pay increases of 5% or \$2,000 (approximately \$1.00/hr.) for career service employees being promoted one paygrade. Existing policy already authorizes a 10% pay increase for promotions of two paygrades. In addition, in recognizing the additional responsibility, knowledge and skills, if a career service employee is promoted to a senior management position, a pay increase of 15% will be provided. Likewise, for senior management employees being promoted, the pay would be increased 10% or the minimum of the new paygrade whichever is greater.

Staff analyzed internal promotions among current County employees over the last three fiscal years (FY 2018 – FY 2020). During this time, there were a total of 208 positions filled. Of these, 84 positions were filled from staff promotions and 124 were filled from outside the organization. Therefore, approximately 40% of all vacancies were filled through internal promotion of existing staff, which is above average for government agencies. According to the most recent Society for Human Resource Management (SHRM) Benchmarking Industry Report, government agencies on average filled 26.2% of their vacant positions through internal promotion.

#### Recruitment and Retention

In December 2017, Leon County Human Resources launched NeoGov, an online recruitment software for state and local government agencies. By implementing NeoGov, Human Resources staff was able to streamline and automate the County's recruitment, selection and appointment process. As a result, the process is now entirely paperless, and HR continues to evaluate additional

best practices to reduce the average on-boarding time for new employees. A rising number of job candidates are finding jobs using mobile devices rather than desktop computers. Proficiency with a mobile app designed to attract new candidates improves the County's recruiting success.

The launch of NeoGov afforded several recruitment improvement opportunities such as:

- Highlighted the organization with a branded online career portal that accommodates complex applications and is accessible from the County's website
- Automated the creation of eligible and referral lists with candidate auto-scoring
- Modernized communication with text messaging, electronic offer letters, and a self-service portal
- Integrated with multiple background check and assessment providers
- Accelerated the onboarding process by enabling new hires to complete forms online before their start date
- Assigned tasks to multiple employees and track completion
- Reinforced job duties, expectations, and assign mentors
- Scheduled check-backs to gauge engagement and address any concerns in the first 90 - 120 days

To ensure vacant positions are advertised to a broader market, Leon County HR contracts with Gannett and the USA Today Network to post jobs in the Tallahassee Democrat and a number of job boards such as Indeed.com, ZipRecruiter.com, GlassDoor.com and CareerBuilder.com. Our job openings may also appear on mixed job boards based on type of profession. Leon County job openings also appear on Governmentjobs.com, a job board sponsored by NEOGOV which lists job openings throughout the country in the government sector. Utilizing these services postures us to find and hire the best qualified candidates.

Leon County Government has a very low turnover rate of 10%. According to the Bureau of Labor and Statics report, the annual total turnover rate for state and local governments (not including education institutions) in 2020 was 25.7%. This speaks volumes to the County's benefits and culture, which make us an appealing employer, which in turn allows us to retain qualified employees. This is due in part to the organization's competitive salaries, opportunities for pay increases, and practice of promoting high performing employees as detailed throughout this item. In addition, the County has also implemented the following retention strategies:

### **Competitive Benefits Package**

Leon County Government is committed to offering an excellent benefits package that not only protects employee's physical and financial health but provides peace of mind when planning for retirement. As a member of the Florida Retirement System, the County is able to offer employees the choice between two retirement plans, the FRS Investment Plan or the FRS Pension Plan. County employees may also choose between two medical plans, Capital Health Plan or Florida Blue. Additionally, full-time employees are provided with term life insurance coverage with the

option to purchase supplemental coverage. Several elective programs are also available to employees including the 457 Deferred Compensation Program and the 401 (a) Discretionary Retirement Savings Match Plan.

### **Paid Leave & Holidays**

To ensure employees are able to balance work, family, and medical needs, the County offers ample paid leave and holidays. Currently, County employees accrue paid annual and sick leave to use throughout the year as needed, and may choose to utilize unexpended leave through the County's annual leave "buy back" or sick leave transfer programs. Since 2018, the County has also provided employees with up to six weeks of paid parental leave following the birth or adoption of a child.

Additionally, as approved by the Board, the County provides employees with 10 paid holidays annually, except during even-numbered years when Election Day is also observed as a paid holiday. Eligible employees are also provided with up to three "swing days" or personal days each year. The total number of paid holidays and personal days provided by Leon County is above the average for like-sized counties in the state and exceeds the number provided by the State of Florida.

### **Employee Development & Training**

Through training and professional development offerings, Leon County employees are continuously better prepared to set the standard in public service and grow as professionals within their respective fields. Currently, HR staff offer a variety of internal trainings including those to promote leadership and management skill development. In addition, the County continues to sponsor employees' participation in the State's Certified Public Manager training. For employees seeking professional development through the attainment of a diploma or degree, the County also offers tuition reimbursement for up to six semester credit hours per semester, with a maximum of eighteen semester credit hours per fiscal year.

### **Employee Wellbeing & Recognition Programs**

In 2008, Leon County launched the wellness program, Live Well Leon, with the goal of improving the overall health of its employees. A wellness team comprised of a diverse group of County employees was formed and over the next several years, they built a program recognized and awarded, at the local, state, and national level. In 2011, the County created the Health and Wellness Coordinator position to further reinforce the commitment to fostering a healthy workforce.

During this same year, the County launched its Innovation & Inspiration (I<sup>2</sup>) Program to recognize employees for projects that enhance County services or promote the County's *People Focused. Performance Driven* culture. I<sup>2</sup> Award recipients receive cash awards and are recognized during the Annual Employee Recognition & Awards Breakfast.

### **Conclusion**

Leon County Government has a successful history of working to retain and attract a highly skilled, diverse, and innovative workforce. The organization will continue to do so through the established pay plan processes, the practice of internal promotions, as well as the ongoing recruitment and retention strategies detailed in this item. As the workforce and market conditions change, the



County's dedicated team of HR professionals will continue to provide the Board with recommendations regarding best practices and policies that ensure the organization is an employer of choice and able to attract and retain the talent necessary to provide Leon County residents with the highest quality service.

**Options:**

1. Accept the status report on Leon County Government's pay plan processes, employee classification, promotions, and recruitment and retention strategies.
2. Do not accept status report on Leon County Government's pay plan processes, employee classification, promotions, and recruitment and retention strategies.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Evergreen Solutions, LLC Pay Plan Review
2. 2019 Survey of Salary Structure Policies and Practices by World at Work and Deloitte
3. 2020-21 Leon County Pay Plan
4. 2021-22 Leon County Pay Plan

## EVERGREEN SOLUTIONS, LLC

# Leon County, Florida Pay Plan Review

### 1.1 OVERVIEW OF THE ANALYSIS

Leon County, Florida (“County”) retained Evergreen Solutions, LLC (“Evergreen Solutions”) in November 2018 to conduct a review of the County’s current and proposed pay plan. The goal of the analysis was to address the following key questions:

- Are the recommended changes to the current pay plan justified based on supporting documentation and analysis?
- Does the recommended proposal to add an additional employee category comply with best human resources practices and is it consistent with those of comparable local government entities?

By completing this outside assessment, the County will be able to make strategic decisions on how to best move the organization forward utilizing best practices.

Evergreen reviewed the proposed recommendations included in a binder provided by the County Administration’s Human Resources staff. Recognized best human resources practice methodologies, firm experience and expertise were used to complete our analysis of this request by Leon County.

An organization’s considerations for pay structure design include strategic issues, competitive practices, employee culture and the affordability of pay. The key strategic issues to consider are the objectives of Leon County and the extent to which salary will be used to attract and retain employees capable of achieving the County’s core function of providing services to its citizens.

Factors to consider when determining best options for the County are the comparison and review of the salary practices of competitors (of similarly sized organizations) and how they structure their salary administration programs. Organizations that have dynamic cultures tend to place less emphasis on base pay in favor of variable pay, with greater impact on employee behavior for achieving the organization’s objects to provide services to its constituents. By contrast, organizations with static cultures place emphasis on base pay because they can reasonably predict organizational performance and employee behaviors, and also, in consideration of the organization’s financial resources with regard to its ability to pay employees in the form of salaries, which are fixed costs.

- Considerations reviewed were;

Pay structure design which includes the number of range levels, width of the ranges from minimum to maximum values, (range spreads), the distance between adjacent range midpoint values (midpoint differentials) and the degree of overlap between adjacent ranges.

The number of ranges in a salary structure is described as the number of hierarchical levels needed to distinguish the value of a job within the organization. The factor that determines the number of ranges required to compose a complete salary structure is determined by considering the following analysis:

- a. Number of skills, responsibility, and span of control distinctions evident in the County's job-worth hierarchy
- b. Number of supervisor-subordinate relationships within the County's organizational structure
- c. Emphasis on the degree of career development and progression of a job classification
- d. County resources available to administer its pay program

In general, wider range spreads apply to positions with higher salaries for example, employees within the managerial and executive job classifications. In contrast, job classifications with narrower ranges have lower salary values and would include positions within the services and support role type job classifications.

## 1.2 MAJOR FINDINGS

### Pay Plans Characteristics of Similarly Sized Counties:

A review of Alachua County, Florida (population 266,944) and Lake County (population 346,017) were selected as these Florida counties are similar in population to Leon County and are former clients of Evergreen Solutions. Research reveals:

- **Alachua County, Florida (BOCC)** has multiple pay plans for the following employee categories:

Classified or represented by a union

Unclassified or not represented by a union

Executive

Salary range spreads increase throughout Alachua County's pay plans with the exception of the Executive plan that remains constant throughout the plan.

Range spreads are:

55 - 65% for the Executive plan,

42 - 60% for the Non-Union plan

55 - 65% for the IAFF plan,

16 - 55% for the LIUNA plan,

60% throughout the IAFF Management plan.

- **Lake County, Florida BOCC** has two employee categories:

Non-exempt

Exempt

Pay range spreads are a constant 65% throughout the pay plan for all Lake County BOCC employees.

While both types of pay plans are present in county organizations and may be considered best practices, it is more common for county organizations in Florida and other states to adopt plans with increasing range spreads for jobs classified in the higher grades of the plan.

Exhibits **1A**, **1B**, and **1C** at the end of the report offered as example plans.

**Questions to be addressed:**

- ***Are the recommended changes to the current pay plan justified based on supporting documentation and analysis?***

As referenced in the Leon County Human Resources study, reducing the range spread can increase the number of long tenured employees reaching the maximum range cap (Red Circle) because it takes fewer years to achieve the maximum of the pay range.

Potential cost savings associated with the reduction of range spreads would be somewhat more difficult to quantify during the year of implementation of reduced range spreads. For example, when an employee reaches the maximum of their pay

range (Red Circle) the base salary will not increase regardless of the rating on an annual performance evaluation. Utilizing the County's current policy of paying a one-time lump sum payment of up to 3% based on good performance, this expense is still incurred during the year that the maximum has been reached. Only in the subsequent years where those employees do not receive annual increases (because of their Red Circle status) cost savings may be realized relative to the current plan. Since one-time payouts associated with Red Circle status are not added to the base salary, these increases would not be considered a factor in salary estimates in the future.

Another way cost savings may be realized is if the County did not adopt or have a policy in place to pay out one-time lump sum payments for good performance. In that case, there are immediate savings when employees reach the maximum of the pay range as there would not be one-time payouts.

- ***Does the recommended proposal to add an additional employee category comply with best human resources practices and consistent with comparable local government entities?***

In reviewing more than twenty Florida county government compensation and classification studies completed by Evergreen, the majority have adopted one pay plan that incorporates Non-Exempt and Exempt employees. Only counties with a sheriff's office or public safety division have adopted additional employee categories and separate pay plans.

Organizations generally adopt pay plans that are easier to administer and less labor and time consuming to maintain. It should be noted, in the studies identified above the counties were not considering options to reduce salary costs, rather implementing options to attract and retain employees. There is no definitive best practice option to select or not to select multiple employee categories. This decision should align with the employer's compensation and classification philosophy. However, the majority of plans adopted by county entities within the State of Florida consist of one (General Employee) employee category. Depending on the organizational structure, some Florida counties have adopted additional employee categories for General Employees (that includes exempt and non-exempt), Public Safety or Sheriff, Fire and Emergency Services.

In Exhibits 1A, 1B, and 1C are examples of pay plan structures found in many county governments throughout the United States.

**Exhibit 1A**  
**Example Career Service Pay Plan**

Grade	Minimum	Midpoint	Maximum	Range Spread
73	\$ 9.23	\$ 11.77	\$ 14.31	55%
74	\$ 9.69	\$ 12.36	\$ 15.02	55%
75	\$ 10.18	\$ 12.97	\$ 15.77	55%
76	\$ 10.68	\$ 13.62	\$ 16.56	55%
77	\$ 11.22	\$ 14.30	\$ 17.39	55%
78	\$ 11.78	\$ 15.31	\$ 18.85	60%
79	\$ 12.37	\$ 16.08	\$ 19.79	60%
80	\$ 12.99	\$ 16.88	\$ 20.78	60%
81	\$ 13.72	\$ 17.83	\$ 21.95	60%
82	\$ 14.88	\$ 19.34	\$ 23.81	60%
83	\$ 16.16	\$ 21.01	\$ 25.86	60%
84	\$ 17.60	\$ 22.88	\$ 28.16	60%
85	\$ 19.12	\$ 24.86	\$ 30.60	60%
86	\$ 20.84	\$ 27.62	\$ 34.39	65%
87	\$ 22.72	\$ 30.10	\$ 37.48	65%
88	\$ 24.76	\$ 32.81	\$ 40.86	65%
89	\$ 27.49	\$ 36.42	\$ 45.35	65%
90	\$ 28.86	\$ 38.24	\$ 47.62	65%

**Exhibit 1B**  
**Example EMS Pay Plan**

Grade	Minimum	Midpoint	Maximum	Range Spread
E1	\$ 10.46	\$ 13.33	\$ 16.21	55%
E1S	\$ 13.27	\$ 16.92	\$ 20.57	55%
E2	\$ 10.97	\$ 13.98	\$ 17.00	55%
E2S	\$ 13.78	\$ 17.57	\$ 21.36	55%
ESS	\$ 11.25	\$ 14.34	\$ 17.43	55%
P	\$ 13.20	\$ 17.16	\$ 21.12	60%
P1	\$ 13.71	\$ 17.82	\$ 21.94	60%
P1S	\$ 17.31	\$ 22.50	\$ 27.70	60%
P2	\$ 14.22	\$ 18.49	\$ 22.75	60%
P22	\$ 14.48	\$ 18.82	\$ 23.16	60%
P22S	\$ 18.08	\$ 23.50	\$ 28.92	60%
P2S	\$ 17.82	\$ 23.17	\$ 28.51	60%
PS	\$ 16.80	\$ 21.84	\$ 26.88	60%
CPS	\$ 19.52	\$ 25.86	\$ 32.20	65%
C1	\$ 49,108	\$ 65,069	\$ 81,029	65%
C2	\$ 54,542	\$ 72,268	\$ 89,994	65%
C3	\$ 60,521	\$ 80,191	\$ 99,860	65%
C4	\$ 67,188	\$ 89,024	\$ 110,860	65%

**Exhibit 1C**  
**Example Senior Management Pay Plan**

Grade	Minimum	Midpoint	Maximum	Range Spread
54	\$ 39,772.49	\$ 52,698.55	\$ 65,624.61	65%
55	\$ 44,152.12	\$ 58,501.56	\$ 72,851.00	65%
56	\$ 48,997.07	\$ 64,921.11	\$ 80,845.16	65%
57	\$ 54,418.15	\$ 72,104.05	\$ 89,789.95	65%
58	\$ 60,384.09	\$ 80,008.92	\$ 99,633.76	65%
59	\$ 67,035.66	\$ 88,822.25	\$ 110,608.84	65%
60	\$ 74,398.92	\$ 98,578.57	\$ 122,758.22	65%
61	\$ 82,582.81	\$ 109,422.22	\$ 136,261.63	65%
62	\$ 91,666.92	\$ 121,458.66	\$ 151,250.41	65%
63	\$ 101,739.05	\$ 134,804.25	\$ 167,869.44	65%
57SR	\$ 65,302.31	\$ 86,525.57	\$ 107,748.82	65%
58SR	\$ 72,461.38	\$ 96,011.32	\$ 119,561.27	65%
59SR	\$ 80,442.79	\$ 106,586.69	\$ 132,730.60	65%
60SR	\$ 89,278.44	\$ 118,293.93	\$ 147,309.42	65%

# 2019 Survey of Salary Structure Policies and Practices

The following report summarizes the results of a survey that was sent out in September 2018 to WorldatWork members and nonmembers to collect information regarding current trends in salary structure policies and practices. The survey was co-developed and co-sponsored by WorldatWork and Deloitte Consulting LLP in order to gain a better understanding of the types of salary structures, competitive positioning, common policies and practices, and the tools that organizations use to design and administer salary structures today.



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## Executive Summary (1 of 2)

The survey findings are organized into four topics: types of salary structures used by organizations and their characteristics, use of competitive positioning percentiles, frequency of salary structure adjustments and tools used in salary structure design and administration. Comparisons from the *WorldatWork 2012 Salary Structure Policies and Practices Survey* are provided to identify shifts in trends with common practices used by employers today.

### **Summary of Salary Structure Types and Characteristics**

- The majority of participants surveyed (59%) highlighted that they have more than one salary structure in their organization, with 30% of participants citing the use of two to four structures. 24% of organizations use only one salary structure, while 17% do not have any active salary structure in place.
- Market-based salary structures continue to be the most predominant type of salary structure used by survey participants (55%), with traditional structures being the next most prevalent (24%).
- The pure market pricing approach was introduced this year (also referred to as “job-based pay ranges”) with about 18% of organizations indicating they use this approach to guide pay decisions. This appears to be more prevalent for executive-level jobs than lower job levels. 11% of organizations reported using this approach exclusively.
- The use of broadbands in organizations today is significantly lower than was reported in the 2012 survey (12% in 2012 versus 5% in 2019), suggesting a downward trend in the prevalence of these types of structures.
- Consulting, Professional, Scientific & Technical services appear to be the heaviest users of traditional pay structures, which is a significant shift from the 2012 survey where the majority of these organizations reported using market-based pay structures.
- Consistent with the 2012 survey, variation in salary structure practices is infrequent but not uncommon for organizations. Geographic location and job level are the most popular triggers for variation in salary structure type.

## Executive Summary (2 of 2)

### **Summary of Competitive Positioning**

- 87% of the organizations surveyed use base salary to link their salary structures to the competitive market, which is slightly higher than what was reported in 2012 (80%).
- 96% of organizations tie midpoints to the 50<sup>th</sup> percentile of the market, which is an upward trend from the 90% that was reported in 2012. There was a decline in the number of organizations tying midpoints to the 60<sup>th</sup> percentile with no organizations reporting in 2019 versus 5% in 2012.
- The majority of organizations surveyed continue to use a consistent approach to competitive market positioning (80% in both 2019 and 2012 surveys), however it is not uncommon to allow for variation based on job function/family.
- There has been a decline in geographic location playing a role in determining the targeted competitive percentile (11% in 2019 versus 19% in 2012).

### **Summary of Salary Structure Adjustments**

- Similar to 2012, most organizations (82%) adjust their salary ranges at a consistent frequency, with 75% of organizations reporting adjustments to salary ranges are made on an annual basis.
- While most organizations reported that the frequency of salary structure adjustments is consistent across the organization, it is not uncommon for adjustments to be made on the basis of various job function/families (21% of organizations), which is up slightly from 2012.

### **Summary of Salary Structure Tools**

- Spreadsheet applications (e.g., Microsoft Excel, etc.) are still the most common tool used in both designing salary structures and administering pay. Point solutions (e.g., CompAnalyst, MarketPay, etc.) were the next most prevalent tool in designing salary structures, while enterprise systems (e.g., Oracle, PeopleSoft, etc.) were the next most prevalent tool in administering pay.
- Consistent with 2012, spreadsheet applications remain the most commonly used tool to communicate salary ranges internally (64%) with e-mail being the next most prevalent (38%).

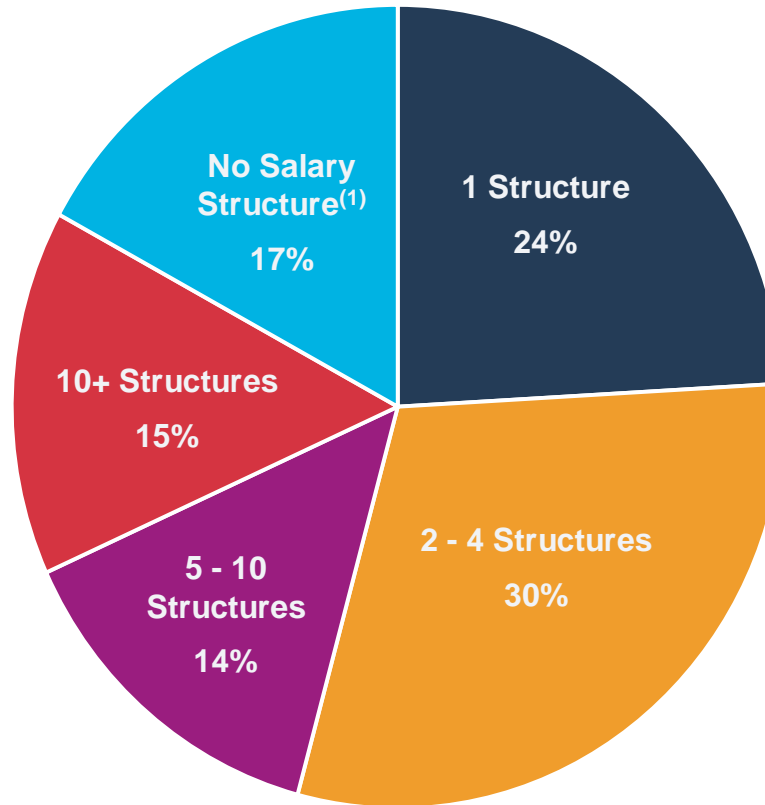
# Types of Salary Structures

**Salary structures serve as the foundation of administering base pay within organizations. In the survey, the types of salary structures were defined as follows:**

- **Traditional:** Typically have range spreads of 20% to 40% and midpoint progressions of 5% to 10%.
- **Market-Based:** Typically have range spreads of 30% to 80% and midpoint progressions of 10% to 15%.
- **Broadbands:** Typically have range spreads of 80% to 200% with no defined midpoints.
- **Step Structures:** Typically have range spreads of 20% to 40% remaining consistent for all grades and midpoint progressions of 5% to 10% with defined points (steps) within the ranges.
- **Pure Market Pricing:** Job evaluation/market pricing of individual jobs guides pay decisions; also referred to as “job-based pay ranges.” Salary range is based on market data obtained for each individual job.
- **No Salary Structure:** No formal salary range based on any of the definitions included above.

**59% of respondents have more than one salary structure for their U.S.-based employees, while 24% use only one structure and 17% do not use any form of salary structure to administer base pay within their organizations.**

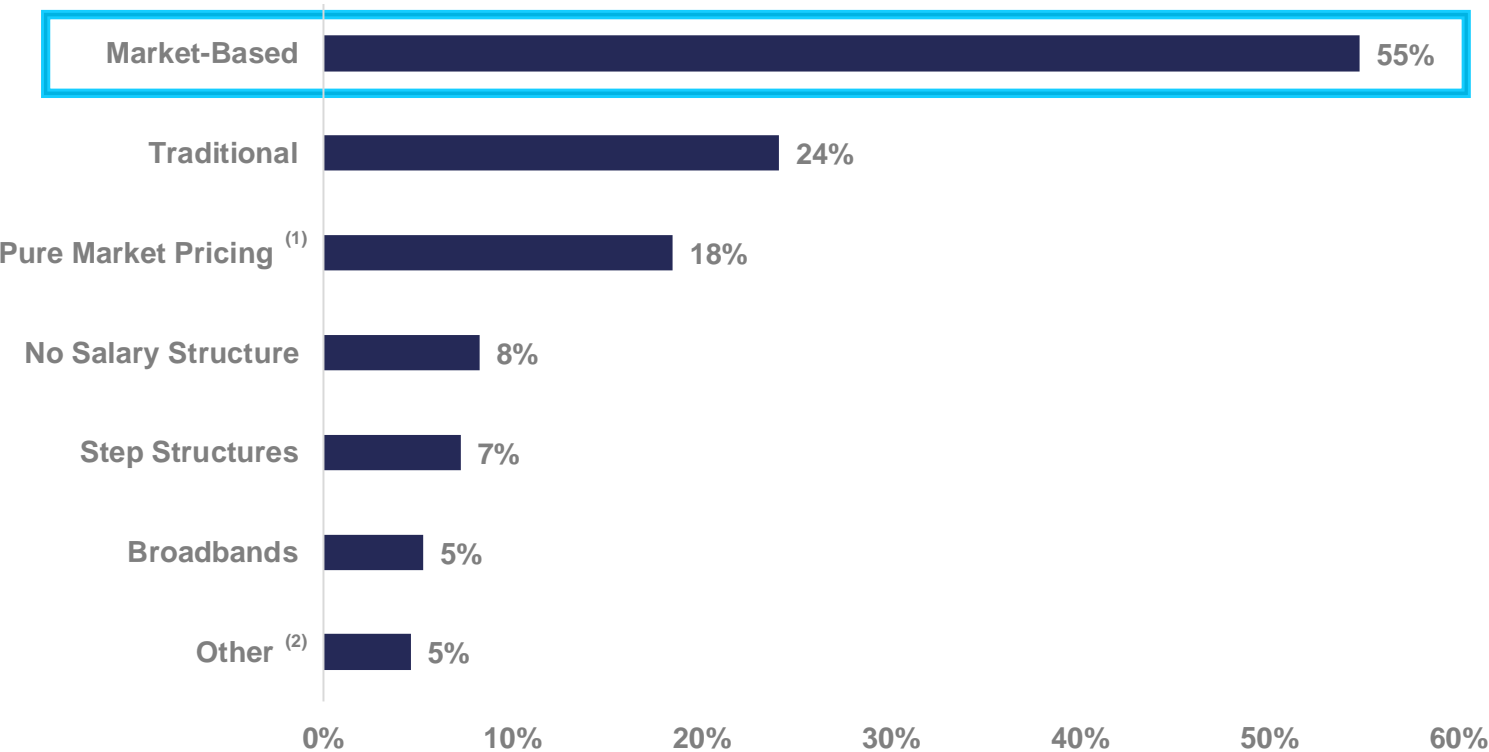
How many salary structure(s) are actively in use in your organization for its U.S. based employees?  
(n=299)



(1) Organizations that responded "No Salary Structure" may include those organizations that use a pure market pricing approach.

**Market-Based structures are the most prevalent type of salary structure with 55% of survey participants indicating use of this type of structure. Traditional structures and pure market pricing are the next most prevalent with 24% and 18%, respectively.**

What type of salary structure(s) does your organization use today for its U.S.-based employees?  
(select all that apply) (n=303)



(1) 11% of organizations responded using the pure market pricing approach exclusively.

(2) Other responses include creating a new salary structure, not having any U.S.-based employees, having significant variation based on job level, or having a different way of organizing their structure (by family, discipline, or law).

The majority of organizations reported using market-based structures followed by traditional structures and pure market pricing. However, the consulting, professional, scientific & technical services organizations show a higher use of traditional structures.

Industry	Traditional	Market-Based	Broadbands	Step Structures	Pure Market Pricing	No Salary Structure	Others
Finance & Insurance	9%	69%	3%	-	25%	-	6%
Health Care & Social Assistance	31%	59%	10%	10%	14%	3%	3%
Other	30%	53%	8%	3%	25%	5%	3%
Utilities, Oil & Gas	20%	53%	-	7%	40%	13%	7%
All Other Manufacturing	23%	68%	3%	23%	13%	6%	-
Consulting, Professional, Scientific & Technical Services	39%	33%	6%	-	22%	-	6%

Market-based structures are also the predominant type of structure across the majority of organization sizes, followed by traditional structures and then pure market pricing. However, the majority of organizations with less than 100 employees reported using traditional structures.

Organization Size	Traditional	Market-Based	Broadbands	Step Structures	Pure Market Pricing	No Salary Structure	Others
Less than 100 employees	33%	17%	17%	-	-	17%	17%
101 to 999	19%	58%	2%	2%	19%	5%	2%
1,000 to 4,999	22%	58%	3%	4%	19%	10%	3%
5,000 to 19,999	29%	51%	7%	10%	28%	4%	6%
Greater than 20,000	22%	66%	7%	12%	15%	2%	5%



The average range spread is similar in traditional structures and pure market pricing, while step structures show much narrower range spreads and broadbands show much higher range spreads. Midpoint progressions vary across all structure types.

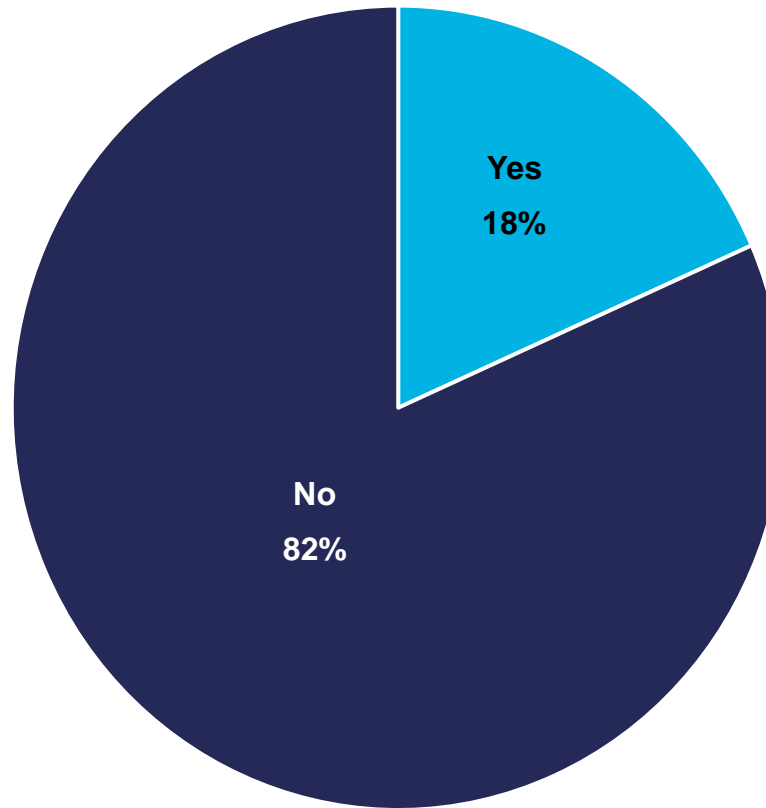
Please respond regarding the following types of salary structure(s):  
(n=293)

Salary Structure Type	Average Range Spread		Midpoint Progression							
	Narrowest %	Widest %	Less Than 5%	5% to 9%	10% to 14%	15% to 19%	20% to 30%	More Than 30%	Not Defined	Varies
Traditional	36.5%	51.3%	3.4%	22.0%	18.6%	23.7%	3.4%	3.4%	1.7%	23.7%
Market-Based	45.7%	65.3%	0.7%	6.5%	34.1%	29.7%	6.5%	2.9%	-	19.6%
Broadbands	129.9%	213.8%	-	-	23.1%	-	38.5%	7.7%	7.7%	23.1%
Step Structures	27.7%	37.2%	-	23.1%	23.1%	7.7%	-	7.7%	15.4%	23.1%
Pure Market Pricing	39.7%	54.6%	4.5%	2.3%	6.8%	9.1%	4.5%	2.3%	38.6%	31.8%
No Salary Structure	0.27%	0.40%	-	-	11.1%	-	-	-	88.9%	-
Others <sup>(1)</sup>	47.0%	56.1%	5.9%	5.9%	-	5.9%	11.8%	-	23.5%	47.1%

(1) Other responses include not having any U.S.-based employees or having variation based on job level.

**82% of organizations responded that the type of salary structure used does not vary by job function/family.**

Does the type of structure used vary by job function/family (e.g., accounting, administration, finance, HR, IT, legal, logistics, marketing, operations, etc.)? (n=272)



## Market-based salary structures are the most prevalent salary structure across all functions/families followed by traditional salary structures.

Please indicate the type of structure used for applicable job functions/families below:  
(n=39)

Job Function/Family	Salary Structure Type						
	Traditional	Market-Based	Broadbands	Step Structures	Pure Market Pricing	No Salary Structure	Other
Accounting	32%	46%	5%	3%	8%	-	5%
Administration	31%	46%	5%	3%	8%	3%	5%
Business Intelligence (e.g., Data Science, Analytics, etc.)	31%	41%	10%	3%	7%	-	7%
Finance	32%	46%	5%	3%	8%	-	5%
Human Resources	29%	50%	5%	3%	8%	-	5%
Information Technology	19%	56%	8%	3%	8%	-	6%
Legal	32%	44%	6%	3%	9%	-	6%
Logistics/Supply Chain	26%	48%	6%	3%	10%	-	6%
Marketing	26%	50%	6%	3%	9%	-	6%
Operations (e.g., Project Management, Manufacturing, Procurement, etc.)	20%	40%	9%	14%	9%	-	9%
Research	32%	43%	11%	4%	4%	-	7%
Sales	33%	44%	0%	4%	11%	-	7%
Other <sup>(1)</sup>	32%	44%	4%	4%	12%	-	4%

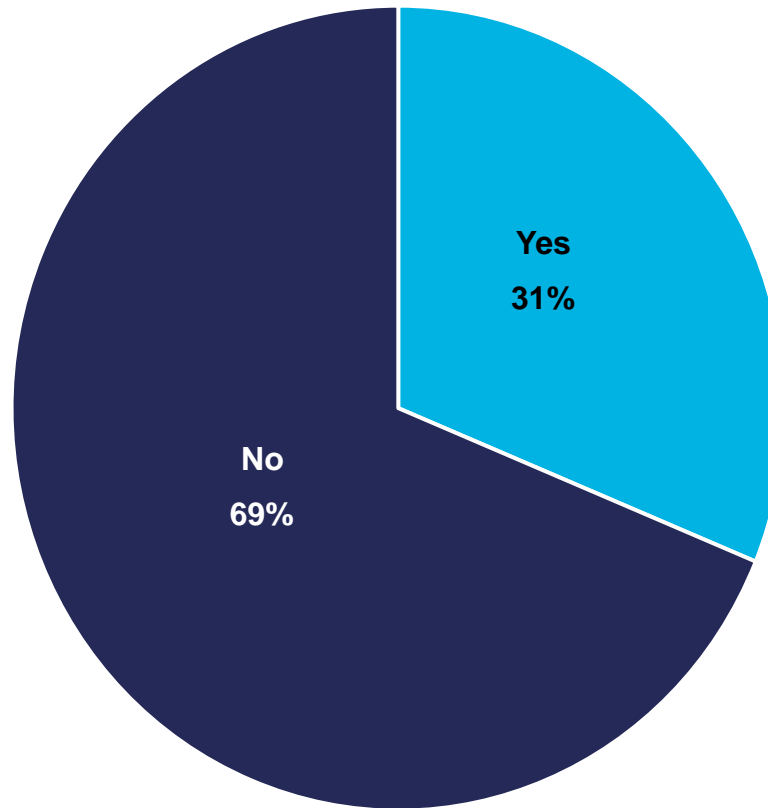
(1) The Other responses received did not provide any additional text.

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Posted July 3, 2021

**69% of organizations responded that the type of salary structure used does not vary by job level.**

Does the type of structure used vary by job level?  
(e.g., hourly/production, other nonexempt, exempt/professional, etc.) (n=269)



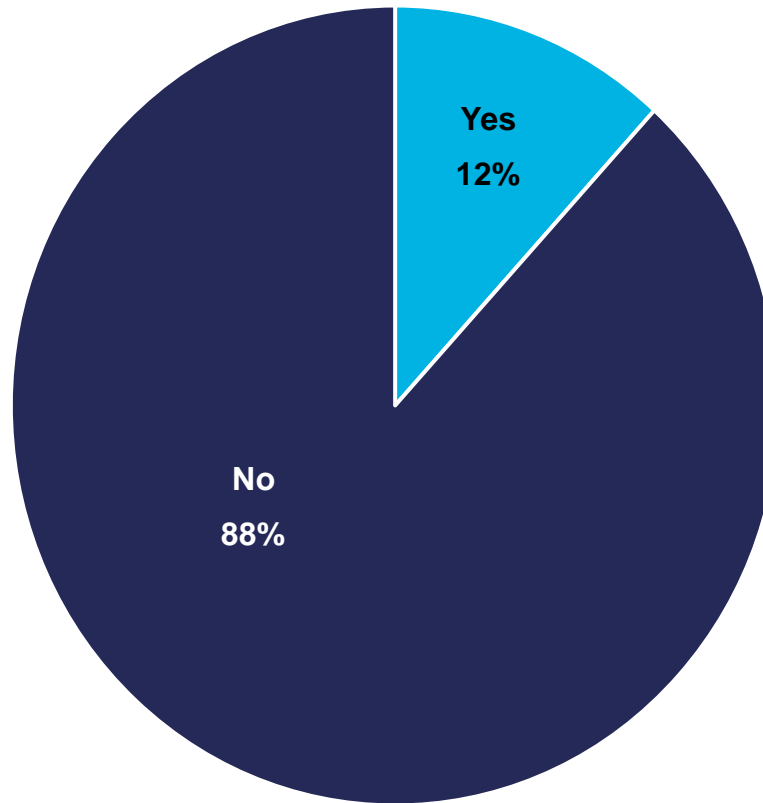
**Market-based salary structures were the most prevalent type of structure used across all job levels. Step structures were less prevalent outside the hourly/production group. Pure market pricing is more prevalent for executive job levels**

Please indicate the type of structure used for applicable job levels below:  
(n=84)

Job Level	Salary Structure Type						
	Traditional	Market-Based	Broadbands	Step Structures	Pure Market Pricing	No Salary Structure	Other
Hourly/Production	24%	40%	3%	19%	7%	-	7%
Other Nonexempt	28%	54%	4%	3%	6%	1%	4%
Exempt/Professional	22%	58%	6%	1%	6%	1%	5%
Supervisory/Managerial	18%	59%	8%	1%	7%	1%	5%
Executive	15%	50%	8%	2%	17%	3%	5%

**88% of organizations responded that the type of salary structure used does not vary by critical workforce segment.**

Does the type of structure used vary by critical workforce segment (e.g., accountants/finance professionals, engineers, health care/clinical professionals, etc.)? (n=263)



**Market-based salary structures are most commonly used for all critical workforce segments followed by traditional structures. The Business Intelligence and Sales segments showed the greatest use of the pure market pricing approach.**

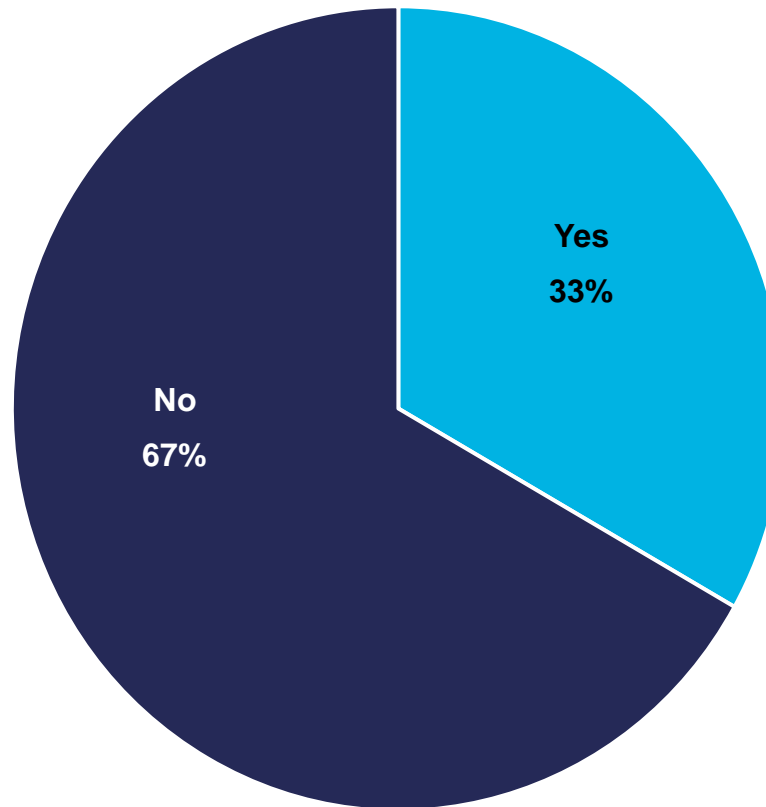
Please indicate the type of structure used for applicable critical workforce segments below:  
(n=263)

Critical Workforce Segment	Salary Structure Type					
	Traditional	Market-Based	Broadbands	Step Structures	Pure Market Pricing	No Salary Structure
Accounting	26%	53%	5%	5%	11%	-
Administration	28%	50%	6%	6%	11%	-
Business Intelligence (e.g., Data Science, Analytics, etc.)	20%	40%	13%	7%	20%	-
Finance	22%	56%	6%	6%	11%	-
Human Resources	21%	58%	5%	5%	11%	-
Information Technology	5%	67%	10%	5%	14%	-
Legal	23%	54%	8%	8%	8%	-
Logistics/Supply Chain	20%	53%	7%	7%	13%	-
Marketing	18%	59%	6%	6%	12%	-
Operations (e.g., Project Management, Manufacturing, Procurement, etc.)	12%	47%	12%	12%	12%	-
Research	29%	43%	14%	7%	7%	-
Sales	27%	47%	0%	7%	20%	-
Other <sup>(1)</sup>	27%	47%	7%	7%	7%	7%

(1) The Other responses received did not provide any additional text.

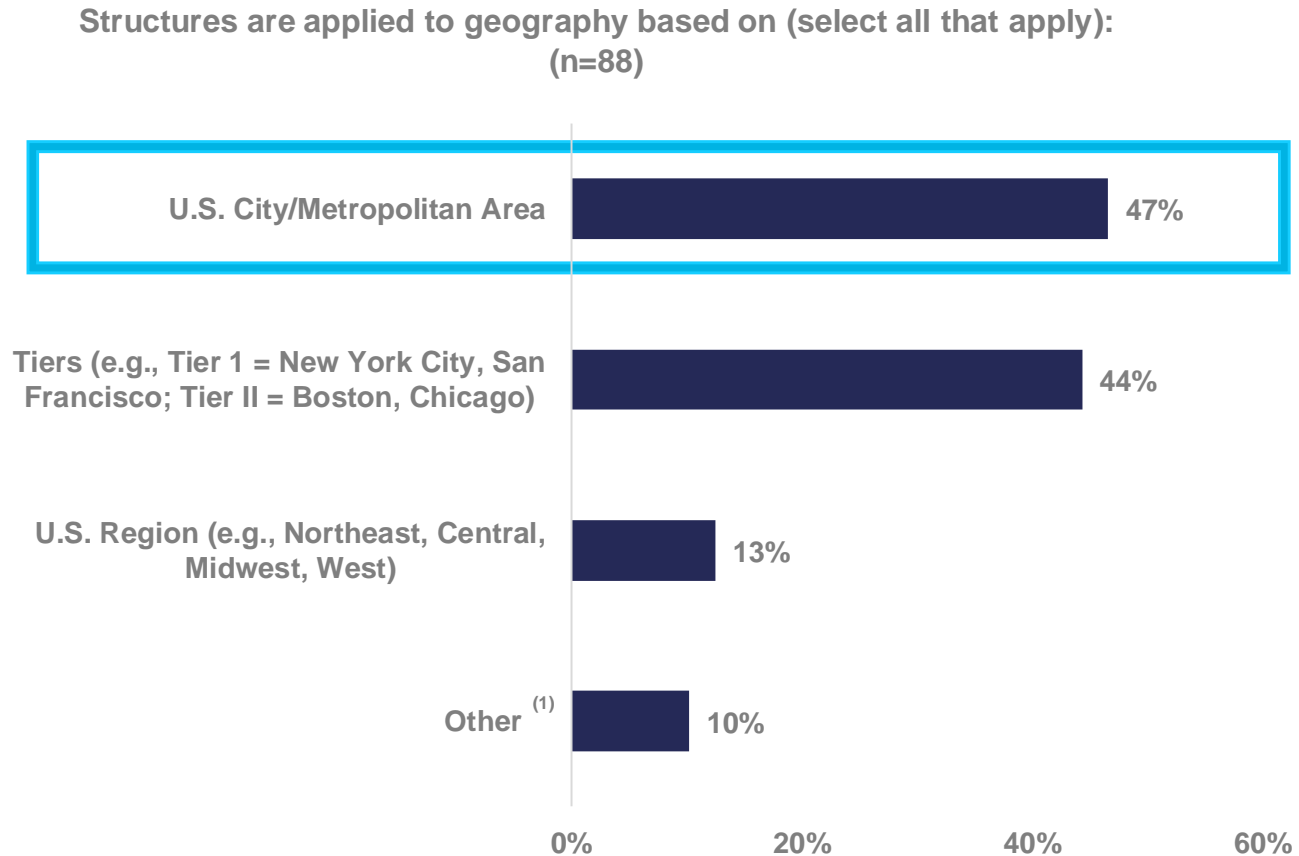
Geographic location does not typically play a role while choosing the type of salary structure to be used within an organization, however it is not uncommon, as 33% of participants responded that their salary structures vary based on geographic location.

Does the type of structure vary based on geographic location?  
(n=265)





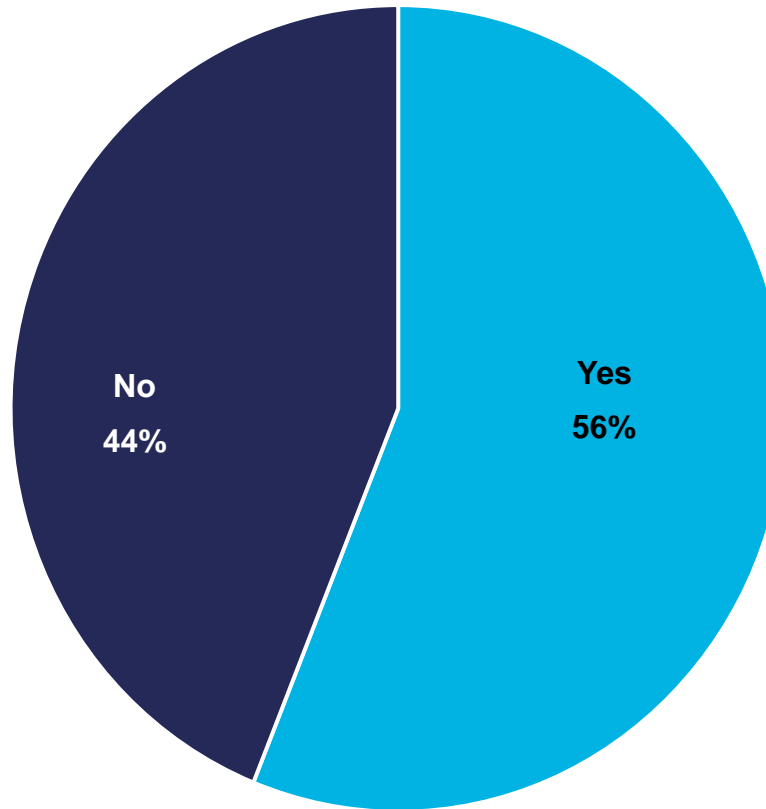
The majority of participants responded that U.S. city/metropolitan area (47%) and tiers based on the location's variance from the national average (44%) are critical factors in determining the salary ranges based on geographic location.



(1) Other responses include structures based on global regions, distribution centers, state, zip code, localized data from ERI, or when they do not use a geographic location based structure approach.

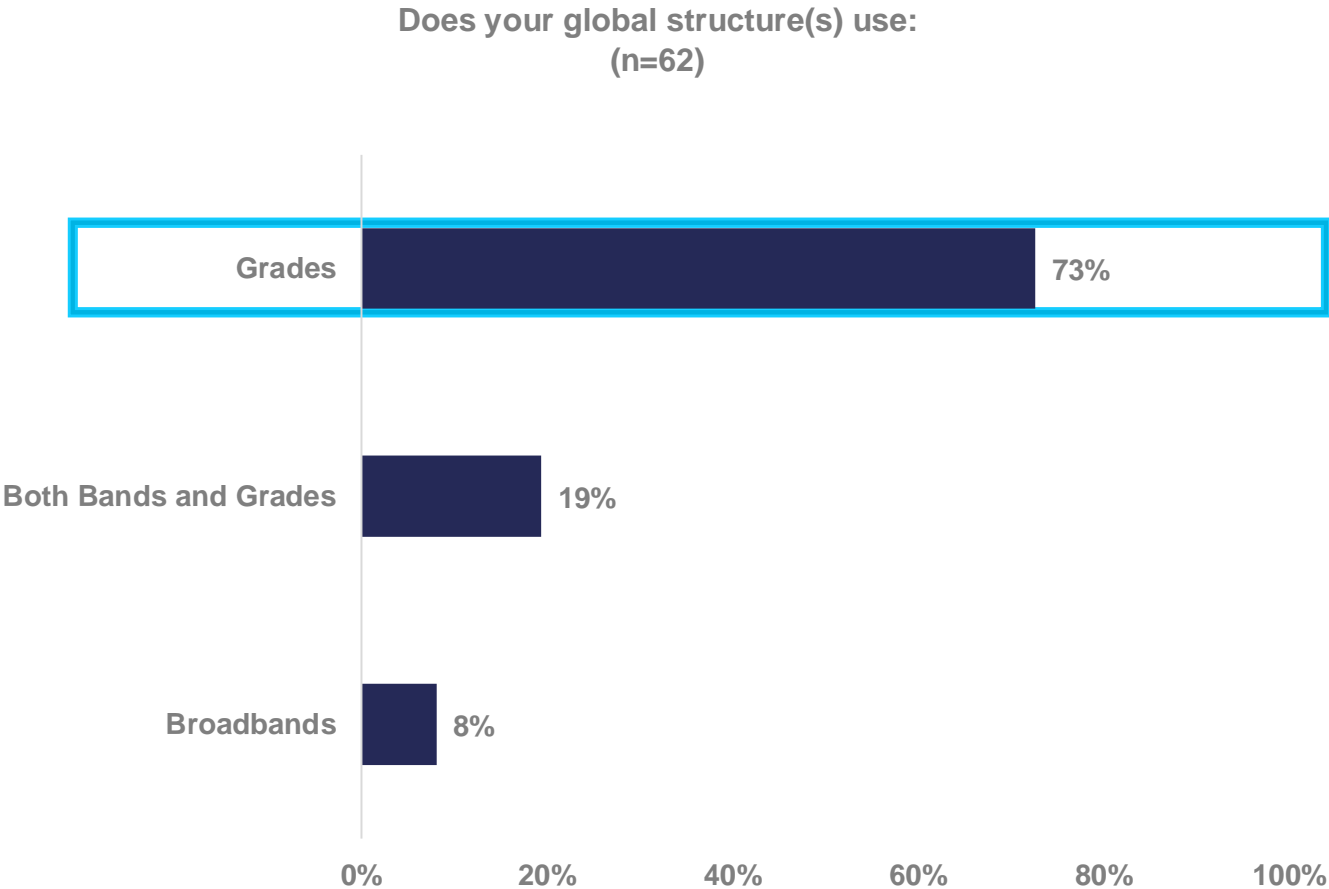
**56% of respondents that have employees outside of the U.S. indicated that their organizations use one or more global salary structure(s), while 44% of global organizations that responded do not use global salary structures.**

If your organization has employees outside of the U.S., do you use one or more global structure(s)?  
(n=123)<sup>(1)</sup>



(1) Not applicable responses were removed from this analysis (n=143)

Of the 56% of respondents that use global structures, 73% use grades while far fewer organizations use both bands and grades (19%) and even fewer use broadbands (8%).



About half of the organizations indicated that their global salary structures vary by major geographic region (54%), followed by job level (33%).

Does your global structure(s) vary by (select all that apply):  
(n=63)

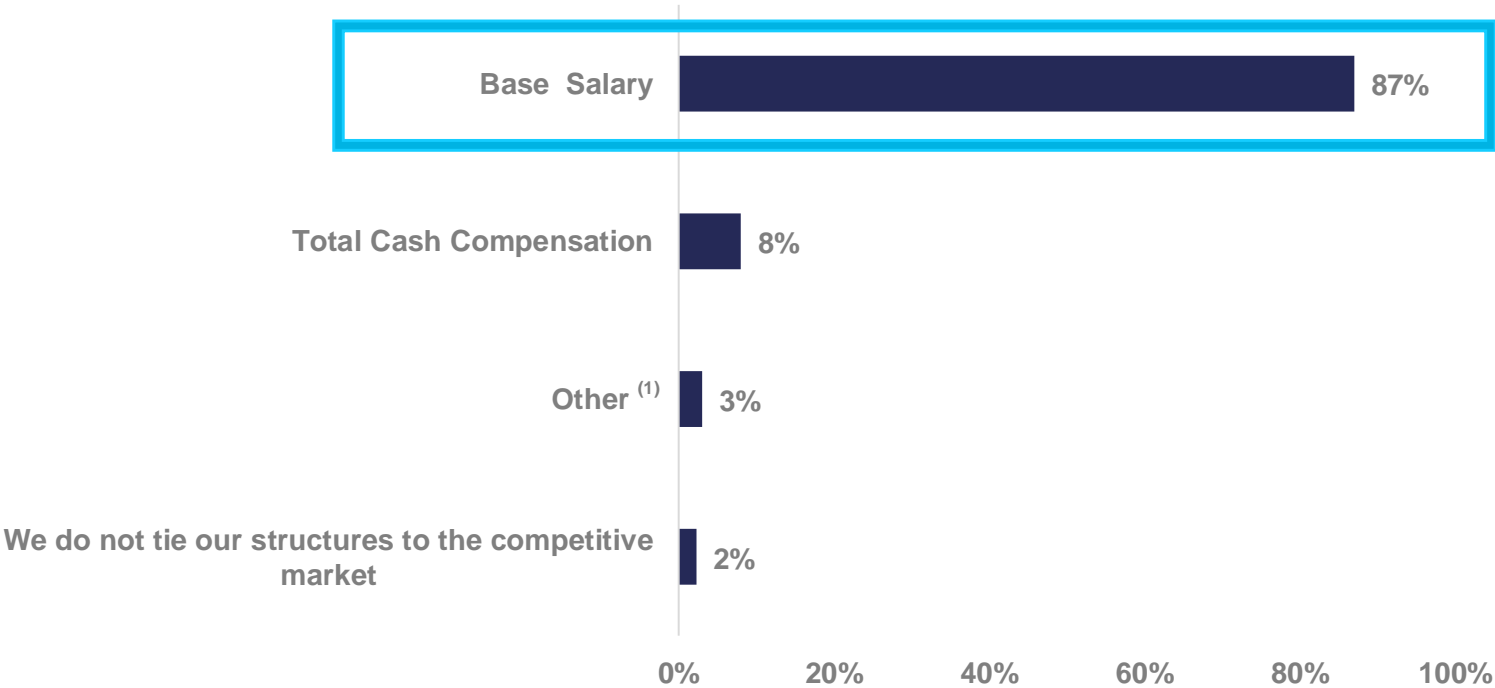
Global Structure Variation	Percentage
<b>Major Geographic Region</b> (e.g., country, EMEA, APAC, etc.)	54%
<b>Job Level</b> (e.g., hourly/production, other nonexempt/exempt professionals, etc.)	33%
<b>The global structure does not vary</b> it applies to all jobs in all locations	27%
<b>Job Function/Family</b> (e.g., accounting, administration, finance, HR, IT, legal, logistics, marketing, operations, etc.)	21%
<b>Critical Workforce Segment</b> (e.g., accountants/finance professions, engineers, health care/clinical professions, etc.)	3%
<b>Other<sup>(1)</sup></b>	2%

(1) The Other response is not included as the option received less than 5% of responses.

# Competitive Positioning

The large majority of organizations (87%) responded that their organization’s salary structures are tied to competitive percentiles based on base salary, while far fewer organizations tie their salary structures to total cash compensation (8%).

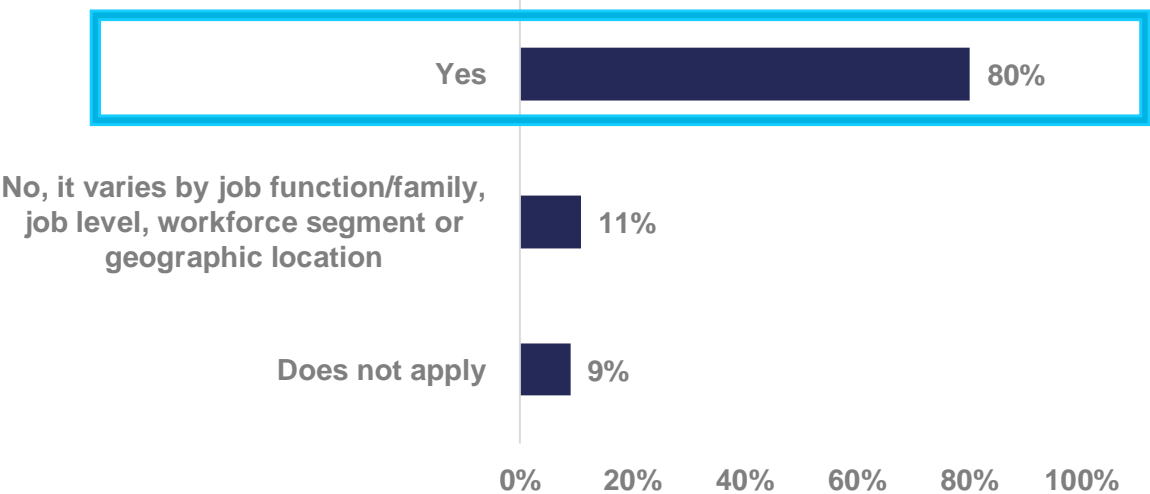
Generally, salary structures are tied to the competitive market. For your organization, is the competitive percentile based on: (n=260)



(1) The Other responses included not using a formal salary structure and targeting different competitive percentiles based on workforce segments.

80% of organizations reported that their midpoints are tied consistently to a single competitive market percentile, while 11% reported variation. In addition, 96% of organizations anchor their midpoints to the 50<sup>th</sup> percentile of the market.

Are midpoints tied consistently to a single competitive percentile of the market?  
(n=267)

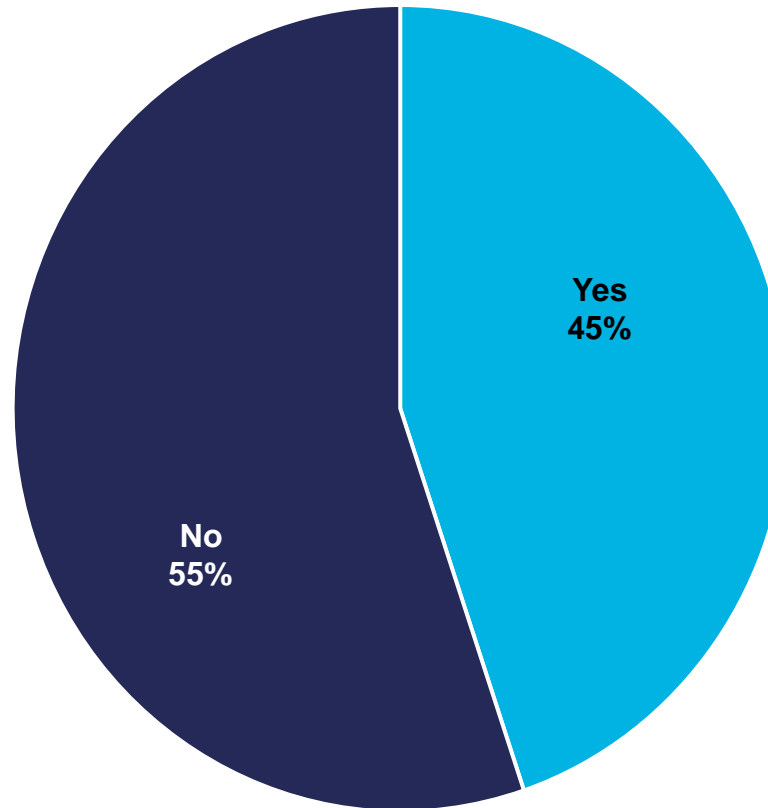


What competitive percentile are midpoints tied to?  
(n=212)

% of Organizations	Competitive Positioning					
	25 <sup>th</sup> Percentile	40 <sup>th</sup> Percentile	50 <sup>th</sup> Percentile	60 <sup>th</sup> Percentile	75 <sup>th</sup> Percentile	Other
	1%	0%	96%	0%	1%	1%

**55% of respondents indicated that job function/family does not impact the targeted competitive percentile.**

Does the targeted competitive percentile vary based on job function/family (e.g., accounting, administration, finance, HR, IT, legal, logistics, marketing, operations, etc.)? (n=29)<sup>(1)</sup>

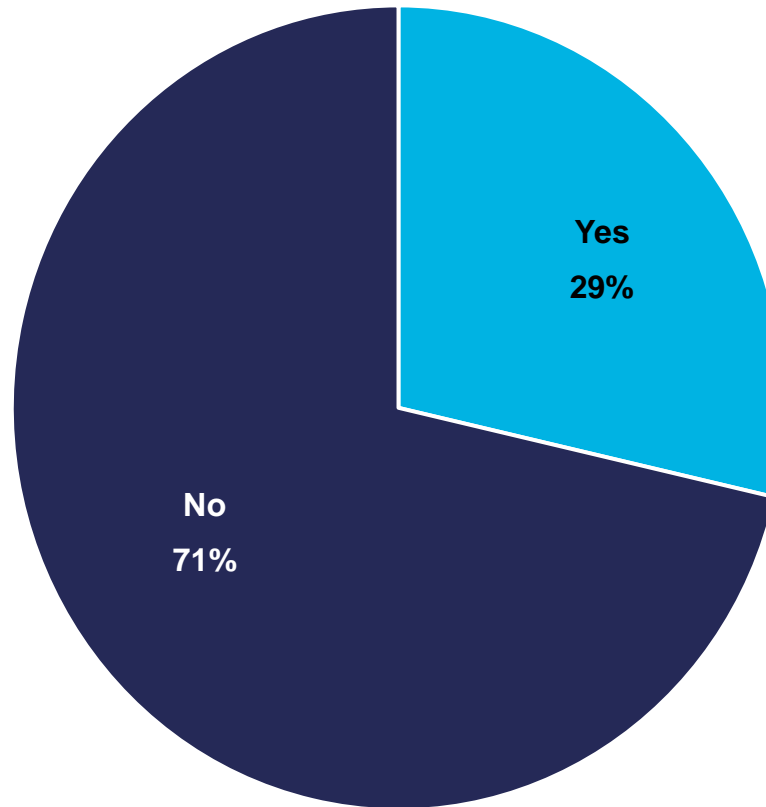


(1) Where total number of participants responding to a question is less than 30, data corresponding to larger sample sizes will have stronger statistical power and validity.



## Only 29% of survey respondents indicated that the targeted competitive percentile varies based on job level.

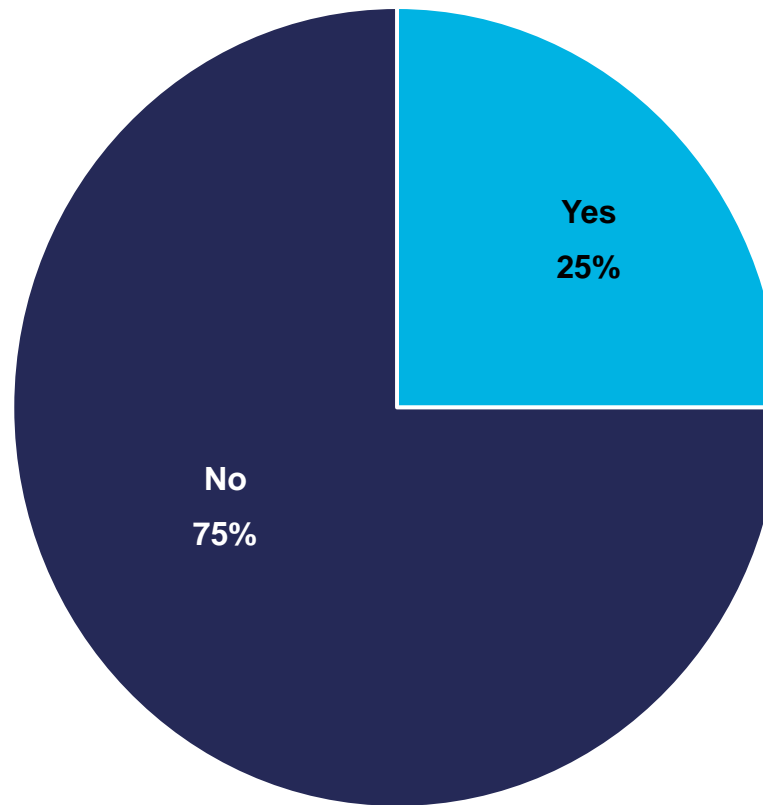
Does the targeted competitive percentile vary based on job level (e.g., hourly/production, other nonexempt, exempt/professional, etc.)? (n=28)<sup>(1)</sup>



(1) Where total number of participants responding to a question is less than 30, data corresponding to larger sample sizes will have stronger statistical power and validity.

## Only 25% of survey respondents said the targeted competitive percentile varies based on critical workforce segment.

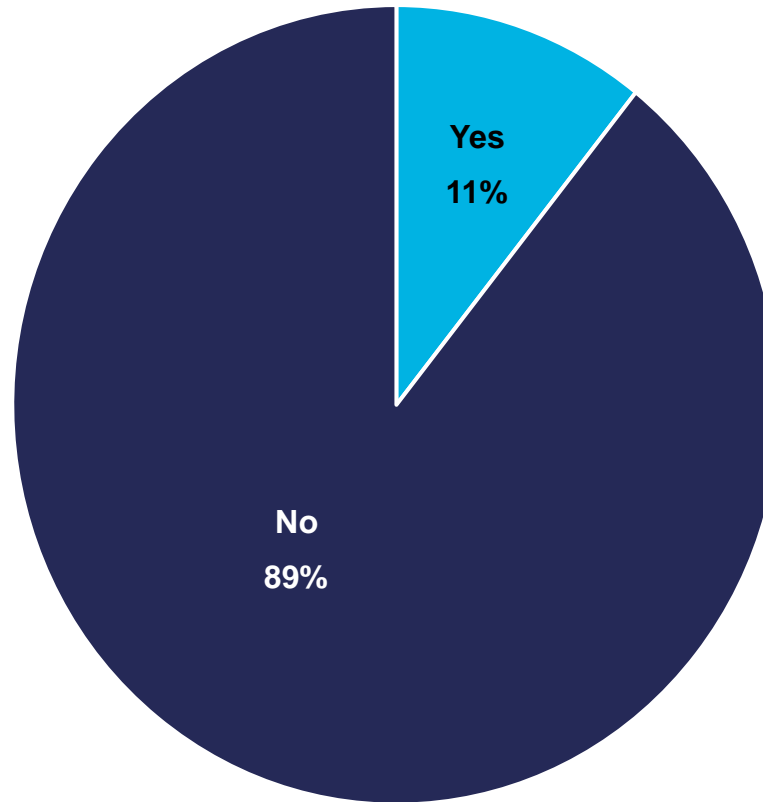
Does the targeted competitive percentile vary based on critical workforce segment (e.g., accountants/finance professionals, engineers, health care/clinical professionals, etc.)? (n=28)<sup>(1)</sup>



(1) Where total number of participants responding to a question is less than 30, data corresponding to larger sample sizes will have stronger statistical power and validity.

The majority of survey respondents (89%) reported that the targeted competitive percentile does not vary based on geographic location.

Does the targeted competitive percentile vary based on geographic location?  
(n=28) <sup>(1)</sup>

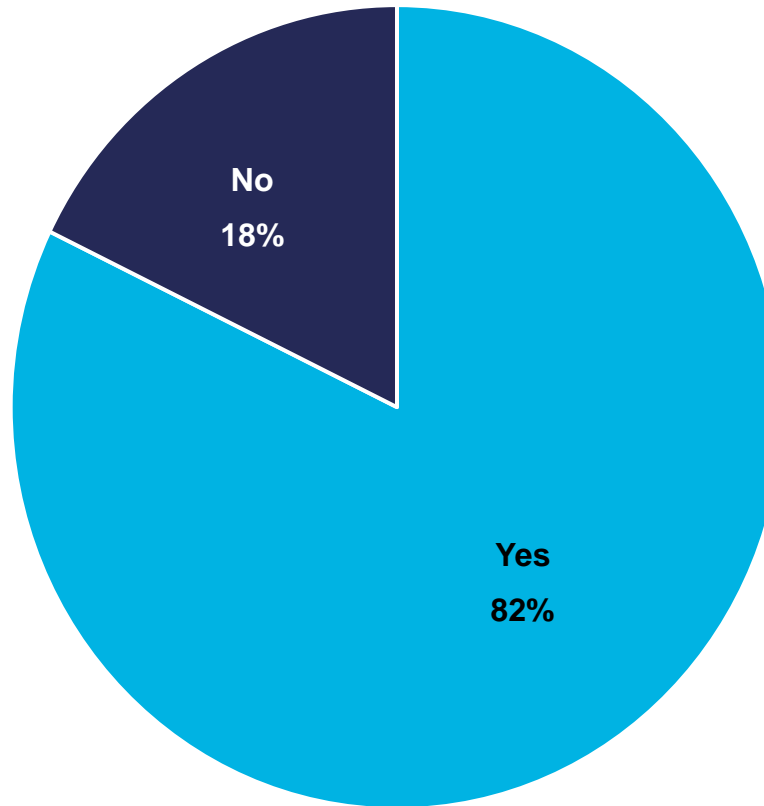


(1) Where total number of participants responding to a question is less than 30, data corresponding to larger sample sizes will have stronger statistical power and validity.

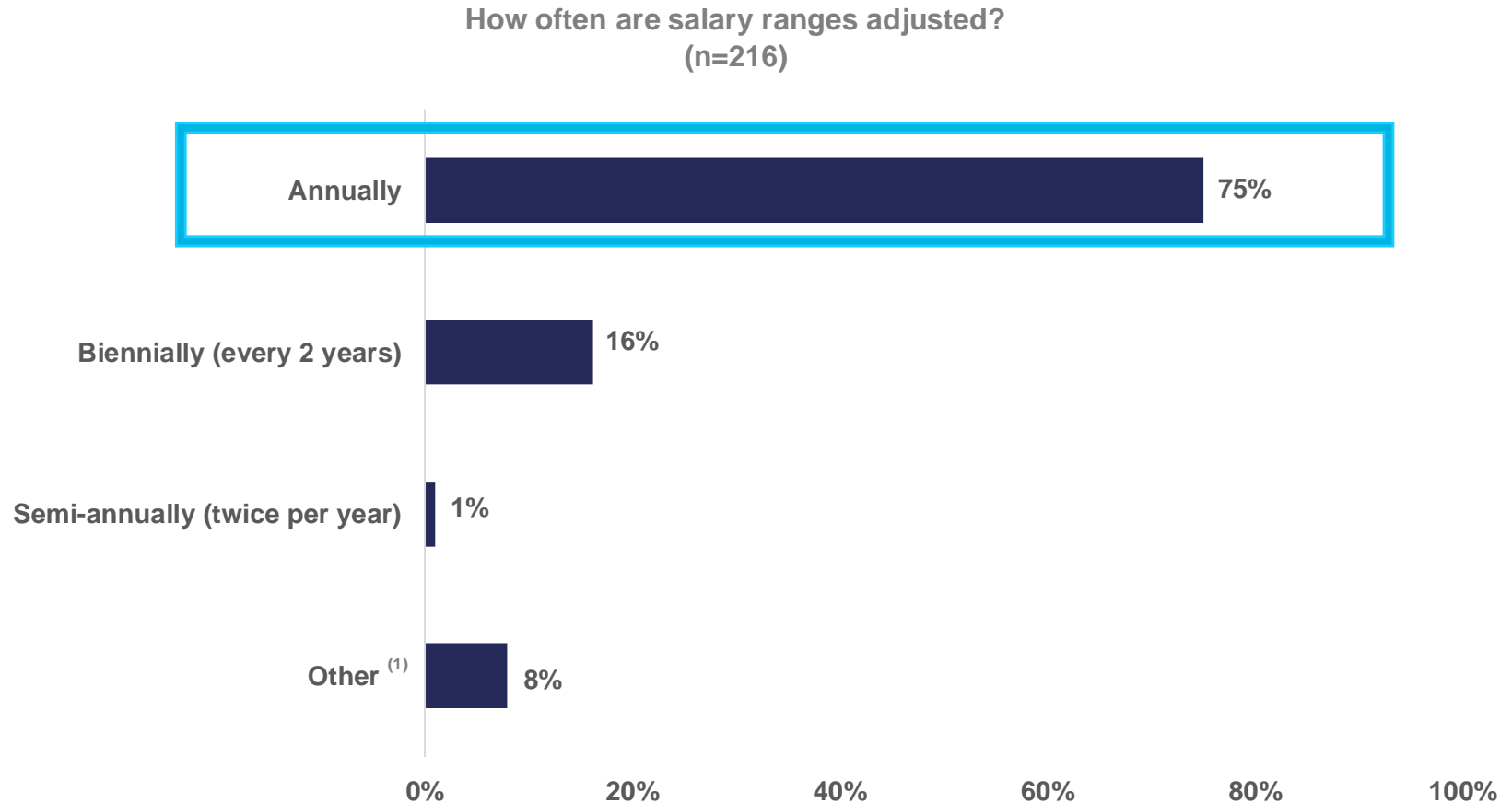
# Frequency of Salary Structure Adjustments

**82% of organizations responded that salary ranges are adjusted at a consistent frequency in their organization; only 18% do not adjust salary ranges at a consistent frequency.**

Are salary ranges adjusted at a consistent frequency across your organization?  
(n=264)



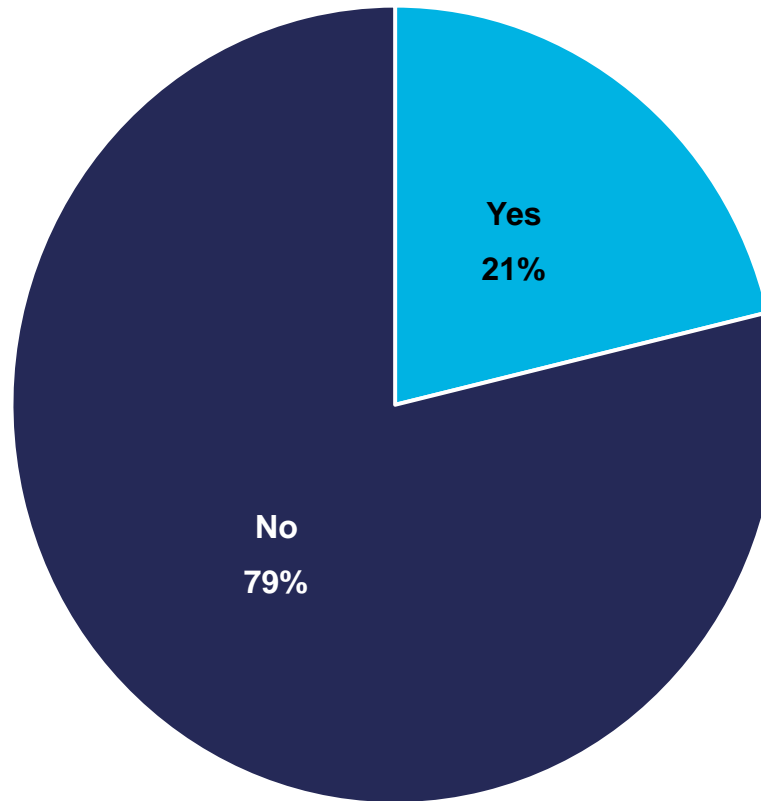
Of the 82% of participants who responded that the salary ranges are adjusted at a consistent frequency in their organization, 75% reported that their salary ranges are adjusted on an annual basis.



(1) Other responses include adjusting salary ranges as needed, changes based on market pressure/demand, economic changes, a new salary structure design, review structure annually/bi-annually (but not necessarily adjust), or adjust every 2-3 years.

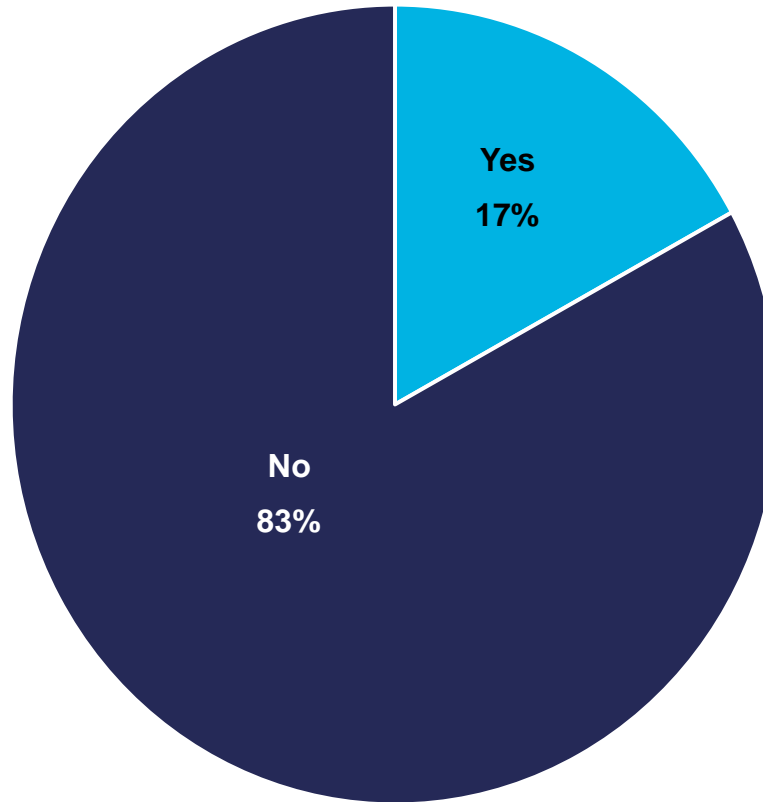
**79% of survey participants responded that the frequency of salary structure adjustments does not vary based on job function/family.**

Does the frequency of the adjustment vary by job function/family  
(e.g., accounting, administration, finance, HR, IT, legal, logistics, marketing, operations, etc.)? (n=47)



The majority of respondents (83%) said the frequency of salary structure adjustments does not vary on the basis of job level.

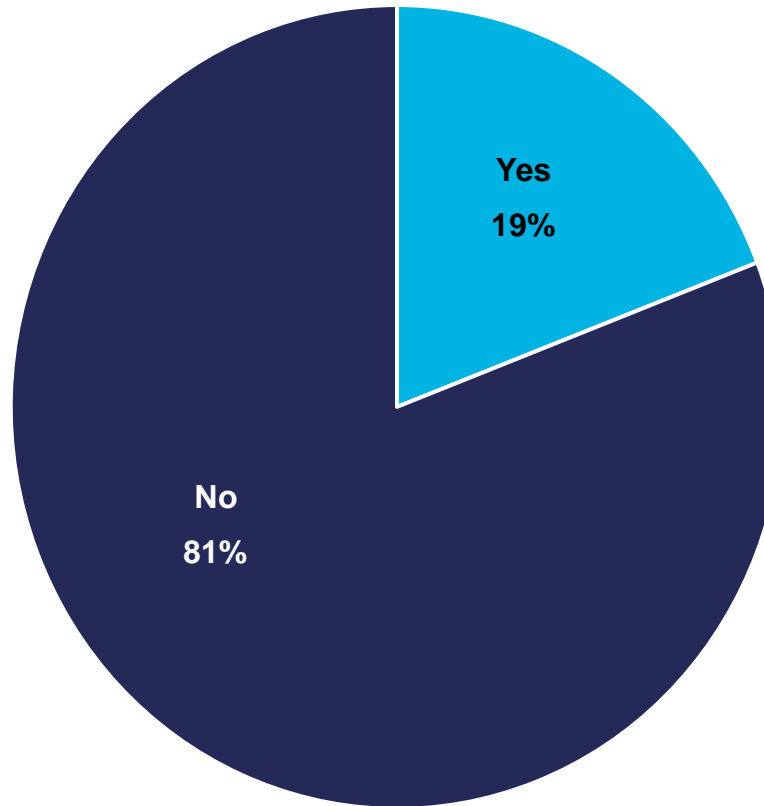
Does the frequency of the adjustment vary by job level?  
(e.g., hourly/production, other nonexempt, exempt/professional, etc.) (n=47)





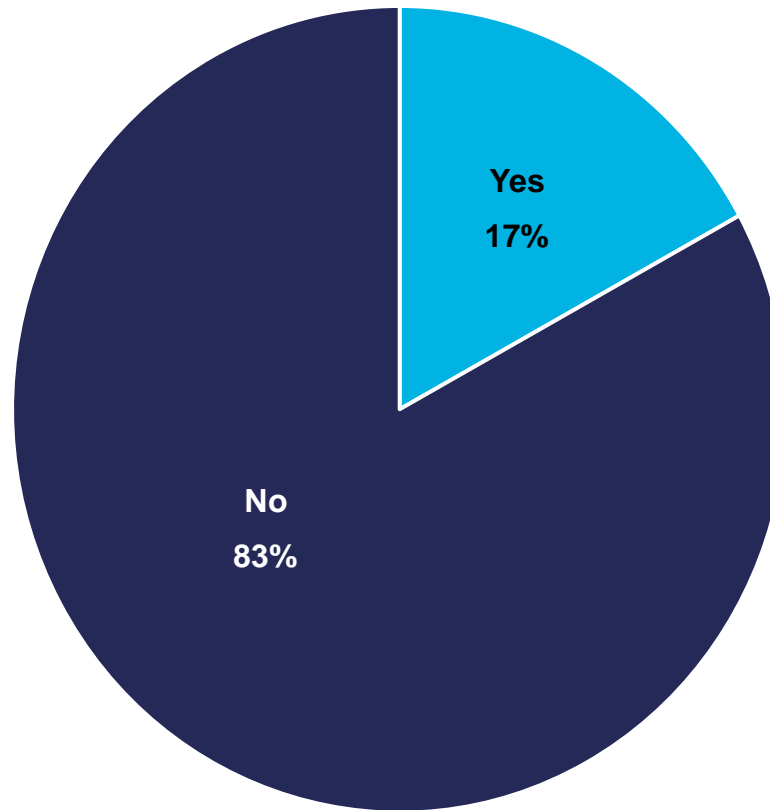
**81% responded that the frequency of salary structure adjustments does not vary based on critical workforce segment.**

Does the frequency of the adjustment vary by critical workforce segment (e.g., accountants/finance professionals, engineers, health care/clinical professionals, etc.)? (n=47)



**83% responded that the frequency of salary structure adjustments does not vary based on geographic location.**

Does the frequency of the adjustment vary by geographic location?  
(n=47)



# Salary Structure Tools

## Spreadsheet application is the most prevalent tool used to design salary structures (86%) as well as administer pay within salary ranges (67%).

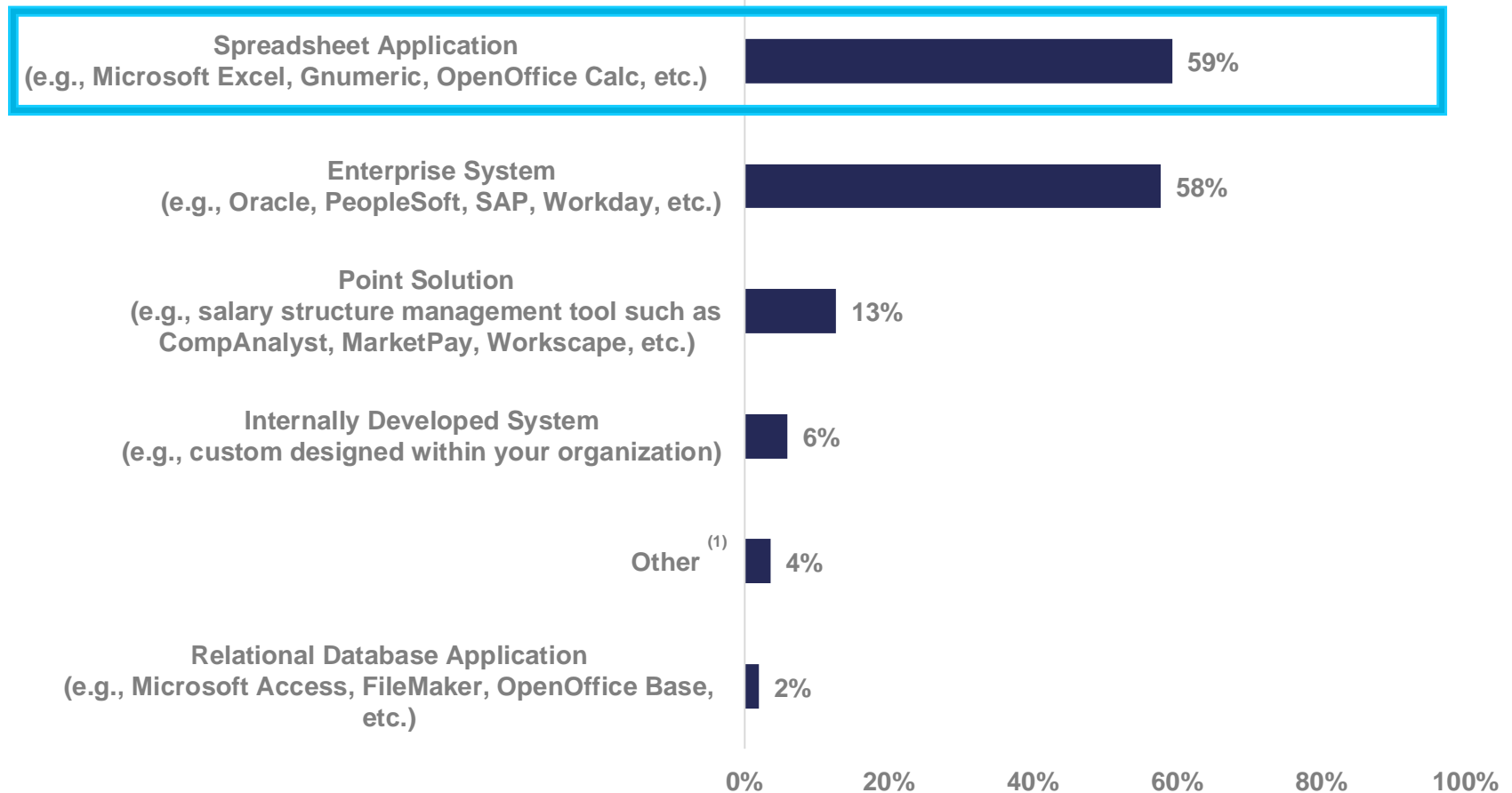
Which of the following tools do you use to design salary structures and administer pay (select all that apply):  
(n=246)

Tools	Spreadsheet Application (e.g., Microsoft Excel, Gnumeric, OpenOffice Calc, etc.)	Relational Database Application (e.g., Microsoft Access, Filemaker, OpenOffice Base, etc.)	Enterprise System (e.g., Oracle, PeopleSoft, SAP, Workday, etc.)	Point Solution (e.g., salary structure management tool such as CompAnalyst, MarketPay, Workscape, etc.)	Internally Developed System (e.g., custom designed within your organization)	Other <sup>(1)</sup>
<b>Design Your Salary Structures</b> (e.g., model new ranges, develop structures, calculate spreads and midpoint progressions, etc.)	86%	4%	13%	28%	7%	4%
<b>Administer Pay Within the Salary Ranges</b> (e.g., manage salary structures, make changes to existing structures, etc.)	67%	4%	44%	18%	8%	2%

(1) The Other text responses are not included as the option received less than 5% of responses.

**Spreadsheet application and enterprise systems are both preferred tools used to record salary range data. Point solutions, internally developed tools and relational database applications are far less prevalent.**

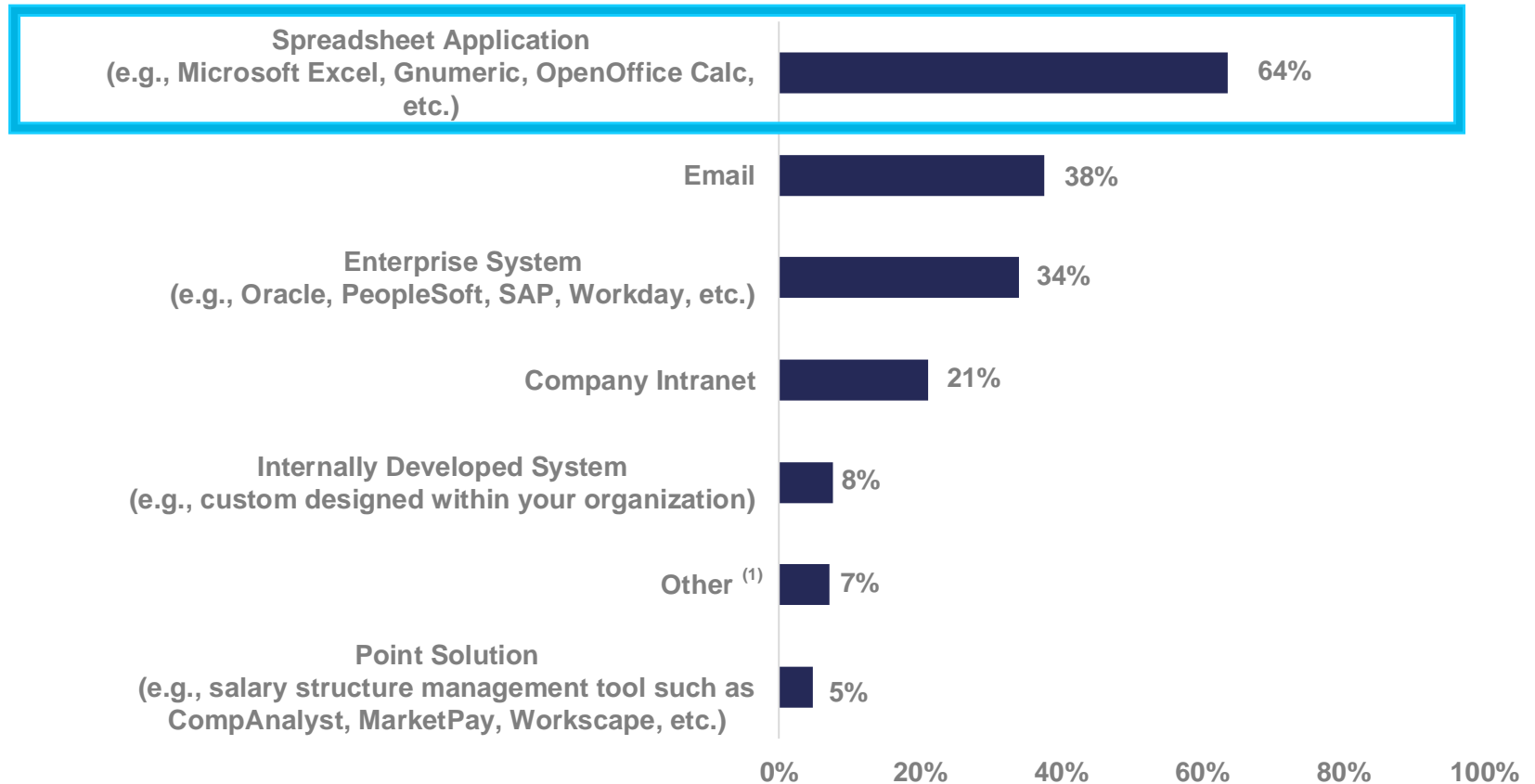
What is the system of record for your salary range data (select all that apply):  
(n=251)



(1) The Other text responses are not included as the option received less than 5% of responses.

**Spreadsheet application is the most prevalent tool to communicate salary ranges internally (64%), however some survey respondents prefer using email (38%) and enterprise systems (34%).**

What type of systems/tools do you currently use to communicate salary ranges to internal customers? (e.g., managers, recruiters, HR business partners, etc.) (Select all that apply) (n=250)



(1) Other responses included no communication, one-off conversation, email to HR only, meetings, applicant tracking system, SharePoint, and compensation structure handouts.

# Methodology and Participant Demographics

## Survey Methodology

On September 19, 2018, survey invitations to participate in the *2019 Survey of Salary Structure Policies and Practices* were sent electronically to WorldatWork members and nonmembers. Survey participation closed October 12, 2018.

There were 331 responses in total, although sample size varies by survey question. In order to provide the most accurate data possible, data was cleaned and analyzed using statistical software. Where total number of participants responding to a question was less than 30, data corresponding to larger sample sizes will have stronger statistical power and validity. Questions that received fewer than 20 responses are excluded from this analysis and this report. Typical text responses are provided for any questions where “Other” was provided as a response option and received 5% or more of responses.

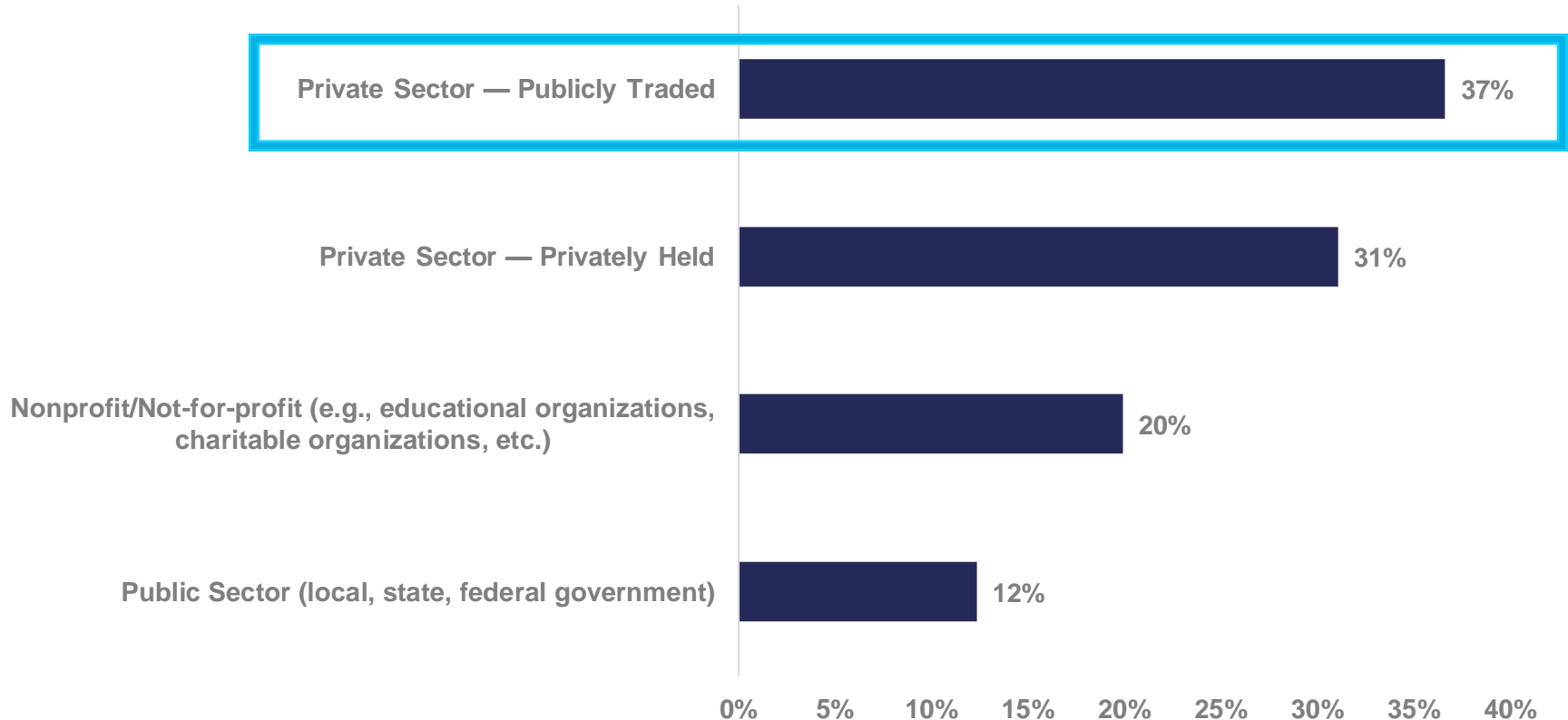
The demographics of the survey sample and the respondents are similar to the WorldatWork membership as a whole. The typical WorldatWork member works at the managerial level or higher in the headquarters of a large organization in North America. The frequencies or response distributions listed in the report show the number of times or percentage of times a value appears in a dataset. Due to rounding, frequencies of data responses provided in this survey may not total exactly 100%.

The full text of the questionnaire can be found [here](#).



The majority of survey respondents are aligned to the private sector with 37% in publicly-traded companies and 31% in privately-held companies. Nonprofit and public sector organizations were less represented at 20% and 12%, respectively.

Your organization is:  
(n=251)



The majority of organizations that responded to the survey are between 1,000 – 4,999 employees worldwide, with the next most represented organization size being between 5,000 – 19,999.

Please choose the total number of full-time employees your organization employs worldwide:  
(n=251)

Total Number of Full-Time Employees (worldwide)	Percentage
Fewer than 100 employees	2%
100 to 499	8%
500 to 999	9%
1,000 to 2,499	21%
2,500 to 4,999	16%
5,000 to 9,999	14%
10,000 to 19,999	13%
20,000 to 39,999	7%
40,000 to 99,999	4%
100,000 or more	5%

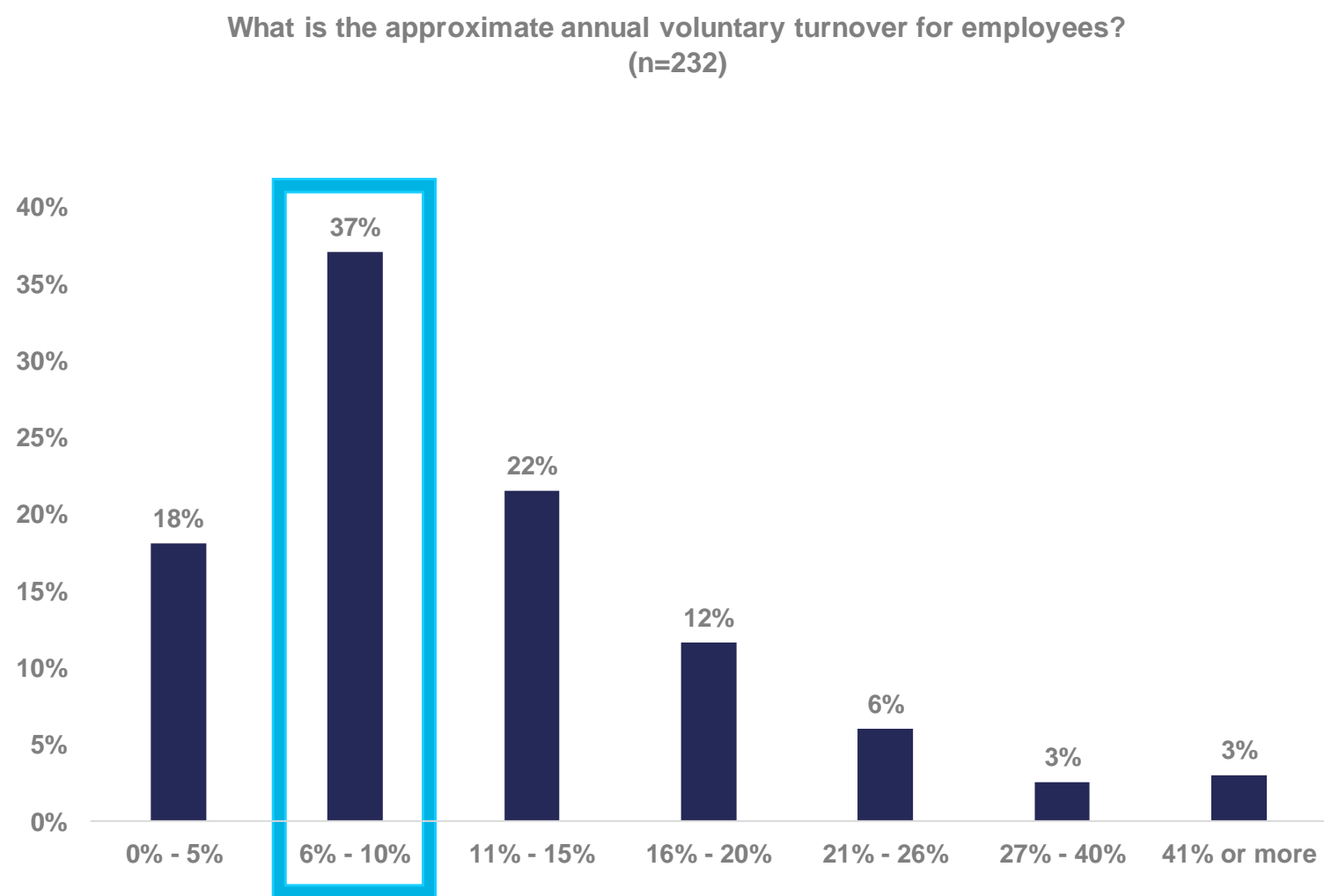
**The finance & insurance, health care & social assistance, all other manufacturing industries, and those that listed their industry as “other”, are the most represented organizations within this survey.**

Please choose one category that best describes the industry in which your organization operates:  
(n=250)

Industry	Percentage
Accommodations & Food Services	1%
Agriculture, Forestry, Fishing & Hunting	1%
All Other Manufacturing	12%
Arts, Entertainment & Recreation	1%
Computer and Electronic Manufacturing	4%
Construction	2%
Consulting, Professional, Scientific & Technical Services	7%
Educational Services	4%
Finance & Insurance	13%
Health Care & Social Assistance	12%
Information (includes Publishing, IT Technologies, etc.)	6%
Other Services (except Public Administration)	2%
Pharmaceuticals	3%
Public Administration	2%
Retail Trade	3%
Utilities, Oil & Gas	6%
Warehousing and Storage	2%
Other <sup>(1)</sup>	16%

(1) Other responses included industries in the area of software technology and products, consumer packaged goods, aerospace, semiconductor, and financial services.

37% responded that the annual voluntary turnover is between 6-10%, followed by 22% responding in the bracket of 11-15%.



## Contact Us



### About WorldatWork

WorldatWork ([www.worldatwork.org](http://www.worldatwork.org)) is the leading nonprofit professional association in compensation and total rewards. We serve those who design and deliver total rewards programs to cultivate engaged, effective workforces that power thriving organizations. We accomplish this through education and certification; idea exchange; knowledge creation; information sharing; research; advocacy; and affiliation and networking. Founded in the United States in 1955, today WorldatWork serves total rewards professionals throughout the world working in organizations of all sizes and structures.

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**LEON COUNTY GOVERNMENT  
2020/21 PAY PLAN WITH NEW RANGE SPREADS**

<b>Career Service Pay Scale</b>							
<b>PAY GRADE</b>	<b>HRLY MIN</b>	<b>HRLY MID</b>	<b>HRLY MAX</b>	<b>ANNUAL MIN</b>	<b>ANNUAL MID</b>	<b>ANNUAL MAX</b>	<b>Range Spread</b>
73	\$9.23	\$12.23	\$15.23	\$19,197.27	\$25,436.38	\$31,675.50	65%
74	\$9.69	\$12.84	\$15.99	\$20,157.18	\$26,708.26	\$33,259.34	65%
75	\$10.18	\$13.48	\$16.79	\$21,165.03	\$28,043.67	\$34,922.31	65%
76	\$10.68	\$14.16	\$17.63	\$22,223.39	\$29,446.00	\$36,668.60	65%
77	\$11.22	\$14.86	\$18.51	\$23,334.58	\$30,918.32	\$38,502.06	65%
78	\$11.78	\$15.61	\$19.44	\$24,501.15	\$32,464.03	\$40,426.90	65%
79	\$12.37	\$16.39	\$20.41	\$25,726.07	\$34,087.05	\$42,448.02	65%
80	\$12.99	\$17.21	\$21.43	\$27,012.53	\$35,791.60	\$44,570.67	65%
81	\$13.72	\$18.18	\$22.63	\$28,531.95	\$37,804.84	\$47,077.72	65%
82	\$14.88	\$19.71	\$24.55	\$30,947.21	\$41,005.05	\$51,062.89	65%
83	\$16.16	\$21.41	\$26.67	\$33,614.32	\$44,538.97	\$55,463.63	65%
84	\$17.60	\$23.32	\$29.04	\$36,608.40	\$48,506.13	\$60,403.86	65%
85	\$19.12	\$25.34	\$31.56	\$39,778.60	\$52,706.64	\$65,634.68	65%
86	\$20.84	\$27.62	\$34.39	\$43,351.30	\$57,440.47	\$71,529.64	65%
87	\$22.72	\$30.10	\$37.48	\$47,251.18	\$62,607.81	\$77,964.45	65%
88	\$24.76	\$32.81	\$40.86	\$51,503.92	\$68,242.69	\$84,981.47	65%
89	\$27.49	\$36.42	\$45.35	\$57,169.15	\$75,749.12	\$94,329.09	65%
90	\$28.86	\$38.24	\$47.62	\$60,027.22	\$79,536.07	\$99,044.92	65%

<b>Career Service Pay Scale by Quartile</b>					
<b>PAY GRADE</b>	<b>HRLY MIN</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>HRLY MAX</b>
73	\$9.23	\$10.73	\$12.23	\$13.73	\$15.23
74	\$9.69	\$11.27	\$12.84	\$14.42	\$15.99
75	\$10.18	\$11.83	\$13.48	\$15.14	\$16.79
76	\$10.68	\$12.42	\$14.16	\$15.89	\$17.63
77	\$11.22	\$13.04	\$14.86	\$16.69	\$18.51
78	\$11.78	\$13.69	\$15.61	\$17.52	\$19.44
79	\$12.37	\$14.38	\$16.39	\$18.40	\$20.41
80	\$12.99	\$15.10	\$17.21	\$19.32	\$21.43
81	\$13.72	\$15.95	\$18.18	\$20.40	\$22.63
82	\$14.88	\$17.30	\$19.71	\$22.13	\$24.55
83	\$16.16	\$18.79	\$21.41	\$24.04	\$26.67
84	\$17.60	\$20.46	\$23.32	\$26.18	\$29.04
85	\$19.12	\$22.23	\$25.34	\$28.45	\$31.56
86	\$20.84	\$24.23	\$27.62	\$31.00	\$34.39
87	\$22.72	\$26.41	\$30.10	\$33.79	\$37.48
88	\$24.76	\$28.79	\$32.81	\$36.83	\$40.86
89	\$27.49	\$31.95	\$36.42	\$40.88	\$45.35
90	\$28.86	\$33.55	\$38.24	\$42.93	\$47.62

<b>Senior Management Pay Scale</b>							
<b>PAY GRADE</b>	<b>HRLY MIN</b>	<b>HRLY MID</b>	<b>HRLY MAX</b>	<b>ANNUAL MIN</b>	<b>ANNUAL MID</b>	<b>ANNUAL MAX</b>	<b>Range Spread</b>
51	\$14.88	\$19.71	\$24.55	\$30,947.21	\$41,005.05	\$51,062.89	65%
52	\$16.16	\$21.41	\$26.67	\$33,614.32	\$44,538.97	\$55,463.63	65%
53	\$17.60	\$23.32	\$29.04	\$36,608.40	\$48,506.13	\$60,403.86	65%
54	\$19.12	\$25.34	\$31.55	\$39,772.51	\$52,698.58	\$65,624.64	65%
55	\$21.23	\$28.12	\$35.02	\$44,152.16	\$58,496.88	\$72,841.60	65%
56	\$23.56	\$31.21	\$38.87	\$48,997.10	\$64,921.16	\$80,845.22	65%
57	\$26.16	\$34.67	\$43.17	\$54,418.21	\$72,104.13	\$89,790.04	65%
58	\$29.03	\$38.47	\$47.90	\$60,384.06	\$80,008.88	\$99,633.71	65%
59	\$32.23	\$42.70	\$53.18	\$67,035.70	\$88,822.30	\$110,608.90	65%
60	\$35.77	\$47.39	\$59.02	\$74,398.90	\$98,578.54	\$122,758.18	65%
61	\$39.70	\$52.61	\$65.51	\$82,582.86	\$109,422.29	\$136,261.73	65%
62	\$44.07	\$58.39	\$72.72	\$91,666.85	\$121,458.57	\$151,250.30	65%
63	\$48.91	\$64.81	\$80.71	\$101,739.04	\$134,804.23	\$167,869.42	65%

<b>Senior Management Pay Scale by Quartile</b>					
<b>PAY GRADE</b>	<b>HRLY MIN</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>HRLY MAX</b>
51	\$14.88	\$17.30	\$19.71	\$22.13	\$24.55
52	\$16.16	\$18.79	\$21.41	\$24.04	\$26.67
53	\$17.60	\$20.46	\$23.32	\$26.18	\$29.04
54	\$19.12	\$22.23	\$25.34	\$28.44	\$31.55
55	\$21.23	\$24.68	\$28.12	\$31.57	\$35.02
56	\$23.56	\$27.38	\$31.21	\$35.04	\$38.87
57	\$26.16	\$30.41	\$34.67	\$38.92	\$43.17
58	\$29.03	\$33.75	\$38.47	\$43.18	\$47.90
59	\$32.23	\$37.47	\$42.70	\$47.94	\$53.18
60	\$35.77	\$41.58	\$47.39	\$53.21	\$59.02
61	\$39.70	\$46.16	\$52.61	\$59.06	\$65.51
62	\$44.07	\$51.23	\$58.39	\$65.56	\$72.72
63	\$48.91	\$56.86	\$64.81	\$72.76	\$80.71

<b>Special Rate Pay Scale</b>							
<b>PAY GRADE</b>	<b>HRLY MIN</b>	<b>HRLY MID</b>	<b>HRLY MAX</b>	<b>ANNUAL MIN</b>	<b>ANNUAL MID</b>	<b>ANNUAL MAX</b>	<b>Range Spread</b>
52SR	\$20.84	\$27.62	\$34.39	\$43,351.30	\$57,440.47	\$71,529.64	65%
53SR	\$22.72	\$30.10	\$37.48	\$47,251.18	\$62,607.81	\$77,964.45	65%
54SR	\$24.76	\$32.81	\$40.86	\$51,503.92	\$68,242.69	\$84,981.47	65%
55SR	\$27.49	\$36.42	\$45.35	\$57,169.15	\$75,749.12	\$94,329.09	65%
56SR	\$28.86	\$38.24	\$47.62	\$60,027.22	\$79,536.07	\$99,044.92	65%
57SR	\$31.40	\$41.60	\$51.80	\$65,302.31	\$86,525.57	\$107,748.82	65%
58SR	\$34.84	\$46.16	\$57.48	\$72,461.38	\$96,011.32	\$119,561.27	65%
59SR	\$38.67	\$51.24	\$63.81	\$80,442.79	\$106,586.70	\$132,730.60	65%
60SR	\$42.92	\$56.87	\$70.82	\$89,278.44	\$118,293.93	\$147,309.42	65%

<b>Special Rate Pay Scale by Quartile</b>					
<b>PAY GRADE</b>	<b>HRLY MIN</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>HRLY MAX</b>
52SR	\$20.84	\$24.23	\$27.62	\$31.00	\$34.39
53SR	\$22.72	\$26.41	\$30.10	\$33.79	\$37.48
54SR	\$24.76	\$28.79	\$32.81	\$36.83	\$40.86
55SR	\$27.49	\$31.95	\$36.42	\$40.88	\$45.35
56SR	\$28.86	\$33.55	\$38.24	\$42.93	\$47.62
57SR	\$31.40	\$36.50	\$41.60	\$46.70	\$51.80
58SR	\$34.84	\$40.50	\$46.16	\$51.82	\$57.48
59SR	\$38.67	\$44.96	\$51.24	\$57.53	\$63.81
60SR	\$42.92	\$49.90	\$56.87	\$63.85	\$70.82

LEON COUNTY GOVERNMENT  
2020/21 PAY PLAN WITH NEW RANGE SPREADS

Commission Aide Pay Scale							
PAY GRADE	HRLY MIN	HRLY MID	HRLY MAX	ANNUAL MIN	ANNUAL MID	ANNUAL MAX	Range Spread
97	\$22.74	\$30.13	\$37.52	\$47,298.00	\$62,670.00	\$78,042.00	65%

Commission Aide Pay Scale by Quartile					
PAY GRADE	HRLY MIN	Q1	Q2	Q3	HRLY MAX
E1	\$22.74	\$26.43	\$30.13	\$33.82	\$37.52

EMS Pay Scale							
PAY GRADE	HRLY MIN	HRLY MID	HRLY MAX	ANNUAL MIN	ANNUAL MID	ANNUAL MAX	Range Spread
E1	\$10.46	\$16.14	\$17.25	\$21,748.53	\$28,816.80	\$35,885.08	65%
E2	\$10.97	\$16.93	\$18.09	\$22,809.44	\$30,222.50	\$37,635.57	65%
ESS	\$11.25	\$15.75	\$18.56	\$23,392.93	\$30,995.64	\$38,598.34	65%
E1S	\$13.27	\$18.92	\$21.90	\$27,604.72	\$36,576.26	\$45,547.79	65%
E2S	\$13.78	\$19.70	\$22.74	\$28,665.63	\$37,981.95	\$47,298.28	65%
P	\$13.27	\$20.48	\$21.90	\$27,601.60	\$36,572.12	\$45,542.64	65%
P1	\$13.77	\$21.27	\$22.72	\$28,641.60	\$37,950.12	\$47,258.64	65%
P2	\$14.27	\$22.09	\$23.55	\$29,681.60	\$39,328.12	\$48,974.64	65%
P22	\$14.52	\$22.22	\$23.96	\$30,201.60	\$40,017.12	\$49,832.64	65%
PS	\$18.27	\$24.03	\$30.15	\$38,001.60	\$50,352.12	\$62,702.64	65%
P1S	\$18.77	\$24.82	\$30.97	\$39,041.60	\$51,730.12	\$64,418.64	65%
P2S	\$19.27	\$25.64	\$31.80	\$40,081.60	\$53,108.12	\$66,134.64	65%
P22S	\$19.52	\$25.77	\$32.21	\$40,601.60	\$53,797.12	\$66,992.64	65%
CPS	\$21.02	\$29.44	\$34.68	\$43,721.60	\$57,931.12	\$72,140.64	65%
C1	\$26.22	\$34.74	\$43.27	\$54,541.76	\$72,267.83	\$89,993.90	65%
C2	\$29.10	\$38.55	\$48.01	\$60,521.34	\$80,190.78	\$99,860.22	65%
C3	\$32.30	\$42.80	\$53.30	\$67,187.95	\$89,024.04	\$110,860.12	65%
C4	\$44.07	\$58.39	\$72.72	\$91,666.85	\$121,458.57	\$151,250.30	65%

EMS Pay Scale by Quartile					
PAY GRADE	HRLY MIN	Q1	Q2	Q3	HRLY MAX
E1	\$10.46	\$13.30	\$16.14	\$16.70	\$17.25
E2	\$10.97	\$13.95	\$16.93	\$17.51	\$18.09
ESS	\$11.25	\$13.50	\$15.75	\$17.15	\$18.56
E1S	\$13.27	\$16.09	\$18.92	\$20.41	\$21.90
E2S	\$13.78	\$16.74	\$19.70	\$21.22	\$22.74
P	\$13.27	\$16.87	\$20.48	\$21.19	\$21.90
P1	\$13.77	\$17.52	\$21.27	\$22.00	\$22.72
P2	\$14.27	\$18.18	\$22.09	\$22.82	\$23.55
P22	\$14.52	\$18.37	\$22.22	\$23.09	\$23.96
PS	\$18.27	\$21.15	\$24.03	\$27.09	\$30.15
P1S	\$18.77	\$21.79	\$24.82	\$27.90	\$30.97
P2S	\$19.27	\$22.46	\$25.64	\$28.72	\$31.80
P22S	\$19.52	\$22.64	\$25.77	\$28.99	\$32.21
CPS	\$21.02	\$25.23	\$29.44	\$32.06	\$34.68
C1	\$26.22	\$30.48	\$34.74	\$39.01	\$43.27
C2	\$29.10	\$33.83	\$38.55	\$43.28	\$48.01
C3	\$32.30	\$37.55	\$42.80	\$48.05	\$53.30
C4	\$44.07	\$51.23	\$58.39	\$65.56	\$72.72

LEON COUNTY GOVERNMENT  
2021-22 PAY PLAN

Career Service Pay Scale							
PAY GRADE	HRLY MIN	HRLY MID	HRLY MAX	ANNUAL MIN	ANNUAL MID	ANNUAL MAX	Range Spread
74	\$14.00	\$18.55	\$23.10	\$29,120.00	\$38,584.00	\$48,048.00	65%
75	\$14.00	\$18.55	\$23.10	\$29,120.00	\$38,584.00	\$48,048.00	65%
76	\$14.00	\$18.55	\$23.10	\$29,120.00	\$38,584.00	\$48,048.00	65%
77	\$14.00	\$18.55	\$23.10	\$29,120.00	\$38,584.00	\$48,048.00	65%
78	\$14.00	\$18.55	\$23.10	\$29,120.00	\$38,584.00	\$48,048.00	65%
79	\$14.00	\$18.55	\$23.10	\$29,120.00	\$38,584.00	\$48,048.00	65%
80	\$14.00	\$18.55	\$23.10	\$29,120.00	\$38,584.00	\$48,048.00	65%
81	\$14.00	\$18.55	\$23.10	\$29,120.00	\$38,584.00	\$48,048.00	65%
82	\$14.88	\$19.71	\$24.55	\$30,947.21	\$41,005.05	\$51,062.89	65%
83	\$16.16	\$21.41	\$26.67	\$33,614.32	\$44,538.97	\$55,463.63	65%
84	\$17.60	\$23.32	\$29.04	\$36,608.40	\$48,506.13	\$60,403.86	65%
85	\$19.12	\$25.34	\$31.56	\$39,778.60	\$52,706.64	\$65,634.68	65%
86	\$20.84	\$27.62	\$34.39	\$43,351.30	\$57,440.47	\$71,529.64	65%
87	\$22.72	\$30.10	\$37.48	\$47,251.18	\$62,607.81	\$77,964.45	65%
88	\$24.76	\$32.81	\$40.86	\$51,503.92	\$68,242.69	\$84,981.47	65%
89	\$27.49	\$36.42	\$45.35	\$57,169.15	\$75,749.12	\$94,329.09	65%
90	\$28.86	\$38.24	\$47.62	\$60,027.22	\$79,536.07	\$99,044.92	65%

Career Service Pay Scale by Quartile					
PAY GRADE	HRLY MIN	Q1	Q2	Q3	HRLY MAX
74	\$14.00	\$16.28	\$18.55	\$20.83	\$23.10
75	\$14.00	\$16.28	\$18.55	\$20.83	\$23.10
76	\$14.00	\$16.28	\$18.55	\$20.83	\$23.10
77	\$14.00	\$16.28	\$18.55	\$20.83	\$23.10
78	\$14.00	\$16.28	\$18.55	\$20.83	\$23.10
79	\$14.00	\$16.28	\$18.55	\$20.83	\$23.10
80	\$14.00	\$16.28	\$18.55	\$20.83	\$23.10
81	\$14.00	\$16.28	\$18.55	\$20.83	\$23.10
82	\$14.88	\$17.30	\$19.71	\$22.13	\$24.55
83	\$16.16	\$18.79	\$21.41	\$24.04	\$26.67
84	\$17.60	\$20.46	\$23.32	\$26.18	\$29.04
85	\$19.12	\$22.23	\$25.34	\$28.45	\$31.56
86	\$20.84	\$24.23	\$27.62	\$31.00	\$34.39
87	\$22.72	\$26.41	\$30.10	\$33.79	\$37.48
88	\$24.76	\$28.79	\$32.81	\$36.83	\$40.86
89	\$27.49	\$31.95	\$36.42	\$40.88	\$45.35
90	\$28.86	\$33.55	\$38.24	\$42.93	\$47.62

Senior Management Pay Scale							
PAY GRADE	HRLY MIN	HRLY MID	HRLY MAX	ANNUAL MIN	ANNUAL MID	ANNUAL MAX	Range Spread
53	\$17.60	\$23.32	\$29.04	\$36,608.40	\$48,506.13	\$60,403.86	65%
54	\$19.12	\$25.34	\$31.55	\$39,772.51	\$52,698.58	\$65,624.64	65%
55	\$21.23	\$28.12	\$35.02	\$44,152.16	\$58,496.88	\$72,841.60	65%
56	\$23.56	\$31.21	\$38.87	\$48,997.10	\$64,921.16	\$80,845.22	65%
57	\$26.16	\$34.67	\$43.17	\$54,418.21	\$72,104.13	\$89,790.04	65%
58	\$29.03	\$38.47	\$47.90	\$60,384.06	\$80,008.88	\$99,633.71	65%
59	\$32.23	\$42.70	\$53.18	\$67,035.70	\$88,822.30	\$110,608.90	65%
60	\$35.77	\$47.39	\$59.02	\$74,398.90	\$98,578.54	\$122,758.18	65%
61	\$39.70	\$52.61	\$65.51	\$82,582.86	\$109,422.29	\$136,261.73	65%
62	\$44.07	\$58.39	\$72.72	\$91,666.85	\$121,458.57	\$151,250.30	65%
63	\$48.91	\$64.81	\$80.71	\$101,739.04	\$134,804.23	\$167,869.42	65%

Senior Management Pay Scale by Quartile					
PAY GRADE	HRLY MIN	Q1	Q2	Q3	HRLY MAX
53	\$17.60	\$20.46	\$23.32	\$26.18	\$29.04
54	\$19.12	\$22.23	\$25.34	\$28.44	\$31.55
55	\$21.23	\$24.68	\$28.12	\$31.57	\$35.02
56	\$23.56	\$27.38	\$31.21	\$35.04	\$38.87
57	\$26.16	\$30.41	\$34.67	\$38.92	\$43.17
58	\$29.03	\$33.75	\$38.47	\$43.18	\$47.90
59	\$32.23	\$37.47	\$42.70	\$47.94	\$53.18
60	\$35.77	\$41.58	\$47.39	\$53.21	\$59.02
61	\$39.70	\$46.16	\$52.61	\$59.06	\$65.51
62	\$44.07	\$51.23	\$58.39	\$65.56	\$72.72
63	\$48.91	\$56.86	\$64.81	\$72.76	\$80.71

Special Rate Pay Scale							
PAY GRADE	HRLY MIN	HRLY MID	HRLY MAX	ANNUAL MIN	ANNUAL MID	ANNUAL MAX	Range Spread
52SR	\$20.84	\$27.62	\$34.39	\$43,351.30	\$57,440.47	\$71,529.64	65%
53SR	\$22.72	\$30.10	\$37.48	\$47,251.18	\$62,607.81	\$77,964.45	65%
54SR	\$24.76	\$32.81	\$40.86	\$51,503.92	\$68,242.69	\$84,981.47	65%
55SR	\$27.49	\$36.42	\$45.35	\$57,169.15	\$75,749.12	\$94,329.09	65%
56SR	\$28.86	\$38.24	\$47.62	\$60,027.22	\$79,536.07	\$99,044.92	65%
57SR	\$31.40	\$41.60	\$51.80	\$65,302.31	\$86,525.57	\$107,748.82	65%
58SR	\$34.84	\$46.16	\$57.48	\$72,461.38	\$96,011.32	\$119,561.27	65%
59SR	\$38.67	\$51.24	\$63.81	\$80,442.79	\$106,586.70	\$132,730.60	65%
60SR	\$42.92	\$56.87	\$70.82	\$89,278.44	\$118,293.93	\$147,309.42	65%

Special Rate Pay Scale by Quartile					
PAY GRADE	HRLY MIN	Q1	Q2	Q3	HRLY MAX
52SR	\$20.84	\$24.23	\$27.62	\$31.00	\$34.39
53SR	\$22.72	\$26.41	\$30.10	\$33.79	\$37.48
54SR	\$24.76	\$28.79	\$32.81	\$36.83	\$40.86
55SR	\$27.49	\$31.95	\$36.42	\$40.88	\$45.35
56SR	\$28.86	\$33.55	\$38.24	\$42.93	\$47.62
57SR	\$31.40	\$36.50	\$41.60	\$46.70	\$51.80
58SR	\$34.84	\$40.50	\$46.16	\$51.82	\$57.48
59SR	\$38.67	\$44.96	\$51.24	\$57.53	\$63.81
60SR	\$42.92	\$49.90	\$56.87	\$63.85	\$70.82



LEON COUNTY GOVERNMENT  
2021-22 PAY PLAN

Commission Aide Pay Scale							
PAY GRADE	HRLY MIN	HRLY MID	HRLY MAX	ANNUAL MIN	ANNUAL MID	ANNUAL MAX	Range Spread
97	\$22.74	\$30.13	\$37.52	\$47,298.00	\$62,670.00	\$78,042.00	65%

Commission Aide Pay Scale by Quartile					
PAY GRADE	HRLY MIN	Q1	Q2	Q3	HRLY MAX
E1	\$22.74	\$26.43	\$30.13	\$33.82	\$37.52

EMS Pay Scale							
PAY GRADE	HRLY MIN	HRLY MID	HRLY MAX	ANNUAL MIN	ANNUAL MID	ANNUAL MAX	Range Spread
E1	\$14.00	\$16.14	\$23.10	\$29,120.00	\$38,584.00	\$48,048.00	65%
E2	\$14.51	\$16.93	\$23.94	\$30,180.80	\$39,989.56	\$49,798.32	65%
ESS	\$14.79	\$15.75	\$24.40	\$30,763.20	\$40,761.24	\$50,759.28	65%
E1S	\$16.81	\$18.92	\$27.74	\$34,964.80	\$46,328.36	\$57,691.92	65%
E2S	\$17.31	\$19.70	\$28.56	\$36,004.80	\$47,706.36	\$59,407.92	65%
P	\$16.81	\$20.48	\$27.74	\$34,964.80	\$46,328.36	\$57,691.92	65%
P1	\$17.31	\$21.27	\$28.56	\$36,004.80	\$47,706.36	\$59,407.92	65%
P2	\$17.81	\$22.09	\$29.39	\$37,044.80	\$49,084.36	\$61,123.92	65%
P22	\$18.06	\$22.22	\$29.80	\$37,564.80	\$49,773.36	\$61,981.92	65%
PS	\$21.81	\$24.03	\$35.99	\$45,364.80	\$60,108.36	\$74,851.92	65%
P1S	\$22.31	\$24.82	\$36.81	\$46,404.80	\$61,486.36	\$76,567.92	65%
P2S	\$22.81	\$25.64	\$37.64	\$47,444.80	\$62,864.36	\$78,283.92	65%
P22S	\$23.06	\$25.77	\$38.05	\$47,964.80	\$63,553.36	\$79,141.92	65%
CPS	\$24.56	\$29.44	\$40.52	\$51,084.80	\$67,687.36	\$84,289.92	65%
C1	\$30.64	\$40.60	\$50.56	\$63,731.20	\$84,443.84	\$105,156.48	65%
C2	\$34.00	\$45.05	\$56.10	\$70,720.00	\$93,704.00	\$116,688.00	65%
C3	\$37.75	\$50.02	\$62.29	\$78,520.00	\$104,039.00	\$129,558.00	65%
C4	\$44.07	\$58.39	\$72.72	\$91,665.60	\$121,457.95	\$151,250.30	65%

EMS Pay Scale by Quartile					
PAY GRADE	HRLY MIN	Q1	Q2	Q3	HRLY MAX
E1	\$14.00	\$15.07	\$16.14	\$19.62	\$23.10
E2	\$14.51	\$15.72	\$16.93	\$20.44	\$23.94
ESS	\$14.79	\$15.27	\$15.75	\$20.08	\$24.40
E1S	\$16.81	\$17.86	\$18.92	\$23.33	\$27.74
E2S	\$17.31	\$18.51	\$19.70	\$24.13	\$28.56
P	\$16.81	\$18.64	\$20.48	\$24.11	\$27.74
P1	\$17.31	\$19.29	\$21.27	\$24.92	\$28.56
P2	\$17.81	\$19.95	\$22.09	\$25.74	\$29.39
P22	\$18.06	\$20.14	\$22.22	\$26.01	\$29.80
PS	\$21.81	\$22.92	\$24.03	\$30.01	\$35.99
P1S	\$22.31	\$23.56	\$24.82	\$30.82	\$36.81
P2S	\$22.81	\$24.23	\$25.64	\$31.64	\$37.64
P22S	\$23.06	\$24.41	\$25.77	\$31.91	\$38.05
CPS	\$24.56	\$27.00	\$29.44	\$34.98	\$40.52
C1	\$30.64	\$35.62	\$40.60	\$45.58	\$50.56
C2	\$34.00	\$39.53	\$45.05	\$50.58	\$56.10
C3	\$37.75	\$43.88	\$50.02	\$56.15	\$62.29
C4	\$44.07	\$51.23	\$58.39	\$65.56	\$72.72

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #30**

# Leon County Board of County Commissioners

## Agenda Item #30

July 13, 2021

**To:** Honorable Chairman and Members of the Board

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



**Title:** Status Report on the Open Burning Ordinance and Information Regarding Open Burning and Air Quality Regulation, Including Emissions that May Cause Smoke Nuisances, and Request to Schedule the First and Only Public Hearing to Consider Adopting a Proposed Ordinance to Repeal Section 18-142 of the Leon County Code of Laws and Adopt New Provisions Related to Open Burning, for September 14, 2021

<b>Review and Approval:</b>	Chasity H. O'Steen, County Attorney Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Daniel J. Rigo, Sr. Assistant County Attorney

### **Statement of Issue:**

As directed by the Board at its March 9th meeting, this item provides a status report on the County's open burning ordinance and information regarding open burning and air quality regulation, including emissions that may cause smoke nuisances. This item also requests the Board to schedule the first and only public hearing to consider adopting a proposed Ordinance to repeal Section 18-142 of the Leon County Code of Laws and adopt new provisions related to open burning, for September 14, 2021.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

- Option #1: Accept the status report on the open burning ordinance and information regarding open burning and air quality regulation, including emissions that cause smoke nuisances.
- Option #2: Schedule the first and only public hearing to consider adopting a proposed Ordinance to repeal Section 18-142 of the Leon County Code of Laws (Attachment #1) and adopt new provisions related to open burning, for September 14, 2021 at 6:00 p.m.

Title: Status Report on the Open Burning Ordinance and Information Regarding Open Burning and Air Quality Regulation, Including Air Emissions that Cause Smoke Nuisances, and Request to Schedule the First and Only Public Hearing to Consider the Adoption of a Proposed Ordinance Repealing Section 18-142 of the Leon County Code of Laws and Adopting New Provisions Related to Open Burning, for September 14, 2021

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## **Report and Discussion**

### **Background:**

At its March 9th meeting, the Board requested an update on the status of the County's open burning ordinance, as well as possible alternatives to protect citizens from pollution and nuisances caused by smoke. This item provides a status report on the County's open burning ordinance and information regarding open burning and air quality regulation, including emissions that may cause smoke nuisances, and requests the Board to schedule the first and only public hearing for September 14, 2021, to consider the adoption of a proposed Ordinance regarding open burning (Attachment #1). The proposed Ordinance would repeal Section 18-142 of the Leon County Code of Laws and adopt new provisions related to open burning, including definitions of terms and to expressly state that the Florida Forest Service (FFS) is currently authorized to manage and enforce state regulations pertaining to open burning in unincorporated Leon County.

By way of background, from 1976 until 2015, the County's ordinance on burning provided as follows:

Sec. 18-142. Burning. It shall be unlawful for any person, to dispose of waste by open burning when an organized waste collection system is available for service, or where said burning is a nuisance to the neighborhood or is a hazard to passing motorists on nearby roads.

However, questions and uncertainty ensued concerning the meaning of the term "waste" and the scope of the ordinance. On December 19, 2014, a meeting was held between representatives of Leon County Administration, the Leon County Attorney's Office, the Leon County Sheriff's Office, the Department of Agriculture, FFS, and the Tallahassee Fire Department to discuss the County's burning ordinance. At that meeting it was determined that the County's ordinance was drafted in such a manner that most open burning was completely prohibited throughout the County. A status report on these findings was provided to the Board on April 14, 2015, and on May 12, 2015, the Board adopted Ordinance No. 15-05, which amended Section 18-142 of the Leon County Code of Laws to read as follows:

Sec. 18-142. Burning. The county shall follow the regulations set forth by the state department of agriculture and consumer services, state forest service's outdoor burning and forest fire regulations and laws. The state forest service is delegated all permitting authority in the county's unincorporated area in accordance with said regulations and laws. This shall include, but is not limited to burning in accord with their definition of yard waste and the permitting for larger fires. Any person violating the terms of this section relative to the burning of yard waste only shall be guilty of a civil infraction, which is punishable by a civil penalty of \$100.00 for the first violation, \$250.00 for the second violation, and \$500.00 for the third or subsequent violations.

Title: Status Report on the Open Burning Ordinance and Information Regarding Open Burning and Air Quality Regulation, Including Air Emissions that Cause Smoke Nuisances, and Request to Schedule the First and Only Public Hearing to Consider the Adoption of a Proposed Ordinance Repealing Section 18-142 of the Leon County Code of Laws and Adopting New Provisions Related to Open Burning, for September 14, 2021

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A few years later, at the December 19, 2019, meeting, the Board considered a status report regarding the County's burning ordinance and similar ordinances adopted by other counties. After discussion, the Board accepted the status report and voted to take no further action.

### **Analysis:**

The following will provide an overview of the regulatory framework governing open burning and air quality emissions, including emissions that cause smoke nuisances. An analysis of the County's burning ordinance and suggested revisions is also provided.

### **Open Burning Regulations**

Historically, both the Florida Department of Environmental Protection (FDEP) and the Florida Department of Agriculture and Consumer Services (FDACS) have had mutual responsibilities, regulations, and enforcement authority relating to open burning. Statutorily, "open burning" means any outdoor fire or open combustion of material that produces visible emissions. Section 590.015(4), F.S. Rule 62-256.200(10), F.A.C., further defines "open burning" to mean "the burning of any matter in such a manner that the products of combustion resulting from the burning are emitted directly into the outdoor atmosphere without passing through a stack or chimney."

In 1996, the FDEP and the FDACS entered into an Interagency Agreement pursuant to which the agencies agreed that FDACS would assume responsibility to implement and enforce various FDEP rules relating to open burning, including Rules 62-256.200 (Definitions), 62-256.300 (Prohibitions), and 62-256.700 (Open Burning Allowed), *Florida Administrative Code* (F.A.C.), except in 8 enumerated counties: Broward, Duval, Hillsborough, Dade, Orange, Palm Beach, Pinellas, and Sarasota. These counties were excluded from the FDACS statewide jurisdiction over open burning because the FDEP had previously approved local pollution control programs within those 8 counties pursuant to its authority in Section 403.182, F.S.

As part of its authority under the Interagency Agreement, the FDACS was tasked with issuing authorizations for permissible open burning operations, which in relevant part enumerates the parameters for the opening burning of "yard waste." See Rule 62-256.700(1)(a), F.A.C. The terms "yard waste" and "yard trash" are synonymous terms as defined in the rules. "Yard waste" is defined to mean "vegetative matter resulting from landscaping and yard maintenance operations and other such routine property clean-up activities." Rule 62-256.200(19), F.A.C. This definition includes materials such as leaves, shrub trimmings, grass clippings, palm fronds, and brush but does not include land clearing debris or tree cutting debris. The definition of "yard trash" in Rule 5I-2.003(41), F.A.C., is virtually identical, i.e., the term means "vegetative matter resulting from landscaping and yard maintenance operations and other such routine property cleanup activities. It includes materials such as leaves, shrub trimmings, grass clippings, brush, and palm fronds." Rule 62-256.700(10), F.A.C., also expressly states that nothing in the rule chapter shall be construed to prohibit recreational open burning, i.e., the open burning of vegetative debris and

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untreated wood in a campfire, ceremonial bonfire, outdoor fireplace, or other contained outdoor heating or cooking device, or on cold days for warming of outdoor workers.

Accordingly, in those counties where the FDACS exercises jurisdiction to implement and enforce regulations for opening burning, including in Leon County, the burning of yard waste/yard trash is permissible as long as the conditions set forth in Rule 62-256.700(1)(a), F.A.C., are met:

- The yard trash was generated on residential premises of not more than two family units;
- The open burning is conducted on the premises where the material was generated;
- The fire is ignited after 9:00 a.m. Eastern time and extinguished no later than one hour before sunset, provided, however, that no burning shall be conducted during windy conditions;
- The fire is enclosed in a noncombustible container or is restricted to a pile no greater than eight feet in diameter built upon ground cleared of all combustible material;
- The fire is set back at least 25 feet from any wildlands, brush, or combustible structure, 50 feet from any paved public roadway, and 150 feet from any occupied building other than that owned or leased by the individual doing the burning;
- The fire is attended and adequate fire extinguishing equipment is readily available at all times; and
- The moisture content and composition of material to be burned is favorable to good burning which will minimize smoke.

Except as provided above, any other open burning of yard waste/trash is allowed only as enumerated in other portions of the rules that may be applicable in different circumstances. *See* Rule 62-256.700(1)(b), F.A.C. The Interagency Agreement also expressly states that the enforcement powers conferred upon the FDACS in the Interagency Agreement are in addition to those powers already available to the FDACS under Chapter 590, F.S.

According to Sections 590.02(10), and 590.125(6), F.S., the FFS, a division of the FDACS, has authority to manage and enforce regulations pertaining to outdoor burning, including the burning of yard trash. Section 590.02(10)(b), F.S., states that the FFS may delegate to a county, municipality, or special district its authority, as delegated by the FDEP, “to manage and enforce regulations pertaining to the burning of yard trash in accordance with s. 590.125(6) . . . .” If a county’s or municipality’s program fails to meet the State’s requirements, the Florida Forest Service can rescind approval and resume management and enforcement of the State regulations. *See* Section 590.125(6), F.S.

In 2011, the Legislature amended Section 590.125, F.S., entitled “Open burning authorized by the Florida Forest Service”, to expressly include a new subsection (6), entitled “Florida Forest Service

Title: Status Report on the Open Burning Ordinance and Information Regarding Open Burning and Air Quality Regulation, Including Air Emissions that Cause Smoke Nuisances, and Request to Schedule the First and Only Public Hearing to Consider the Adoption of a Proposed Ordinance Repealing Section 18-142 of the Leon County Code of Laws and Adopting New Provisions Related to Open Burning, for September 14, 2021

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Approval of Local Government Open Burning Authorization Programs.” An analysis of the legislative history of Section 590.125, Florida Statutes (“F.S.”), indicates that, prior to 2011, some counties in Florida were issuing open burning permits under their own authority, even though the FFS had the final authority to issue open burning authorizations. Fla. H.R., CS/CS/HB 7215 (2011) Final Bill Analysis 13-14 (June 29, 2011). As a result, two permits were being required to conduct open burning. *Id.* The 2011 legislative amendments to Section 590.125(6), F.S., clarified that only one open burning permit would be required to conduct open burning, and that the FFS had the ultimate authority to issue such a permit. *Id.* Subsequently, a local government could administer an open burning authorization program only if the FFS specifically delegated such authority to the local government. *See id.*

In recent communications with Steven Hall, General Counsel for the FDACS, Mr. Hall confirmed that the FFS has preemptive authority to regulate outdoor burning, including the outdoor burning of yard trash as delegated by the FDEP, except within the geographical boundaries of the 8 counties enumerated in the Interagency Agreement. Accordingly, pursuant to Sections 590.02(10) and 590.125(6), F.S., the FFS is authorized to delegate this authority to regulate outdoor burning, including yard trash, to local governments pursuant to an approved program, but FFS cannot approve a program unless it meets the requirements of subsections 590.0125(2) and (4), F.S., and the applicable rules adopted under those subsections, which include the rules in Rule Chapter 5I-2, F.A.C., entitled “Open Burning.”

Rule 5I-2.004(1), F.A.C., lists the types of open burning not allowed, including any open burning disallowed by rule chapters 5I-2 and 62-256, F.A.C., or chapters 403 and 590, F.S., and when an air pollution episode exists or is forecast to occur. Additionally, under Rule 5I-2.006(11), F.A.C., recreational open burning is permitted, i.e., the open burning of vegetative debris and untreated wood in a campfire, outdoor fireplace, or other contained outdoor heating or cooking device, or on cold days for warming of outdoor workers. Further, the rule does not prohibit the open burning of vegetative debris or untreated wood in a recreational or ceremonial bonfire, as long as the fire is attended at all times and is completely smothered with no visible flame, smoke, or emissions if the area is to be left unattended. *Id.* The person or persons responsible for the recreational fire is required to ensure compliance with any applicable open burning rules adopted by the FFS. *Id.*

Citizens who have any questions or concerns about open burning in Leon County, including the open burning of yard trash and land clearing debris, can contact the Tallahassee Forestry Center, which is the local field unit for the FFS, as follows:

Tallahassee Forestry Center  
Florida Forest Service  
865 Geddie Road  
Tallahassee, Florida 32304-8671  
Telephone: (850) 681-5950

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### County Ordinance on Burning

Since its enactment in 2015, Section 18-142 of the Code of Laws of Leon County has provided that the County follows the outdoor burning regulations of the FFS, which has been delegated all permitting authority pertaining to outdoor burning in the County, including the burning of yard waste and the permitting for larger fires. Section 18-142 of the Code also provides penalties for violations.

As set forth in the foregoing analysis of the State's open burning laws and regulations, the FFS has the preemptive authority to manage and enforce regulations pertaining to open burning throughout Leon County. The authority of the FFS includes managing and enforcing the State's laws and regulations for the open burning of yard trash and land clearing debris in the County, unless the FFS delegates its authority to the County, which has not occurred.

Accordingly, it is recommended that the Board consider enacting a proposed Ordinance to clarify the management and enforcement of regulations in the field of open burning. The proposed Ordinance would repeal Section 18-142 of the Leon County Code of Laws, entitled "Burning", in its entirety and add a new Article VII to Chapter 18 of the Code, to be entitled "Open Burning."

The proposed Ordinance provides definitions for the terms "open burning", "yard waste", and "land clearing debris", which are derived from the definitions provided in Chapter 590, F.S., and Chapter 5I-2, F.A.C. The proposed Ordinance also clarifies that the FFS has the power and authority to manage and enforce regulations pertaining to open burning in unincorporated Leon County, including the open burning of yard trash and land clearing debris, unless the County adopts a program approved by the FFS as provided by Sections 590.02(10)(b) and 590.125(6), F.S.

### Air Quality Regulation

The Clean Air Act, 42 U.S.C. § 7401, et seq., is the comprehensive federal law that regulates air emissions. The Clean Air Act requires the U.S. Environmental Protection Agency ("EPA") to set National Ambient Air Quality Standards ("NAAQS") for the six major air pollutants, one of which is known as Particulate Matter. Particulate Matter is the term used for a mixture of solid particles and liquid droplets found in the air and ranging in size. Particle pollution can be emitted directly from construction sites, unpaved roads, fields, smokestacks, or fires, or can result from complex reactions of chemicals released by power plants, industries, and automobiles. The Clean Air Act requires each state to develop a state implementation plan to provide for the implementation, maintenance, and enforcement of the NAAQS.

The Florida Air and Water Pollution Control Act, Chapter 403, Part I, F.S. (the "Act"), confers the power and duty to the FDEP to control and prohibit air pollution. The FDEP implements the Clean Air Act, monitors air quality (including particle pollution air quality), issues permits to air pollution sources, and administers the state's air pollution control programs. The Interagency Agreement between the FDEP and the FDACS expressly provides that the FDEP retains exclusive



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jurisdiction and responsibility for monitoring air quality and further, that the FDEP will advise the FDACS of potential air pollution problems due to the permits issued by the FEP for open burning. This responsibility includes, but is not limited to, monitoring the air quality of any area affected by the burning operations and requiring that FDEP provide the FDACS with prompt notification of any circumstances that would require special control of open burning.

Under Section 403.182, F.S., each county and municipality may establish and administer a local pollution control program ("Local Program"). The Local Program must:

- Be approved by the FDEP as adequate to meet the requirements of the Act and any other applicable rules and regulations issued thereto;
- Provide by ordinance, regulation, or local law for the requirements compatible with, or stricter or more extensive than, those imposed by the Act and regulations issued thereunder;
- Provide for enforcement of the Local Program by appropriate administrative and judicial processes; and
- Provide for administrative organization, staff, financial, and other resources necessary to effectively and efficiently carry out the Local Program.

The Local Program must also cooperate with and assist the FDEP in carrying out its powers, duties, and functions.

If the FDEP determines that the Local Program is inadequate to prevent and control pollution or that the Local Program is not accomplishing the purposes of the Act, the FDEP will require corrective measures. If the corrective measures are not made, the FDEP will resume administration of the regulatory provisions of the Act, superseding the Local Program. Also, if the FDEP finds that the control of a particular class of contaminant source is beyond the reasonable capability of the Local Program, the FDEP may assume and retain jurisdiction over that class of contaminant source.

As mentioned above, between 1974 and 1989, the FDEP approved Local Programs in 8 counties, which conduct ambient air monitoring and take the lead responsibility for air compliance and enforcement activities in their respective counties. An overview of each of these Local Programs, including the scope of the regulation and the extensive local resources that must be utilized to administer the Local Programs, is set forth in the chart in Attachment #2.

The Local Programs in Hillsborough County, Duval County, and Palm Beach County do not allow for most open burning without a prior authorization or permit approval. In Palm Beach County, the health department must give written approval of all open burning related to residential or commercial land clearing. Hillsborough County's Local Program prohibits open burning except in the performance of an official duty, noncommercial food preparation, recreational or ceremonial purposes, or on cold days, so long as a nuisance is not created.

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### Private Nuisance

There are some instances where state or local regulations are not sufficient to address air emissions concerns of private property owners. In those instances, private property owners may avail themselves of private nuisance remedies. A private nuisance arises from the unreasonable, unwarranted, or unlawful use by a person of his or her own property that obstructs or injures another, producing material annoyance, inconvenience, and discomfort. Under the theory of private nuisance, a private property owner may have a cause of action against an individual who creates the nuisance, such as a nuisance resulting from smoke emissions. In such a scenario, the property owner may file an action in court to recover damages or seek abatement through the issuance of an injunction to stop the nuisance.

### Conclusion

In conclusion, this item recommends that the Board accept the status report on the County's burning ordinance and alternatives to address smoke nuisances. It is further recommended that the Board approve the scheduling of the first and only public hearing to consider adopting a proposed Ordinance amending Section 18-142 of the Leon County Code of Laws regarding open burning, for September 14, 2021.

### Options:

1. Accept the status report on the open burning ordinance and information regarding open burning and air quality regulation, including emissions that cause smoke nuisances.
2. Schedule the first and only public hearing to consider adopting a proposed Ordinance to repeal Section 18-142 of the Leon County Code of Laws (Attachment #1) and adopt new provisions related to open burning, for September 14, 2021 at 6:00 p.m.
3. Do not accept the status report on the open burning ordinance and information regarding open burning and air quality regulation, including emissions that cause smoke nuisances.
4. Do not schedule the first and only public hearing to consider adopting a proposed Ordinance to repeal Section 18-142 of the Leon County Code of Laws and adopt new provisions related to open burning.
5. Board direction.

### Recommendation:

Options #1 and #2

### Attachments:

1. Proposed Ordinance regarding Open Burning
2. Overview of Local Pollution Control Programs

**LEON COUNTY ORDINANCE NO. 2021-**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 18 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; REPEALING SECTION 18-142 ENTITLED BURNING; ADOPTING A NEW ARTICLE VII TO BE ENTITLED OPEN BURNING; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the Florida Forest Service has the power and authority to manage and enforce regulations pertaining to open burning in the unincorporated area of the County, including the open burning of yard trash and land clearing debris; and

WHEREAS, the Board desires to amend Chapter 18 of the Code of Laws of Leon County, pertaining to open burning;

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

**Section 1. Amendments to Code.**

Section 18-142 of Article VI of Chapter 18 of the Code of Laws of Leon County, Florida, entitled "Burning," is hereby repealed in its entirety.

**Section 2. Amendments to Code.**

The Code of Laws of Leon County, Florida, is hereby amended by adding an article to Chapter 18 to be numbered Article VII, which article shall read as follows:

**Article VII. Open Burning**

**Sec. 18-190. Definitions.**

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Land clearing debris* is defined as uprooted or cleared vegetation resulting from a land clearing operation including untreated wood, e.g., old fence posts, and does not include yard trash.

*Open burning* means any outdoor fire or open combustion of material that produces visible emissions.

**Section 18-191. Florida Forest Service authority on open burning.**

(b) *Authority regarding open burning of yard trash and land clearing debris.* The Florida Forest Service is authorized and empowered to manage and enforce regulations pertaining to the open burning of yard trash and land clearing debris in the unincorporated area of the county, unless the Florida Forest Service delegates this authority to the county as provided by ss. 590.02(10)(b) and 590.125(6), F.S.

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.

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.

This ordinance shall have effect upon becoming law.

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### Overview of Local Pollution Control Programs

County	Program Administration	Responsibilities
Broward	<p>Established by General Operating Agreement with FDEP on July 22, 1981.</p> <p>Administered by the Environmental Protection and Growth Management Department, Environmental Engineering and Permitting Division, Air Licensing and Compliance Section.</p> <p>Staff size: 24</p>	<p>Acts on FDEP's behalf as the approved local air pollution control program, including conducting ambient air monitoring and taking the lead responsibility for air compliance and enforcement activities.</p> <p>Controls air emissions and monitors air quality; issues permits and licenses for stationary sources of air pollution; operates and maintains ambient air monitoring stations; ensures compliance with federal asbestos regulations; processes environmental complaints; performs outreach activities.</p> <p><u>Note:</u> The Broward County Air Quality Code (Chapter 27, Article IV) applies to open burning to the extent it causes or contributes to a violation of the air quality regulations.</p>
Duval / City of Jacksonville	<p>Established by General Operating Agreement with FDEP on June 3, 1982.</p> <p>Administered by the Environmental and Compliance Department, Environmental Quality Division, Air Quality Branch.</p> <p>Staff size: 18</p>	<p>Acts on FDEP's behalf as the approved local air pollution control program, including conducting ambient air monitoring and taking the lead responsibility for air compliance and enforcement activities.</p> <p>Handles air pollution source permitting, and odor, dust, asbestos, and noise problems and complaints. Handles illegal burning issues and complaints. Issues open burning permits.</p> <p><u>Note:</u> The burning of land clearing debris resulting from the initial clearing of vegetation on commercial properties requires an open burning permit. Burning of household, yard waste, and construction material or waste is not allowed.</p>
Hillsborough	<p>Established by General Operating Agreement with FDEP on September 18, 1974.</p> <p>Administered by the Environmental Protection Commission, Air Division.</p> <p>Staff size: 29</p>	<p>Acts on FDEP's behalf as the approved local air pollution control program, including conducting ambient air monitoring and taking the lead responsibility for air compliance and enforcement activities.</p> <p>Performs inspections of air pollution sources, issues permits to air pollution facilities, investigates complaints, conducts studies on airborne toxins, collects and analyzes air quality data.</p> <p>Regulates sources of air pollution. Regulates activities that generate asbestos, noise, dust, or involve open burning.</p> <p><u>Note:</u> Processes burn authorizations for the types of burning that are allowed. Open burning of residential yard waste and garbage is not allowed.</p>

County	Program Administration	Responsibilities
Miami/Dade County	<p>Established by General Operating Agreement with FDEP on July 7, 1981.</p> <p>Administered by the Department of Regulatory and Economic Resources, Division of Environmental Resources Management, Air Quality Protection.</p> <p>Staff size: 28</p>	<p>Acts on FDEP's behalf as the approved local air pollution control program, including conducting ambient air monitoring and taking the lead responsibility for air compliance and enforcement activities.</p> <p>Monitors air pollution and enforces air pollution laws; issues air permits.</p>
Orange	<p>Established by General Operating Agreement with FDEP on April 3, 1989.</p> <p>Administered by the Environmental Protection Division, Air Quality Management Section.</p> <p>Staff size: 16</p>	<p>Acts on FDEP's behalf as the approved local air pollution control program, including conducting ambient air monitoring and taking the lead responsibility for air compliance and enforcement activities.</p> <p>Ensures that the air quality of the county meets the standards of the Clean Air Act and Florida Statutes. The primary duties include permitting, monitoring, compliance, compliance assistance, and outreach.</p> <p>Issues permits to regulate emissions generated by various facilities, such as hospitals, bakeries, small power plants, painting operations, defense plants, and plastic manufacturing companies. Inspects and audits over 200 facilities that have air permits. Operates air monitoring stations and conducts air monitoring.</p> <p><u>Note:</u> Chapter 15, Article III (Air Quality Control) of the Orange County Code regulates air quality, which includes open burning regulations. Open burning of yard waste is allowed only if the burn is conducted using a permitted air curtain incinerator.</p>
Palm Beach	<p>Established by General Operating Agreement with FDEP on July 22, 1981.</p> <p>Administered by the Palm Beach County Department of Health, Division of Environmental Public Health Air and Waste Program.</p> <p>Staff size: 18</p>	<p>Acts on FDEP's behalf as the approved local air pollution control program, including conducting ambient air monitoring and taking the lead responsibility for air compliance and enforcement activities.</p> <p>Responsible for assuring good air quality for the community through regulatory and non-regulatory programs, such as permitting and licensing for air pollution sources, conducting inspections and enforcing air pollution regulations, investigating air pollution complaints, and controlling open burning.</p>

County	Program Administration	Responsibilities
		<p><u>Note:</u> Issues burn permits for burning operations related to land clearing. Agricultural open burning inquiries are directed to the Florida Forest Service. Backyard burning to reduce yard trash is not allowed.</p>
Pinellas	<p>Established by General Operating Agreement with FDEP on January 26, 1986.</p> <p>Administered by the Air Quality Division.</p> <p>Staff size: 19</p>	<p>Acts on FDEP's behalf as the approved local air pollution control program, including conducting ambient air monitoring and taking the lead responsibility for air compliance and enforcement activities.</p> <p>Has the authority to respond to outdoor air quality and asbestos-related complaints.</p> <p>Does not issue air permits; all air permits in Pinellas County are issued by FDEP.</p> <p><u>Note:</u> Does not regulate open burning.</p>
Sarasota	<p>Established by General Operating Agreement on June 17, 1983.</p> <p>Administered by the, Environmental Protection Division, Air and Water Quality Section.</p> <p>Staff size: 4</p>	<p>Acts on FDEP's behalf as the approved local air pollution control program, including conducting ambient air monitoring and taking the lead responsibility for air compliance and enforcement activities.</p> <p>Manages the protection and restoration of the county's air and water resources from the impacts of pollution. Through programs and partnerships with industry, works to safeguard natural resources wherever there is the potential to pollute the air and water.</p> <p><u>Note:</u> Burn authorizations are issued by the Florida Forest Service, which has exclusive authority to permit agricultural, silviculture, land clearing and prescribed burns. Burning of yard debris, fallen branches, trimmed branches, leaves or debris from routine property cleanup is prohibited. Cooking with an open fire is allowed if contained in a device designed solely for cooking food and only uses approved fuels. Recreational fires are allowed with certain restrictions. Ceremonial burning is allowed so long as the ceremonial fire is conducted by a recognized organization.</p>



**Leon County  
Board of County Commissioners  
Notes for Agenda Item #31**

# Leon County Board of County Commissioners


## Agenda Item #31

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Status Update on the Local Emergency Declaration and Procedures for County Commission Meetings



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Heather Peeples, Special Projects Coordinator

### **Statement of Issue:**

This item provides a status update on Leon County's emergency declaration and related procedures for County Commission meetings that the Board has adopted while under a declared local state of emergency due to the COVID-19 pandemic. Additionally, this item recommends allowing the continuing proclamation declaring a local state of emergency to expire on July 16, 2021 and returning to pre-pandemic meeting procedures.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

- Option #1: Accept the status update on the local emergency declaration and procedures for County Commission meetings.
- Option #2: Allow the continuing proclamation declaring a local state of emergency to expire on July 16, 2021 and return to pre-pandemic procedures for County Commission meetings and committee meetings.

## Report and Discussion

### **Background:**

This item provides a status update on Leon County's emergency declaration and related procedures for County Commission meetings that the Board has adopted while under a declared local state of emergency due to the COVID-19 pandemic. Additionally, this item recommends allowing the continuing proclamation declaring a local state of emergency to expire on July 16, 2021 and returning to pre-pandemic meeting procedures.

On March 16, 2020, Leon County Government issued a proclamation declaring a local state of emergency due to COVID-19, similar to those issued by the State of Florida and the federal government. With a local state of emergency in place, the County can quickly obtain critical supplies, expedite County emergency response efforts, seek federal reimbursement, and further streamline agency coordination at the statewide level.

Due to the nature of the state of emergency and in response to the Centers for Disease Control and Prevention's social distancing guidelines, the Board subsequently adopted the following temporary modifications to the procedures for County Commission meetings:

- **Virtual Meetings:** On March 20, 2020, Governor DeSantis issued Executive Order No. 20-69, which temporarily suspended the Florida Statute requiring a physical quorum for local government body meetings or requiring a local government body to meet at a specific public place and permitted the use of communications media technology (CMT), such as telephonic and video conferencing. Subsequently, at the April 14, 2020 meeting, the Board ratified a temporary modification to Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners", to allow for the use of CMT to conduct virtual meetings of the Board as well as County advisory boards, councils, and committees. The Governor's final extension of this Executive Order expired at 12:01 a.m. November 1, 2020 after which all local governments were required to resume in-person meetings.
- **Online Comment Form:** As part of the temporary modification of County policy to allow for virtual meetings, an online form was also established on the County's website for citizens to provide written public comment prior to any meeting. The form has continued to be available to citizens even after the return to in-person meetings. All submitted comments are compiled, sent to the Board prior to each meeting, and entered into the record as part of the meeting minutes.
- **Virtual Citizen Comments:** On September 15, 2020, the Board was presented with a status update on virtual County Commission meetings and options for public participation in light of the Governor's announcement of Florida's transition to Phase 3 of the State's re-opening plan. Phase 3 included resuming in-person meetings of the Board and certain committees by November 1, 2020. At this time, the Board voted to modify current procedure to allow for real time citizen participation on all agenda items beginning with

the September 29, 2020 meeting and, while under the local state of emergency, to continue the virtual option for public comments after in-person meetings resume.

- **Time Limits for Commissioner Debate:** On December 8, 2020, as requested by the Board, staff presented an agenda item regarding limiting debate on agenda items to three minutes per Commissioner in order to limit the duration of indoor meetings during the COVID-19 pandemic. At this time, the Board directed the County Attorney's Office to insert a provision in the proclamations declaring a continuing local state of emergency to temporarily limit debate on each agenda item to three minutes per Commissioner and to include the ability for a Commissioner to ask for an extension of time by a non-debatable motion, seconded and approved by the majority.

Although virtual meetings are no longer permitted, the other temporary modifications to meeting procedures will remain in place until the County is no longer under a declared local state of emergency.

### **Analysis:**

Leon County has been under a declared local state of emergency for approximately a year and a half as the first proclamation was issued on March 16, 2020 and has been extended by the Chairman every seven days in accordance with Article VIII, "Emergency Management", of the Leon County Code of Ordinances. As stated previously, a declaration of a local state of emergency allows county governments to obtain critical supplies, expedite emergency response efforts, and seek federal reimbursement. However, as more residents become vaccinated and infection rates decline, it is not anticipated that the County will need to issue any additional emergency orders or incur additional expenses related to COVID-10 recovery, outside of those already supported by American Rescue Plan Act (ARPA) funding, which would require reimbursement from the Federal Emergency Management Agency. Therefore, this item recommends that the current proclamation, set to expire on July 16, 2021, not be renewed by the Chairman.

In accordance with the Board's previous direction, all temporary modifications to the procedures for meetings will cease when the proclamation expires and the County is no longer under a declared local state of emergency. While these temporary procedures proved to be beneficial to ensuring public participation at County Commission and committee meetings during the height of the emergency, they are no longer necessary. Since the rollout of the vaccination, in-person attendance and citizen comments at County meetings has increased while the average number of online and virtual comments per meeting has declined. Additionally, it should be noted that citizens frequently use multiple methods to provide their comments resulting in significant duplication. For example, a citizen will often email a comment to the Board members, submit it in an online comment form, and provide the same comments at a Board meeting virtually or in-person.

While there is declining use of online and virtual options for citizen comments, the temporary modifications to County meetings continue to require significant staffing resources. In its current format under the declared continuing local state of emergency, administering the technological aspects of Board meetings and workshops requires an additional 30 staff hours a month by a team

of three employees from the Office of Information & Technology and two Administration employees. This total does not include the staff resources needed for County committees that have adopted the same or similar modifications to their meeting procedures.

If the Board permits the continuing local emergency declaration to expire and return to pre-pandemic meeting procedures, Leon County will be consistent with the like-sized counties in the state which have either already made this transition or plan to do so in the near future.

#### *Next Steps*

Should the Board allow the continuing proclamation declaring a local state of emergency to expire on July 16, 2021, staff will immediately begin the process of transitioning back to pre-pandemic meeting procedures for the County Commission and citizen committees. The first County Commission meeting scheduled after the transition is on September 14, 2021 following the Board's summer recess. At this time, temporary meeting procedures including the online comment form, virtual citizen comments via Zoom, as well as time limits for Commissioner debate will no longer be in place. Citizens wishing to provide comments will be able to do so before the meeting by directly emailing individual commissioners or using the "Email the Commissioners" form available online at [www2.leoncountyfl.gov/bccemail](http://www2.leoncountyfl.gov/bccemail). Additionally, citizens may provide comments in-person at County Commission meetings and committee meetings. Unvaccinated citizens who attend County meetings will be encouraged, but not required, to wear a face covering, and both hand sanitizer and masks will continue to be available at all meetings.

#### **Options:**

1. Accept the status update on the local emergency declaration and procedures for County Commission meetings.
2. Allow the continuing proclamation declaring a local state of emergency to expire on July 16, 2021 and return to pre-pandemic procedures for County Commission meetings and committee meetings.
3. Board direction.

#### **Recommendation:**

Options #1 and #2

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #32**

# Leon County Board of County Commissioners

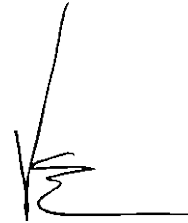
## Agenda Item #32

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Street Renaming Options to Honor President Barack Obama



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	Scott Brockmeier, Chief Development Resources Officer Lisa Scott, Addressing Program Manager Mark Pritzl, Addressing Customer Service Technician

### **Statement of Issue:**

As directed by the Board at the May 11, 2021 meeting, this item provides an analysis of street renaming options to honor former President Barack Obama pursuant to the revised Uniform Street Naming and Property Numbering System Ordinance and Addressing Policies and Procedures Manual. Based on the revised Ordinance, this item recommends proceeding with the renaming of East Pensacola Street, from South Monroe Street to Franklin Boulevard, to Obama Street.

### **Fiscal Impact:**

This item has a fiscal impact. Should the Board wish to rename a street, adequate funds are available in the Department of Environmental Management (DSEM) and Public Works current year budgets for the nominal costs associated with direct mail notifications, advertising requirements, and installation of new street signs.

### **Staff Recommendation:**

Option #1: Direct staff to proceed with the renaming of East Pensacola Street, from South Monroe Street to Franklin Boulevard, to Obama Street.

## **Report and Discussion**

### **Background:**

As directed by the Board at the May 11, 2021 meeting, this item provides an analysis of street renaming options to honor former President Barack Obama pursuant to the revised Uniform Street Naming and Property Numbering System Ordinance and Addressing Policies and Procedures Manual. Based on the revised Ordinance. Should the Board wish to proceed with the renaming this item recommends the renaming of East Pensacola Street, from South Monroe Street to Franklin Boulevard, to Obama Street.

The renaming of East Pensacola Street would honor the 44<sup>th</sup> President of the United States alongside other former presidents for which downtown streets are named after. Renaming East Pensacola Street to Obama Street would eliminate a duplicate street name for roadway segments that are no longer contiguous, require the fewest address changes among the roadways evaluated for renaming (a total of 10), and honor the 44<sup>th</sup> President in a highly visible location to visitors and residents adjacent to many downtown buildings and amenities including the County Courthouse, the Florida Capitol building, Smokey Hollow, the Riley House Museum, and Cascades Park.

At its May 11, 2021 meeting, the Board repealed and replaced Article XI of the Leon County Land Development Code, Uniform Street Naming and Property Numbering System Ordinance (Attachment #1), as well as the implementing Addressing Policies and Procedures Manual (Policy Manual). The revised Ordinance provided opportunity for citizen requests for street renaming, created an appeals process, resolved uniformity issues and clarified the Board's authority for street renaming approval within the incorporated areas of the County. At the same meeting, the Board requested staff provide street renaming options to honor President Barack Obama based on the recently revised Ordinance and Policy Manual.

The County's authority to rename streets, except designated state roads, is provided under section 336.05, Florida Statutes (F.S.). According to the revised Ordinance, the County's authority is clear: The County has authority to assign addresses and street names, and change addresses and street names within the incorporated and unincorporated areas of the County. The revised Ordinance establishes street renaming authority and procedures where initiated by the Board, even when the street is located inside the City of Tallahassee (City) limits. Amendments to the Ordinance were coordinated with City staff and through City Administration who concurred with the changes. 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.

Street renaming options to honor former President Barack Obama were previously considered at the Board's December 11, 2018 meeting. Of the streets considered, all were located partially or entirely within the City limits. Until recently, the Ordinance lacked clarity regarding street renaming authority within the incorporated areas. A legal interpretation in 2018 concluded that the County only had authority to rename streets inside the incorporated area where necessary to address public safety and emergency service-related issues. Any renaming for other purposes was interpreted to require City approval. Under this interpretation, options for street renaming to honor



former President Barack Obama were forwarded to the City but did not advance due to conflicting legal interpretations for street renamings which have been resolved in the current Ordinance.

The Ordinance establishes three instances in which existing streets can be renamed: 1) renaming to address non-conforming street names (duplicate and sound alike); 2) Board or City Commission-initiated renaming; and 3) citizen requests for renaming.

- (1) Non-conforming street names: The Board has delegated street renaming approval authority to the Addressing Steering Committee (ASC) for duplicate, phonetically similar to, or other street names that create emergency delays for E-911 response agencies. Street renaming is closely coordinated between DSEM, the City of Tallahassee, the affected property owners and the ASC. The ASC reviews proposed street name changes for consistency and public safety prior to approval.
- (2) Board or City Commission-Initiated Renaming: The revised Ordinance provides a street renaming process unique to Board- or City Commission-initiated requests. Requests initiated by the City Commission or Board requires review by DSEM and the ASC for public safety prior to forwarding a recommendation to the Board for final disposition. 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.
- (3) Citizen-Initiated Renaming: Citizen-initiated requests for street renaming are usually intended to promote wayfinding, identify landmarks or for reasons unique to a neighborhood or an applicant. Citizen requests for street renaming requires review and approval by the ASC for public safety and consistency. For an application to be considered, citizen-initiated requests for street renaming are required to obtain, at minimum, 75% approval from abutting property owners in the form of petitions; previously 100% approval was required. Street renaming applications which include approval petitions from 100% of abutting property owners can now be approved by the ASC. Street renaming applications with less than 100% approval by abutting property owners would still need to be considered by the Board for approval.

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 reviews proposed street names for consistency with regulations and policy, in addition to public safety. 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); Leon County Department of Development Support and Environmental Management (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.

**DSEM Addressing:**

The DSEM Addressing Unit is responsible for county-wide implementation of the Uniform Street Naming and Property Numbering System Ordinance. All addressing and street naming functions are centralized in DSEM to ensure consistency and uniformity. Where street renaming occurs within the City limits, staff from the Tallahassee Growth Management Office coordinates applications for review with DSEM prior to consideration by the ASC.

Should the Board wish to initiate a street renaming to honor President Barack Obama, the remainder of this item provides an analysis of several roadways for the Board's consideration.

**Analysis:**

This section provides an overview and analysis of street renaming options to honor former President Barack Obama. The following renaming options were considered in 2018 and have been reevaluated under the revised Ordinance.

*East Pensacola Street - Option #1:* This roadway segment is located adjacent to the County Courthouse and is highly visible to residents as well as visitors due to its close proximity to the Capitol building, Smokey Hollow, the Riley House Museum, and Cascades Park (Attachment #2). In addition, the segment is relatively short and would require only ten residential address changes. Pensacola Street was previously contiguous across South Monroe Street until the Capitol and the Florida House of Representatives buildings were constructed in the early 1970s, which created a break in Pensacola Street that resulted in the current east and west segments. Considering these segments are no longer contiguous and are separated by an entire city block, they could be considered "duplicate street names" which may be cause for confusion in an emergency situation, specifically due to East and West Pensacola Streets having address numbers in the same range. An emergency call to 9-1-1 that does not include the pre-directional may create confusion and cause delays. The Ordinance prohibits duplicate street names as well as street names that have the potential to create confusion with existing or proposed streets. Thus, the renaming of East Pensacola Street is the preferred option, not only because it is in a highly visible and prominent location, but it would also eliminate what is considered a duplicate street name. Renaming East Pensacola Street would also require the fewest address changes among the roadways evaluated for renaming, a total of ten residential units.

*Springhill Road – Option #2:* The beautification and enhancement of Springhill Road from Capital Circle SW to Lake Bradford Road is a key component of the funded Blueprint Airport Gateway Project. Transportation improvements to this segment of Springhill Road includes beautification, safety and multimodal improvements. This is a highly traveled segment of Springhill Road by both residents and visitors arriving to Tallahassee. Springhill Road, for its entire length, is approximately 10 miles with 8 miles located in a rural section of the County that is mostly bordered by the Apalachicola National Forest. Springhill Road, in its entirety, is a County maintained road. In 2018, an option was considered to rename a segment of Springhill Road from Capital Circle SW to Lake Bradford Road. However, the renaming of a segment of Springhill Road would

conflict with Section 10-11.106(1) of the Ordinance which is intended to prevent segments of a roadway from carrying different names. An available option under the current Ordinance is to rename the entire length of Springhill Road from the county line to Lake Bradford Road, which is a designated state road (Attachment #3). The renaming of Springhill Road from Lake Bradford Road to the county line would require 80 residential, 28 commercial and 18 non-residential/non-commercial property address changes.

*Tram Road - Option #3:* In light of the location of the fairgrounds, residents throughout the County and surrounding areas would see the renaming while attending events at the fairgrounds, as well as the daily users of South Monroe and Tram Road. Tram Road, however, is an approximate 13-mile (length) roadway with approximately one mile located in a more urbanized area (Attachment #4). The remaining 12 miles of Tram Road is mostly rural and not highly visible, except at the intersection with Capital Circle SE. The renaming of Tram Road would require 65 residential, 5 commercial and 11 non-residential/non-commercial address changes.

*Orange Avenue – Not Recommended:* A Board-initiated renaming of Orange Avenue West (Capital Circle SW to South Monroe Street) is prohibited under Chapter 336, F.S., which does not allow local governments to rename designated state roads. In addition, any proposal to rename the state road in honor of President Barack Obama would not be allowed under the provisions outlined in Section 267.062, F. S., which prohibits renaming state roads after a living person. Renaming the local portions (County and City designated) of Orange Avenue would be inconsistent with the Ordinance which requires extensions of existing streets to have the same name, meaning the entire length of road must have the same name.

On March 23, 2018, the State of Florida Legislature designated Orange Avenue West as the C.K. Steele Memorial Highway. The City of Tallahassee and Leon County likewise designated the remaining portion of Orange Avenue on January 30 and 31, 2019 respectively. The honorary designation did not change the name of the roadway. As such, it is not recommended that Orange Avenue be considered for renaming.

*An alternative street location:* The Board could select any local street located in the incorporated or unincorporated area to rename in honor of President Barack Obama. Any direction provided by the Board would be reviewed by DSEM staff in coordination with City (if applicable to city streets) and provided to the ASC for its recommendation to the Board. The location of the street and its length will determine the amount of property owners that would be impacted, and the potential visibility for residents and visitors.

#### *Summary and Next Steps*

The revised Ordinance clarified the Board's street naming approval authority within the incorporated and unincorporated areas of the County. Considering the options explored in 2018 against the revised Ordinance, this item recommends the Board proceed with the renaming of East Pensacola Street, which extends from South Monroe Street to Franklin Boulevard, to honor former President Barack Obama. A summary of all options is included as Attachment #5. The renaming of East Pensacola Street would eliminate a duplicate street name for roadway segments that are no longer contiguous, would require the fewest address changes of the three options (a total of 10), and is in a highly visible location to visitors and residents:

- Adjacent to the County Courthouse, Smokey Hollow, and the Riley House Museum
- Across the street from the Florida Capitol building
- One block from Cascades Park.

The Policy Manual provides guidance as to the appropriate suffix to be utilized in street namings. It defines boulevard as “a thoroughfare of two or more lanes divided by a center median.” Street, however, is defined as, “a thoroughfare running principally in an east-west direction and usually terminating at a north-south avenue.” Should the Board wish to rename E. Pensacola Street (a two-lane street that runs in an east-west direction which is not divided by a center median) in a manner consistent with the Policy Manual, the “street” suffix should remain in place for this roadway. Further, several downtown streets are named after former presidents which are listed only by their last names. Based on this analysis, E. Pensacola Street is best situated to be renamed after the 44<sup>th</sup> president of the United States to Obama Street.

Should direction be provided for a Board-initiated street renaming, direct mail notification will be provided to all affected property owners whose lands abut the street to be renamed. Any street considered for renaming will also have the numeric portion of their address reviewed and reassigned concurrently, if necessary, to correct numbering or sequencing issues. An item will be brought back to the Board in September with the ASC’s recommendation. Once a street name change is adopted by the Board, public notice of the street name change is provided in the form of an advertisement that is run in the local newspaper at least 30 days prior to the effective date of change. The impacted property owners are provided U.S. Postal Service informational packets that outline change of address related issues and required actions. Street signs are revised to reflect the new street name and are prepared for installation. The cost for street signs and installation shall be borne by the County since the Board is requesting the street name change. 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 tenants and lessees of address and street name changes.

### **Options:**

1. Direct staff to proceed with the renaming of East Pensacola Street, from South Monroe Street to Franklin Boulevard, to Obama Street.
2. Direct staff to proceed with the renaming of Springhill Road, from the intersection with Lake Bradford Road to the county line, to Obama Road.
3. Direct staff to proceed with the renaming of Tram Road, from the intersection with South Monroe Street to the county line, to Obama Road.
4. Board direction.

### **Recommendation:**

Option #1

Attachments:

1. Article XI of the Leon County Land Development Code, Uniform Street Naming and Property Numbering System Ordinance
2. Location Map for East Pensacola Street
3. Location Map for Springhill Road
4. Location Map for Tram Road
5. Street Renaming Analysis

**LEON COUNTY ORDINANCE NO. 2021-07**

**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 amend Section 10-7.502, General Layout Design Standards for consistency.

1 BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON  
2 COUNTY, FLORIDA, that:  
3

4 **Section 1. Repeal of Article XI of Chapter 10 of the Code of Laws.**  
5

6 Article XI of Chapter 10 of the Code of Laws of Leon County, Florida, is hereby repealed in its  
7 entirety.  
8

9 **Section 2. Adoption of New Article XI of Chapter 10 of the Code of Laws.**  
10

11 The Code of Laws of Leon County, Florida, is hereby amended by adopting a new Article XI  
12 of Chapter 10 of the Code of Laws of Leon County, Florida, to read as follows:  
13

14 **ARTICLE XI. - UNIFORM STREET NAMING AND PROPERTY NUMBERING SYSTEM**  
15

16 **Sec. 10-11.101. Purpose.**  
17

18 The purpose of this article is to provide for the authority and procedure for the County to ensure  
19 uniform assignment and approval of street names and subdivision names, and to provide the uniform  
20 numbering system for the assignment of address numbers to properties with access from public and  
21 private ways within the City of Tallahassee and the County. All street renaming, whether mandatory  
22 or voluntary shall support the public health, safety, and general welfare of citizens.  
23

24 **Sec. 10-11.102. Title; authority; applicability.**  
25

26 (1) This article shall be known as the joint "Leon County/City of Tallahassee Uniform  
27 Street Naming and Property Numbering System Ordinance" and is adopted under the authority of F.S.  
28 chs. 125 and 336.  
29

30 (2) All addressing and street naming functions shall be centralized in the Leon County  
31 Department of Development Support and Environmental Management (DSEM), and shall include, but  
32 not be limited to, naming new streets, renaming existing streets, assigning addresses to new plats, and  
33 assigning addresses for new residential and commercial development. To ensure consistency and  
34 uniformity, street naming functions by any other entity within the County is prohibited. Address  
35 number assignments may be issued by the City of Tallahassee within the incorporated areas for new  
36 development and construction.  
37

38 (3) All applicants applying to name a new street, rename an existing street, or receive a  
39 residential or commercial address shall comply with this article, as may be amended from time to time,  
40 and the Addressing Policies and Procedures Operating Guidelines (AP&P). The County retains the  
41 authority to assign addresses and street names and change addresses and street names within the  
42 incorporated and unincorporated areas while ensuring protection of the public health, safety, and  
43 welfare of citizens and ensuring compliance with the AP&P.  
44  
45

**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.

(2) *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

1 agency. For principal uses of land without principal buildings, or any other permitted activity or  
2 approval, the posting of the assigned address number is required by the time the final electrical  
3 inspection is conducted. The assigned address number shall be displayed as indicated in this article.  
4 For principal buildings, final electrical inspections and certificates of occupancy will be issued after  
5 the assigned address number or numbers are displayed as provided in the AP&P.

6  
7 (3) *Notification.* DSEM or TGM shall notify by mail the affected property owners, as shown  
8 on the latest tax rolls, of any street number changes and the effective date of the change.

9  
10 (4) *Grid system.* Numbers shall be assigned according to the AP&P, using the grid system  
11 illustrated on the general highway map. The grid is established by the Tallahassee Meridian (the  
12 numbering meridian line that has been established as the road segment of Meridian Road North and  
13 South) and the Tallahassee Base Line (the numbering base line that has been established as the road  
14 segment of Tharpe Street through to Buck Lake Road). The grid lines are based on the established  
15 section lines at one-mile intervals with each line representing 1,000 addresses.

16  
17 **Sec. 10-11.108. Street renaming and non-conforming addresses.**

18  
19 (1) *Authority.* The Board authorizes the ASC to initiate street renaming within the  
20 incorporated and unincorporated areas as may be necessary to eliminate duplicate or phonetically  
21 similar street or subdivision names. Additionally, the Board authorizes the ASC to initiate changes to  
22 non-conforming addresses within the incorporated and unincorporated areas which would otherwise  
23 create confusion or cause delays for emergency responders. All other requests for street renaming,  
24 which includes those initiated by the Board or City Commission, may occur consistent with the  
25 standards included herein and the AP&P. In no case shall a state road, identified by number by the  
26 Florida Department of Transportation, be renamed, pursuant to ch. 336.05 F.S.

27  
28 (2) *Non-conforming addresses and street names.* The ASC shall have the authority to  
29 require and approve address number changes to correct non-conforming issues related to sequencing,  
30 spacing, or other abnormalities that would create confusion or cause delays for emergency responders.  
31 The ASC shall have the authority to require and approve street name changes if they are duplicates,  
32 phonetically similar to, or are otherwise easily confused with other street names in accordance with the  
33 adopted AP&P. Street and address number changes shall be coordinated, to the extent possible, with  
34 the City of Tallahassee if within the City limits. The cost for street signs and installation shall be borne  
35 by the appropriate local government in which the sign is located.

36  
37 (3) *Citizen requests for street renaming.* All citizen requests for street renaming requires  
38 approval from no less than 75% of property owners, as set forth in the most recent county tax rolls,  
39 whose property abuts the street that is proposed to be renamed. If a request for street renaming receives  
40 100% approval of abutting property owners, the street renaming shall be reviewed for safety and  
41 consistency with street naming criteria and may be approved by the ASC if it meets that criteria.  
42 Requests for street renaming with at least 75% approval from abutting owners shall be reviewed by the  
43 ASC for safety and consistency with street naming criteria with a recommendation that is forwarded to  
44 the Board for final approval by resolution. The cost for street signs and installation shall be borne by  
45 the applicant for renaming.

(4) *Board or City Commission initiation of street name changes.* Board- or City Commission-initiated requests for renamings shall be directed to the County Administrator. The County Administrator shall direct and require review of the proposed renaming by the ASC for public safety and consistency with street naming criteria with a recommendation that is forwarded to the Board for final approval by resolution. The cost for street signs and installation shall be borne by the local government requesting the street name change.

(5) *Notice requirements for street renaming and non-conforming addresses.*

a. When any address is to be changed or street is to be renamed pursuant to the requirements of this article, DSEM shall notify by mail the affected property owners, as set forth in the most recent county tax rolls, whose lands abut such street or utilize the address to be changed. DSEM shall make a reasonable attempt by public notice to notify the residents or businesses occupying such lands that the street will be renamed or address will be changed.

b. For street name changes, 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. *Contents of notice.* The notices provided for in this section shall clearly identify the change in street name or address 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.

(6) *Recorded plats.* 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. Upon application of the process and approval of a street renaming by the appropriate body as set forth herein, the renaming of a platted street name that constitutes an ethnic or racial slur may be amended by the Board or the City Commission, as appropriate, by ordinance and a notation map on said plat pursuant to ch. 177.142 F.S. All other renaming of platted streets shall be done by replat. The Board or City Commission is authorized to refuse to approve for recording, in accordance with ch. 177, any map or plat of a subdivision when recording of such plat would result in duplication of names of streets or roads.

#### **Sec. 10-11.109. Address number posting and cluster mailboxes.**

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) *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.

[Signature page to follow]

**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 \_\_11th\_\_ day of \_\_\_\_\_ May\_\_\_\_\_, 2021.

LEON COUNTY, FLORIDA

By: \_\_\_\_\_

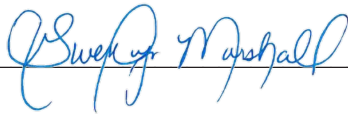


Rick Minor, Chair  
Board of County Commissioners

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

Chasity H.  
By: O'Steen \_\_\_\_\_

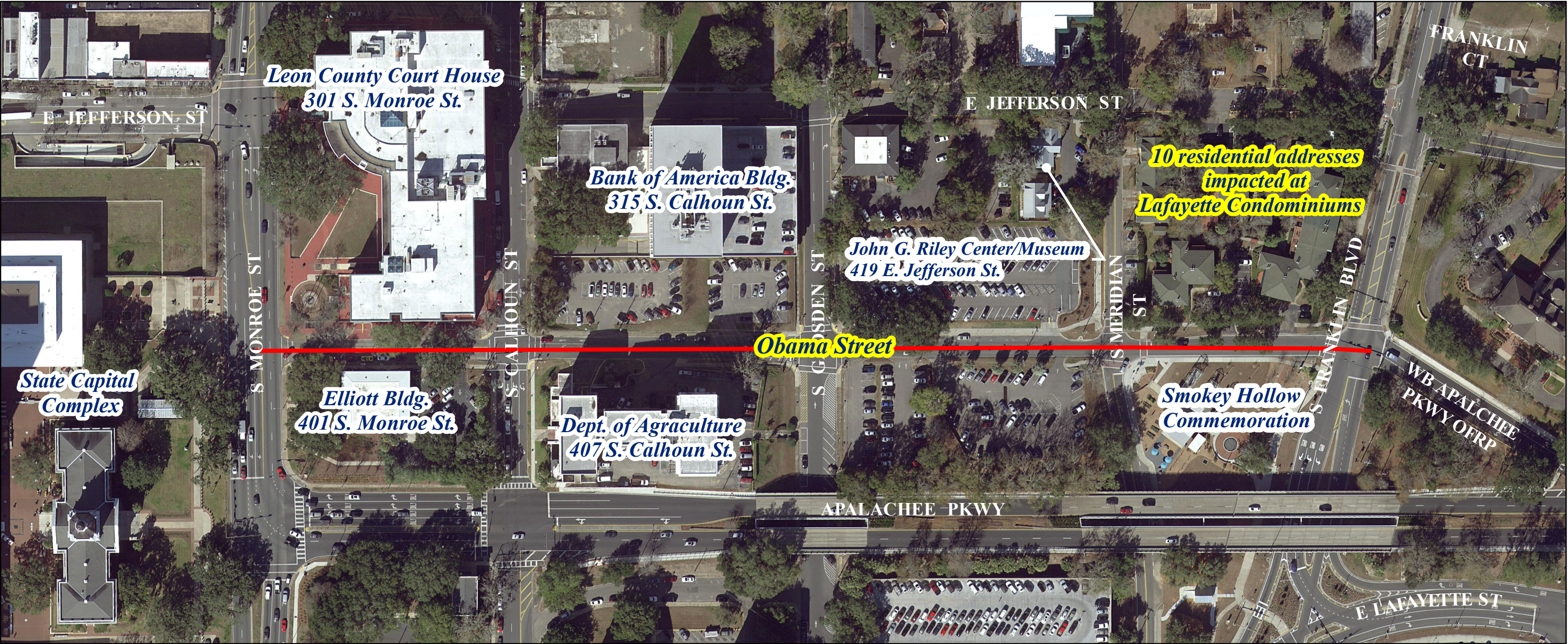
 Digitally signed by Chasity H. O'Steen  
DN: cn=Chasity H. O'Steen, o=Leon County  
Board of County Commissioners, ou=County  
Attorney's Office,  
email=osteenc@leoncountyfl.gov, c=US  
Date: 2021.05.13 14:56:02 -04'00'





# Renaming of E. Pensacola Street to Obama Street. (44th President)

Leon County Department of Development Support and Environmental Management  
Code Compliance Services Division



Drawn by Leon County Addressing Staff  
June 3, 2021  
Renaissance Center  
2nd Floor 435 N. Macomb St.  
Tallahassee, FL 3230,  
Phone: (850) 606-1300  
Fax: (850) 606-1301



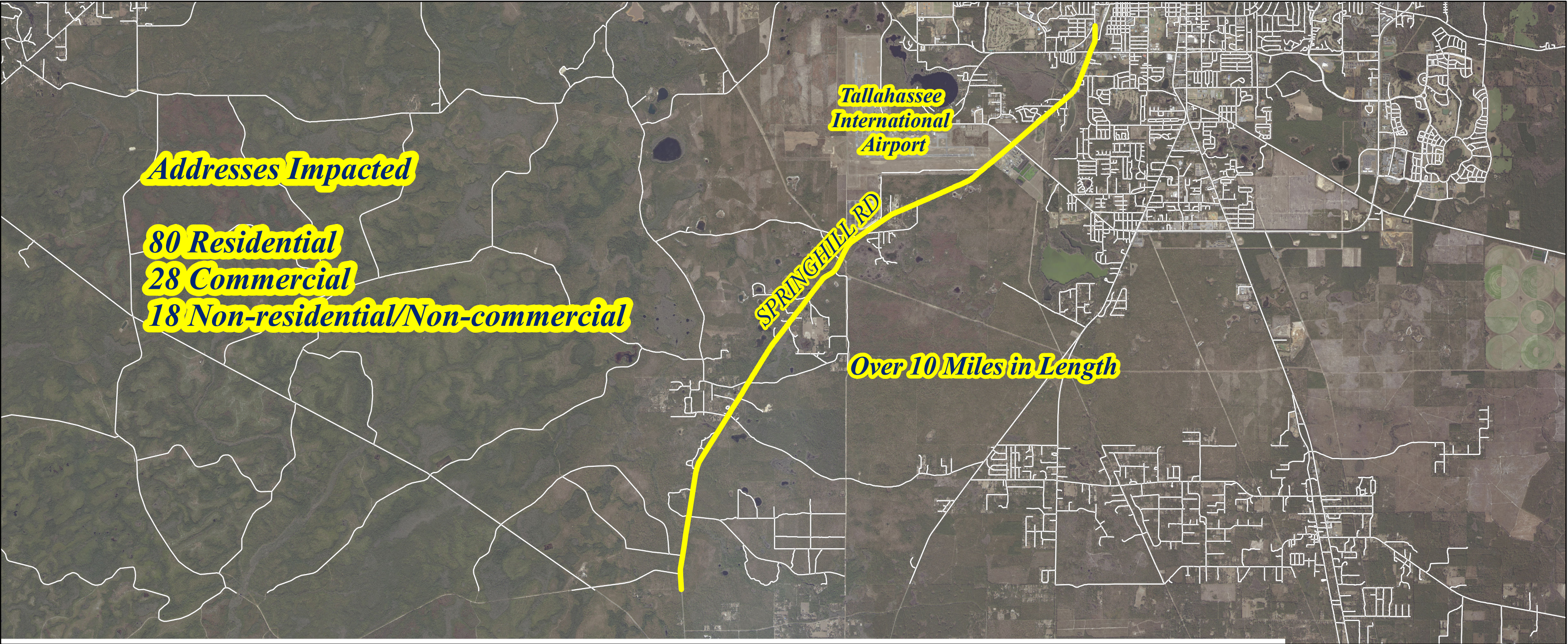
TE: This product has been compiled from the most accurate source data from Leon County, the City of Tallahassee, and the Leon County Property Appraiser's Office. However, this product is for reference purposes only and is not to be construed as a legal document or survey instrument. Any reliance on the information contained herein 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. Posted July 3, 2021





# Renaming of Springhill Rd. to Obama Street. (44th President)

Leon County Department of Development Support and Environmental Management  
Code Compliance Services Division



Drawn by Leon County Addressing Staff  
June 2021  
Renaissance Center  
2nd Floor 435 N. Macomb St.  
Tallahassee, FL 3230,  
Phone: (850) 606-1300  
Fax: (850) 606-1301



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# Renaming of Tram Rd. to Obama Street. (44th President)

Leon County Department of Development Support and Environmental Management  
Code Compliance Services Division



Drawn by Leon County Addressing Staff  
June 2021  
Renaissance Center  
2nd Floor 435 N. Macomb St.  
Tallahassee, FL 3230,  
Phone: (850) 606-1300  
Fax: (850) 606-1301



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President Barack Obama – Street Renaming Options

Targeted Street Renaming Options	Segments for Renaming	Road Maintenance	Functional Roadway Classification	Jurisdiction	Code Conflicts w/Renaming?	Affected Addresses per Addressing Section	Notes	Pros	Cons
E. Pensacola Street	Monroe St. to Franklin Blvd.	City of Tallahassee	Local Street	City	N/A	10 (residential, all Lafayette Condominiums)	E. Pensacola St. is considered a ‘duplicate street name’ since East and West Pensacola are not contiguous – <i>separated by the Capital Complex and State House of Representatives after construction in the early 1970s</i> . Potential for emergency response confusion if left unchanged since the same address ranges exist for East and West Pensacola St. E. Pensacola Street is highly visible and adjacent to the Capital, the LC Courthouse, Smokey Hollow, the Riley House Museum, and Cascades Park. Renaming of E. Pensacola Street would require removal of the pre-directional from W. Pensacola Street.	<ul style="list-style-type: none"><li>Exposure to Leon County Court House, The State Capitol building, Smokey Hollow Commemoration Site and close proximity to the John G. Riley Museum.</li><li>Remove duplication of street name.</li><li>Entirely within the City limits</li><li>Only ten addresses affected</li></ul>	1/4 mile segment
Springhill Road	CCSW to Lake Bradford Rd.	Leon County	Major Arterial	Both – City/County	N/A	55 (29 commercial, 19 residential, and 7 non-residential/non-commercial)	Springhill Road becomes Lake Bradford Road at the Lake Bradford Road intersection. This is a 10.5 mile mostly rural, 2-lane roadway facility with 8 miles bordered by the Apalachicola Forest.	<ul style="list-style-type: none"><li>Visible to visitors traveling eastbound on Capital Circle SW from the Tallahassee Airport</li></ul>	<ul style="list-style-type: none"><li>Over 50 addresses would be impacted.</li><li>Springhill Road in its entirety is a County maintained roadway.</li><li>This segment is in both the city and county jurisdictions and therefore would require twice the effort to implement the renaming process.</li></ul>
Tram Road	S. Monroe St. to County line	Leon County	Minor Arterial	Both – City/County	N/A	81 (65 residential, 11 non-residential/non-commercial and 5 commercial)	An approximate 13 mile, 2-lane facility that is mostly rural.		<ul style="list-style-type: none"><li>Not a popular route that is mostly rural.</li><li>Over 80 addresses would be impacted.</li><li>This segment is in both the city and county jurisdictions and therefore would require twice the effort to implement the renaming process.</li></ul>
Orange Avenue	S. Monroe St. to Blairstone Rd.	State of Florida, Leon County, City of Tallahassee	Minor Arterial	Both – City/County	Yes – Renaming of a portion of Orange Avenue would require amendment to Sec. 10-11.106(1)h., LDC.	35 (25 residential, 5 non-residential/non-commercial, 5 commercial)	This would create a partial renaming of a contiguous street contrary to street naming criteria in <i>Sec. 10-11.106(1)h</i> . Orange Ave is maintained by three jurisdictions: State of FL (FDOT), Leon County, and the COT. <i>Orange Ave from CCSW to S. Monroe St. (FDOT); S. Monroe St. to Blairstone Rd. (Leon Co.); and Blairstone Rd. to Southwood Plantation Rd. (COT).</i>		<ul style="list-style-type: none"><li>E. Orange Ave already has an honorary designation for C.K. Steel.</li><li>Renaming this section of E. Orange Ave would Conflict with Sec. 10-11.106(1)h.</li><li>This segment is in both the city and county jurisdictions and therefore would require twice the effort to implement the renaming process.</li></ul>

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #33**

# Leon County Board of County Commissioners

## Agenda Item #33

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Human Trafficking Awareness Training Program and Inclusion of Human Trafficking Awareness in the County's Procurement Process

<b>Review and Approval:</b>	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Nicki Paden, Management Analyst Matt Cavell, Assistant to the County Administrator Shelly Kelley, Purchasing Director

### **Statement of Issue:**

As requested by the Board, this item provides an overview of the Survive & Thrive Advocacy Center's "Human Trafficking Business Training and Certification" proposal and recommends amending the purchasing policy to require County vendors to attest that they do not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

### **Fiscal Impact:**

This item has no fiscal impact as recommended.

### **Staff Recommendation:**

Option #1: Accept the report on the Survive & Thrive Advocacy Center's training proposal, authorize staff to amend Policy No. 96-1, "Purchasing Policy", and related procurement documents to require County vendors to attest that they do not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes, and take no further action on the funding request.

## **Report and Discussion**

### **Background:**

On February 16, 2021, the Board requested staff prepare an agenda item exploring a human trafficking online training program proposal for hotel, restaurant, and retail employees from the Survive & Thrive Advocacy Center (STAC) in coordination with the Tallahassee Police Department, Leon County Sheriff's Office, local chambers of commerce and key business sector representatives (Attachment #1). The Board also requested staff review the federal government's contract language prohibiting vendors from utilizing trafficked labor to be incorporated into the County's procurement process.

STAC is a local nonprofit organization that provides direct support to human trafficking survivors including housing, employment, and counseling support. STAC coordinates with community partners such as health care and child welfare professionals, law enforcement, educators, faith communities, and other nonprofit organizations to provide training and education resources on how to recognize, report, and prevent human trafficking. Founded in 2015, STAC leads a wide range of training and initiatives to educate employers and their employees across the regional community on how to identify and appropriately respond to such crimes.

STAC's human trafficking training program is not eligible for the Community Human Service Partnership (CHSP) funding. This item recommends the Board take no further action on the STAC's funding request to develop a community specific training program given the new statutory requirements for public lodging establishments to provide human trafficking training to their employees that went into effect earlier this year and the availability of state-certified training programs to local businesses at no cost.

This item does, however, provide an overview of the local and state efforts to promote human trafficking awareness, as well as training curriculums and resources currently available to private and public sector organizations that have been reviewed and approved for compliance by the State. This item also recommends amending Policy No. 96-1, "Purchasing Policy", to require County vendors pursuing competitive procurement solicitations to attest that they do not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

### **Analysis:**

According to the National Human Trafficking Hotline, Florida is the third-highest ranking human trafficking destination in the United States. Human trafficking, as defined under Section 787.06, Florida Statutes (F.S.), is a form of modern-day slavery involving the transporting, soliciting, recruiting, harboring, providing, enticing, maintaining, or obtaining of another person for the purpose of exploitation of that person. Human traffickers conduct trafficking operations in a wide range of industries, commonly in areas such as domestic work, agriculture, traveling sales, and food service.

### *Leon County's Efforts Related to Human Trafficking*

On June 14, 2016, the Board received a status report on Leon County's efforts to raise human trafficking awareness, and to build local capacity to identify and respond to signs of human trafficking in our community (Attachment #2). These efforts centered on facilitating public awareness as a critical step to connecting victims to the services they need, to improve access to information about human trafficking, and to effectively support those in need of assistance. In 2016, the County Administrator connected with representatives from the Florida Department of Law Enforcement (FDLE) to organize training sessions for frontline County staff to recognize and report signs of human trafficking. Leon County Human Resources subsequently hosted training sessions engaging nearly 260 employees from Leon County EMS, Public Works, Facilities Management, Development Support and Environmental Management, Animal Control, and Human Resources. The training, facilitated by subject matter experts from FDLE, trained County staff on how to define human trafficking and the various forms it takes; understand the risk factors for potential victims of human trafficking; recognize common physical indicators of victims; identify other nonphysical signs of human trafficking activity; and report suspected human trafficking activities.

In addition, at the May 10, 2016 meeting, the Board adopted an Ordinance requiring certain types of businesses to post public awareness signs alerting employees and patrons to remedies and protections related to human trafficking. The Ordinance applies to strip clubs, other adult entertainment establishments, and businesses that offer massage or bodywork that are not owned by a health care profession regulated pursuant to Chapter 456, Florida Statutes. As required by the Ordinance, the sign must be at least 8.5 inches by 11 inches in size, printed in 16-point type, and state the following in English, Spanish, and Creole:

*"If you or someone you know is being forced to engage in an activity and cannot leave -- whether it is prostitution, housework, farm work, factory work, retail work, restaurant work, or any other activity -- call the National Human Trafficking Resource Center at 1-888-373-7888 or text INFO or HELP to 233-733 to access help and services. Victims of slavery and human trafficking are protected under United States and Florida Law."*

### *The State of Florida's Efforts Related to Human Trafficking*

In 2019, the Florida Legislature passed and the Governor signed HB 851 into law to address human trafficking through a wide range of policies, including measures to raise awareness of the practices of human sex trafficking and of labor trafficking. According to the United States Department of Homeland Security, employees of public lodging establishments are often in the best position to see potential signs of human trafficking as traffickers often rely on hotels and motels for their operations. Section 509.096, Florida Statutes, now requires all public lodging establishments in the State to provide annual training on human trafficking awareness for employees who perform housekeeping duties or who work at the front desk or reception area where guests ordinarily check in or check out. Beginning January 1, 2021, all public lodging establishments regulated by the Florida Department of Business and Professional Regulation (DBPR), Division of Hotels and Restaurants, must provide such training within 60 days of employees beginning their employment, and the training must include the following:



- The definition of human trafficking and the difference between the two forms of human trafficking: sex trafficking and labor trafficking.
- Guidance specific to the public lodging sector concerning how to identify individuals who may be victims of human trafficking.
- Guidance concerning the role of the employees of a public lodging establishment in reporting and responding to suspected human trafficking.

Public lodging establishments can create their own training curriculum to provide to employees or choose from curriculum that is already available so long as the training has been submitted to and approved by the DBPR. A centralized list of third-party training curriculums that have been previously reviewed and approved by the DBPR is publicly available online ([link](#)). While state law specifically requires public lodging establishments to provide human trafficking awareness for employees, several of the DBPR-approved training curriculums offer industry sector-specific trainings for government, retail, technology, and real estate. In addition, many of the curriculums are available online and offered free of charge/membership requirements while others provide in-person training and materials for a fee. Most training opportunities are available in both English and Spanish. Examples of DBPR-approved trainings and the industries they serve include:

- **Florida Restaurant and Lodging Association** offers a free online human trafficking awareness course specifically tailored for the hospitality industry, as well as various other education and training resources for business owners.
- **Business Ending Slavery and Trafficking (BEST)** offers customized human trafficking awareness training specific to an organization's or industry's needs. BEST has provided online and in-person customized training for employees in the legal services, government, aviation, retail, technology, and real estate industry, among others.
- **Collins Learning** offers human trafficking awareness training for the health care industry, including assisted living staff, nurses, home health care providers, and hospice employees.
- **ECPAT-USA** offers training and resources for private sector organizations, including specific trainings tailored to the health care, hospitality, meetings and events, technology, and tourism industries.

#### *STAC's Human Trafficking Business Training and Certification Program Proposal*

STAC provides human trafficking training locally in coordination with community partners from both the public and private sector, which features content relevant across all industries, in addition to public lodging establishments. STAC has provided a "Human Trafficking Training and Certification" proposal for the development of a localized online training program and promotional campaign tailored to businesses in the community (Attachment #1). As proposed, STAC is seeking a funding partnership with the County to launch an online training portal with human trafficking educational and training content tailored to local business sectors and other considerations unique to Leon County, such as college football season and the state legislative session. STAC seeks to provide training and award formal certificates to 1,000 individuals across 200 business entities within the first 10 months of the program launch. In addition, STAC's proposal includes a "Human Trafficking Training Program Awareness Campaign" which will

involve a 6-month promotional campaign targeting the general community and business owners to generate awareness of the human trafficking training and resources available through the online portal. STAC proposes working with the County, City of Tallahassee, and relevant community partners to engage over 4,000 local businesses, including specialized outreach to 400 target businesses and within human trafficking "hot spots" that are identified in the community.

STAC is requesting \$59,000 for the development and implementation of the human trafficking training program and outreach campaign. As previously mentioned, STAC's training proposal is not eligible for CHSP funding because it would directly serve for-profit businesses and their employees while indirectly benefitting human trafficking victims and public safety. According to the Office of Economic Vitality (OEV), the need for the proposed community-specific training has not been raised by the business community in OEV stakeholder meetings. Given the January 1, 2021 effective date of the new statutory requirement for all public lodging establishments to provide annual training on human trafficking awareness to their employees and the broad availability of DBPR-certified human trafficking training curriculums that local businesses can access online for industry sector-specific trainings at no charge, County investment in this training program is not recommended at this time. It should also be noted that human trafficking issues will continue to be evaluated as part of the North Monroe Corridor Task Force recently created by the Board. A final report with recommendations is anticipated back to the Board in late 2021.

#### *Promoting Human Trafficking Awareness in the County's Procurement Process*

Based on the Board's direction to review the federal government's contract language prohibiting vendors from utilizing trafficked labor, the County Attorney's Office and Purchasing Division reviewed the Trafficking Victims Protection Act of 2000 (22 U.S.C. 7104, "TVPA") and Federal Acquisition Regulation 52.222-50 ("FAR 52.222-50"), which requires any federal grant, contract, or cooperative agreement to include specific provisions related to combating and preventing human trafficking. Staff also reviewed contracts and procurement documents utilized by other local governments across the State and found that some local entities have incorporated references to the TVPA provisions in federal grant funding agreements, which is required. Staff, however, did not identify any documents which included the FAR 52.222-50 contract clause which is likely due to extensive requirements that may be difficult for local contractors, small businesses, and other entities with limited resources to fulfill.

While human trafficking language is not typically found in local procurement documents, based on this review and upon further consultation with STAC, this item recommends amending Policy No. 96-1, "Purchasing Policy", and related procurement documents, to require County vendors pursuing competitive procurement solicitations to attest that they do not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes. Upon approval by Board, the County's Purchasing Division will make the necessary revisions to the County's Purchasing Policy and incorporate the attestation requirement in the County's competitive procurement solicitation documents.

**Options:**

1. Accept the report on the Survive & Thrive Advocacy Center's training proposal, authorize staff to amend Policy No. 96-1, "Purchasing Policy", and related procurement documents to require County vendors to attest that they do not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes, and take no further action on the funding request.
2. Accept the report on the Survive & Thrive Advocacy Center's training proposal, authorize staff to amend Policy No. 96-1, "Purchasing Policy", and related procurement documents to require County vendors to attest that they do not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes, and approve the funding request in the amount of \$59,000 from the General Contingency Fund to support the Survive & Thrive Advocacy Center's training proposal.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Survive and Thrive Advocacy Center's Human Trafficking Business Training and Certification Proposal
2. June 14, 2016 Status Report on Leon County's Efforts Related to Human Trafficking

March 30, 2021

A Proposal for

# Human Trafficking Business Training & Certification

for

## Leon County

Provided by



A Partnership of:

**Survive and Thrive Advocacy Center &  
Digital Opps**

(A division of RB Oppenheim Associates)

# OVERVIEW

Thank you for this opportunity for [The Survive and Thrive Advocacy Center \(STAC\)](#) and RB Oppenheim Associates (RBOA) and our digital marketing division, Digital Opps, to partner with for development of an online Human Trafficking Certification and Training Program and promotional campaign targeting businesses in Leon County.

Human trafficking is defined as the use of force, fraud, or coercion to obtain or provide some type of labor or commercial sex act. Every year, millions of men, women, and children are sex and labor trafficked worldwide – including in the United States, where Florida ranks third among the top 10 states for human trafficking (behind California and Texas). According to the Human Trafficking Hotline, 896 cases were reported in Florida in 2019. Those reports led to the identification of more than 600 trafficking businesses.

[The Trafficking Victims Protection Act of 2000 \(TVPA\)](#) and Florida law defines "severe forms of human trafficking" as the recruitment, harboring, transportation, provision, or obtaining of a person for:

- Sex trafficking, in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or
- Labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

While most people think of illicit and illegal sexual activity when they hear the term human trafficking, there are other forms that are just as pervasive and noxious including forced labor and domestic servitude. In fact, labor trafficking for worker exploitation is more prevalent than trafficking for sexual exploitation.

- The problem isn't just in Florida's largest cities. Last November, the Tallahassee Police Department concluded a two-year investigation into human trafficking that resulted in the arrest of more than 170 people on charges ranging from solicitation of prostitution to human trafficking of a minor.
- STAC has assisted more than 65 victims of sex and labor trafficking (and those of severe risk) in this area since its inception and local stakeholders have reported collectively that they suspected hundreds of the people they assisted were formerly trafficked.

STAC is uniquely positioned in our community to carry out this initiative. STAC is the only local entity with the longevity and experience assisting *adult and child* survivors of *both* sex and labor trafficking, while at the same time, carrying out wide-ranging training and educational initiatives. STAC's staff also has extensive experience both assisting human trafficking survivors and building awareness and community partnerships around this issue. This unique breadth of experience is critical to being able to reach the business community. All forms of trafficking are present in the private sector and it is the private sector who must be able to recognize these crimes and respond appropriately.

STAC was founded in 2015 after the Big Bend Coalition Against Human Trafficking (BBCAHT) expressed the need for our community to have a single point of contact for human trafficking in this area. (BBCAHT is based in the local United States Attorney's office and is co-chaired by STAC's Executive Director, Robin Hassler Thompson.) STAC's working model is based on coordination and collaboration with both the public and private



sectors. STAC is on the front line of the issue with its mission of providing assistance to victims of human trafficking and educating the regional community about trafficking, training over 7,700 people since 2018.

STAC's work has become even more of a challenge during the past year due to the coronavirus pandemic. Human traffickers have exploited even more people for sex and labor during the current health and economic crisis. There is a dire lack of awareness in our area about the reality of sex and labor trafficking – especially in the business community and how COVID-19 is helping to facilitate human trafficking. This is why this proposal is framed to best accommodate learners during the pandemic and afterwards with effective remote learning.

Limited private sector human trafficking training and awareness has been mandated by Florida law for healthcare and only housekeeping and front desk staff in hotels. That requirement *falls far short* of all of those in the hospitality industry *should be* trained on how to recognize human trafficking but who are *exempt from* this law: restaurant staff, security, lobby, management, engineering, landscaping, and all other hotel employees.

It is in the best interests of the private sector to become aware of human trafficking and to know how to act. Clearly, no business should want to include or turn a blind eye to people working for them who are trafficked nor should they or unwittingly support human trafficking taking place on their premises. The public should have the assurance that they are patronizing establishments that are safe and whose staff knows how to recognize and report trafficking-related crimes taking place near them. Moreover, our local residents are likely to reward those businesses who are taking the necessary efforts to be informed about human trafficking with their patronage.

Human trafficking poses numerous risks to business from the safety of guests and staff, to reputational injury if trafficking is taking place on premises, to financial and legal liabilities. For the private sector and businesses to play an effective role in fighting human trafficking, owners, along with managers and all staff need to be trained in how to identify traffickers and their victims -- as well as be informed on the financial and liability risks, including legal or criminal exposure.

Also important is the need to tailor training to business learners to their industry and workplace. Why? Very simply, while some information is useful across all sectors, human trafficking looks very different in a bank versus a restaurant, nail salon versus a convenience store. The proposed training content will address these differences.

This proposal tailors all training efforts to the virtual realm. STAC is seeking funding to develop and carry out a multi-level virtual outreach and training program that is focused on how the private sector can recognize, respond to, and prevent human trafficking. Creating and leveraging a powerful virtual training platform, promoting the availability of that program and securing engagement is key to Leon County fulfilling its role and responsibilities in combating human trafficking.

The following proposal outlines our recommendations for developing a comprehensive virtual certification and training program and promotional campaign that will inform and engage local businesses as community partners about human trafficking. Our team at Digital Opps would create and manage the platform and outreach campaign while STAC creates all educational and training content in collaboration with Tallahassee Police Department, Leon County Sheriff, local businesses and other key entities.



Digital Opps' experience, capabilities and expertise with integrated marketing communications, digital programming, education, public awareness programs and virtual events -- as well as work with various advocacy and service organizations such as Disability Rights Florida, the Florida Developmental Disabilities Council, the Florida Network of Youth and Family Services and several human trafficking awareness campaigns for the Florida Department of Health in Holmes and Washington counties -- make RBOA and Digital Opps uniquely qualified to help Leon County combat this critical problem under the knowledgeable and effective leadership of STAC.

## OBJECTIVES

- **Certification Training Portal.** Develop, launch and manage a dedicated online learning training via a portal that provides access to a Leon County business-focused human trafficking training course content and certificate of completion for individuals.
- **Human Trafficking Training Program Awareness Campaign.** Plan, coordinate and manage a 6-month promotional campaign to generate awareness, understanding and engagement for this business human trafficking training program and portal.

## TACTICS

**Training Program Development.** STAC will create a training program that is tailored to local business sectors in Leon County. STAC will convene and lead a workgroup with representatives from Leon County Sheriff's Office, Tallahassee Police Department, local chambers of commerce and key business sector representatives, to create this training curricula and outline a promotional strategy for a business sector training on human trafficking, using information and cases from this area.

**Certification and Training Portal.** RBOA will assist with digital creation of the training program and management of the online learning portal that provides access to STAC's sex and labor trafficking training course content and certificate of completion for individuals. Training program includes course content, quizzes, course tracking progress, completion certificate and training program reporting. (See portal details below.)

**Marketing and Promotion.** RBOA will coordinate a multi-faceted promotional campaign that will target the general community and business owners and managers including messaging, media relations, social media, digital advertising and direct B2B communications. (See campaign details below.)

**Campaign Reporting.** RBOA will provide County/project staff and STAC with campaign activity reports utilizing various social media and digital marketing analytics tools to measure social media activity, digital advertising, website analytics and other tactics for engagement and effectiveness.

**Role of Leon County and Other Governmental Units.** The involvement and joint promotion of this training program by Leon County, City of Tallahassee, Tallahassee/Leon County Office of Economic Vitality, Leon County Sheriff's Office, and Tallahassee Police Department will be crucial to its success. This proposal anticipates active co-sponsorship and collaboration regarding training certifications, promotion and support.



# SCOPE

## Human Trafficking Training for Businesses - Certification Training Portal

### Certification Training Portal Feature and Capability Overview

- Dedicated Certification and Training Portal - A custom stand-alone web portal that provides access to human trafficking training content created by STAC.
- Mobile-optimized - The virtual training portal is a 100% responsive website that allows students to access courses through desktops and mobile devices with ease.
- Distraction-free Learning Mode - This feature removes unnecessary links from the header and footer of the website and ensures that the students access only the course material and stay focused to complete the course, resulting in deeper engagement and increased retention.
- Drag & Drop Course Builder - Provides a scalable platform to extend course offerings.
- Flexible Prerequisites - Sets access to courses based on a set of prerequisites.
- Detailed Reporting - Quickly run reports on enrollment, progress and performance. View and download user course progress and quiz results. Use filters to drill down into the desired quiz and course data, then easily export to a MS Excel or CSV file.
- Fully stand-alone secure portal - The portal for training reduces administrative burden for city and county IT staff while being managed locally with trusted STAC web partner, Digital Opps (a division of RB Oppenheim Associates).

### Human Trafficking Business Training Course Overview

- Definitions of terms
- Identifying labor and sex trafficking victims
- Identifying human traffickers
- Costs of human trafficking to business
- Data on local prevalence and incidence; trends
- Relevant Florida and federal laws
- Key local cases and tips

### Understanding the Signs: Human trafficking in the business arena

- Recognizing indicators of human trafficking in the workplace
  - Hospitality (hotels and restaurants)
  - Retail
  - Banking and finance
  - Offices
  - Other
- Protecting your workplace - safety for staff and customers/client/public
- Mandatory reporting (children/vulnerable adults)
- Responding if trafficking is suspected
- Reporting to and working with law enforcement
- Liability issues and business protocols
- Supply chain and trafficking-free goods and services





### **Available resources**

- Local, statewide, national resources
- National Human Trafficking Hotline
- Statewide efforts and resources
- Specialized and more in-depth human trafficking resources for business sectors

### **Certification Training Course for Individuals (General)**

- Single Course - Set up a single comprehensive training course on sex and labor trafficking covering a wide range of service and business types. (All content materials to be provided by STAC.)
- Multimedia Course Content - Allows for use of video, PowerPoint, PDF or featured images for course content.
- Q&A and Quizzes - Types include: Single choice, multiple choice, free text, sorting, matching, essay, fill-in-the-blank and survey. Also provides the ability to add video, audio and images to any of the questions-and-answers choices.
- Course Progress Tracking - Each user can see the course progress as they complete each portion of the course.
- Badges & Certificates - Award official certificates based on quiz performance, completing a course, or both.
- Individual Account - Individuals can see the courses they are enrolled in, have completed or that are available to them.
- Discussion Forums - Encourages conversation among learners by adding course-specific discussion forums.
- Automated Notifications - Automatically trigger emails based on actions learners take (or don't take) in a course.

### **Certification Training Course for Individuals (Business Type Specific)**

- Includes all features listed in the general course listed above, plus a package to create four additional business type specific courses which would include: healthcare, restaurant, hotel/hospitality and retail/convenience/gas stations. (All content materials to be provided by STAC.)

### **Accountability and Outcomes**

- Outreach to 4,000+ business entities/establishments in Leon County through promotional campaign outlined below and coordinated outreach by Leon County, City of Tallahassee, TPD, LCSO, OEV, local Chambers of Commerce, and other relevant entities.
- Specialized outreach to human trafficking "hot spots" and 400 target business entities.
- Goal: 1,000 individuals trained, and 200 business entities receive formal certificate of recognition within 10 months of launch. Note: if funded for full year or multiple years, projected numbers of individuals trained and businesses formally recognized will grow stronger according to continued promotion and support.



## Business Community Human Trafficking Marketing and Promotional Campaign

**Messaging.** Development of a campaign theme, “elevator speech” (50-100 words that succinctly describe the issue and the training program) and 6-10 bullet points that provide additional information about the program and its benefits to businesses -- to be used in all communication activities. Promotional campaign to include business certification/recognition if over 75% of existing workforce completes course.

**Media relations.** Develop and disseminate press releases, op-eds, letters-to-the-editor and other materials targeting local newspapers, television and radio news, Chamber newsletters, digital media and bloggers.

**Social media.** Create posts and manage campaign-related content on STAC social media platforms, including Facebook, Instagram, Twitter, LinkedIn, etc.

**Digital advertising.** Identify specific target areas and create highly targeted, organic-appearing Facebook advertisements to build awareness of key messages and specific campaign images.

**Retargeting.** Utilizing the AdRoll tracking pixel, retargeting ads will display to STAC website visitors across a network of the top 1,000 industry websites to encourage them to return to the STAC website to take action or learn more.

**Direct B2B communications.** Develop promotional materials and collateral for distribution to targeted businesses. This may include fliers, posters, informational business cards or a PowerPoint presentation that could be used for meetings and presentations.

## PROPOSED BUDGET – 6 MONTHS *(June – November 2021)*

### Professional Fees

Program Management and Content Development for Human Trafficking Business Training Program .....	\$8,500
(Includes workgroup formation, curricula development, project oversight, and related tasks.)	
Virtual Training Promotional Campaign .....	\$12,000
(Includes planning, coordination of campaign, messaging, media relations, social media posting and digital ad placement. Billed at \$2,000 per month.)	
Certification and Training Portal .....	\$7,400
(Includes development, launch, management and monthly reporting for portal activity. Note: Includes build cost of \$4,800 along with associated license and annual hosting fees of \$600, monthly management fee of \$500 per month for 4 months. Build cost is for a single course only. Each additional course model build fee is \$500 per course.)	



Creative Services .....	\$6,000
(Includes development of graphics and layouts for promotional materials, course content visuals and collateral as well as digital advertising creative. Billed at \$800 per month. NOTE: Does not include printing or production costs.)	
<u>Recommended Digital Ad Spend (Optional)</u>	
Digital Advertising .....	\$2,500
(Includes Facebook ads to be targeted based on key demographic and psychographic identifiers, as well as geographic locations. Budget of \$500/month for 5 months to be split into Facebook ad buy and retargeting ad buy.)	
TOTAL .....	\$36,400

## PROPOSED BUDGET – ONE YEAR *(Based on 12-month engagement starting June 2021)*

### Professional Fees

Program Management and Content Development for Human Trafficking Business Training Program .....	\$10,000
(Includes workgroup formation, curricula development, project oversight, and related tasks.)	
Virtual Training Promotional Campaign .....	\$24,000
(Includes planning, coordination of campaign, messaging, media relations, social media posting and digital ad placement. Billed at \$2,000 per month.)	
Certification and Training Portal .....	\$10,400
(Includes development, launch, management and monthly reporting for portal activity. Note: Includes build cost of \$4,800 along with associated license and annual hosting fees of \$600, monthly management fee of \$500 per month for 4 months. Build cost is for a single course only. Each additional course model build fee is \$500 per course.)	
Creative Services .....	\$9,600
(Includes development of graphics and layouts for promotional materials, course content visuals and collateral as well as digital advertising creative. Billed at \$800 per month. NOTE: Does not include printing or production costs.)	
<u>Recommended Digital Ad Spend (Optional)</u>	
Digital Advertising .....	\$5,000
(Includes Facebook ads to be targeted based on key demographic and psychographic identifiers, as well as geographic locations. Budget of \$500/month for 10 months to be split into Facebook ad buy and retargeting ad buy.)	
TOTAL .....	\$59,000

**STAC AND RBOA TEAM BIOS AND REFERENCES AVAILABLE UPON REQUEST.**



# Leon County Board of County Commissioners

## Cover Sheet for Agenda #1

June 14, 2016

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Acceptance of a Status Report on Leon County's Efforts Related to Human Trafficking

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

**Fiscal Impact:**

This item has no fiscal impact to the County.

**Staff Recommendation:**

Option #1: Accept the status report on Leon County's efforts related to human trafficking.

Title: Acceptance of a Status Report on Leon County's Efforts Related to Human Trafficking  
June 14, 2016  
Page 2

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## Report and Discussion

### **Background:**

During the April 12, 2016 meeting, the Board directed staff to prepare an agenda item on the status of Leon County's efforts involving human trafficking. This item summarizes recent efforts made by the County to raise public awareness of this crime and to train front-line County staff to recognize and report signs of potential human trafficking activities.

At the June 14, 2016 meeting, representatives from the Florida Department of Law Enforcement will provide a presentation to the Board regarding human trafficking.

### **Analysis:**

Human trafficking involves the commercial exchange and exploitation of humans including; forced prostitution and pornography, involuntary labor, servitude and debt bondage. Victims of human trafficking include children, women and men who are subjected to sexual exploitation or forced labor through force, fraud or coercion. Human trafficking is a growing problem worldwide, recently rising to the second-most common criminal activity behind the illegal drug trade. Traffickers are estimated to exploit 20.9 million victims worldwide, with an estimated 1.5 million victims in North America, the European Union and other developed economies combined. In 2015, the National Human Trafficking Resource Center ranked Florida the third-highest state in the U.S. in the number of calls received by the center's human trafficking hotline.

Despite growing public awareness about human trafficking, significant challenges remain in identifying and supporting victims of this crime. The covert nature of human trafficking, misconceptions about its definition, and a lack of awareness about its indicators present significant obstacles. Additionally, victims generally have limited access to help and often do not self-identify, especially when they have been isolated from friends and family for long periods of time. Feelings of shame and fear of reporting to law enforcement may also add to a reluctance to seek help.

An effective response to human trafficking starts at the local level. Facilitating public awareness is a critical step to connect victims to the services they need, to improve access to information about human trafficking, and to effectively support those in need of assistance. In 2016, Leon County took significant steps, described below, to build local capacity to identify and respond to signs of human trafficking in our community.

#### *Human Trafficking Awareness Training*

To raise citizens' awareness about human trafficking, an important component of any effective public awareness effort is to provide training for individuals who are likely to come into contact with victims. In many cases, these individuals are not trained to recognize and report signs of human trafficking. For example, according to the Family Violence Prevention Fund, "28% of trafficking survivors in one study said they came into contact with a healthcare provider during the trafficking situation, and were not recognized." Recognizing potential red flags, knowing the indicators of human trafficking and being aware of how to report suspected human trafficking activities are key steps in identifying potential victims and getting them the assistance they need. During the Florida Association of County Managers Workshop in November 2015, the President of the Southwest Florida Human Trafficking Coalition gave a presentation highlighting statistics about human trafficking in Florida and efforts that county governments can take to confront this

Title: Acceptance of a Status Report on Leon County's Efforts Related to Human Trafficking  
June 14, 2016  
Page 3

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issue locally. Subsequently, the County Administrator connected with representatives from the Florida Department of Law Enforcement (FDLE) to organize training sessions for front-line County staff to recognize and report signs of human trafficking. Leon County Human Resources hosted two training sessions on February 23, 2016 and trained 138 employees from Human Resources, DSEM, Public Works, Facilities, and Animal Control. In addition, a separate training session will be provided for approximately 120 additional staff from Leon County Emergency Medical Services later this year. This training, facilitated by subject matter experts from FDLE, empowers County staff to:

- Define human trafficking and the various forms it takes,
- Understand the risk factors for potential victims of human trafficking,
- Recognize common physical indicators of victims,
- Identify other non-physical signs of human trafficking activity, and
- Report suspected human trafficking activities.

Moving forward, Human Resources staff is evaluating opportunities to integrate human trafficking awareness into recurring training sessions for new and existing County employees.

#### *Human Trafficking Ordinance*

At the May 10, 2016 meeting, the Board adopted an ordinance requiring certain types of businesses to post public awareness signs alerting employees and patrons to remedies and protections related to human trafficking (Attachment #1). The ordinance applies to strip clubs, other adult entertainment establishments, and businesses that offer massage or bodywork that are not owned by a healthcare profession regulated pursuant to Chapter 456, Florida Statutes. The sign must be at least 8.5 inches by 11 inches in size, printed in 16 point type, and state the following in English, Spanish and Creole: "If you or someone you know is being forced to engage in an activity and cannot leave -- whether it is prostitution, housework, farm work, factory work, retail work, restaurant work, or any other activity -- call the National Human Trafficking Resource Center at 1-888-373-7888 or text INFO or HELP to 233-733 to access help and services. Victims of slavery and human trafficking are protected under United States and Florida Law."

#### **Options:**

1. Accept the status report on Leon County's efforts related to human trafficking.
2. Do not accept the status report on Leon County's efforts related to human trafficking.
3. Board direction.

#### **Recommendation:**

Option #1.

#### **Attachment:**

1. May 10, 2016 Agenda Item: First and Only Public Hearing to Consider a Proposed Ordinance Amending Chapter 9 of the Leon County Code of Laws by Enacting a New Article VI, Entitled "Human Trafficking"

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #34**

# Leon County Board of County Commissioners

## Agenda Item #34

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Community Human Services Partnership Outcome Measures



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Shington Lamy, Director, Human Services and Community Partnerships Abigail Sanders, Human Services Analyst

### **Statement of Issue:**

This item seeks Board consideration to continue to engage with FSU's Askew School of Public Administration in the development of uniform outcome measures for the Community Human Services Partnership upcoming two-year funding cycle (FY 2023 & FY 2024).

### **Fiscal Impact:**

This item has a fiscal impact. The item recommends a continued partnership with the Askew School over the next year to develop uniform outcomes for the CHSP at a cost of \$82,801. The costs will be split equally between the County and City (\$41,401 each).

### **Staff Recommendation:**

- Option # 1: Authorize the County Administrator to enter into contract with the City of Tallahassee and FSU Askew School of Public Administration and Policy for the development of uniform outcome measures for the Community Human Services Partnership for Board consideration, subject to legal review by the County Attorney.
- Option #2: Approve the Resolution and associated Budget Amendment appropriating up to \$41,401 from the General Fund contingency account (Attachment #1).



## **Report and Discussion**

### **Background:**

As directed by the Board at its January 28, 2020 regular meeting, this item presents an update on efforts to develop uniform outcome measures for the Community Human Services Partnership (CHSP) in collaboration with the FSU's Askew School of Public Administration. This item provides an update on the Askew School's initial review (Attachment #2) and seeks consideration to continue to engage the Askew School for the development of uniform outcome measures which could be implemented for the upcoming two-year CHSP funding cycle (FY 2023 & FY 2024). As part of the effort, the Askew School will work closely with the United Partners for Human Services (UPHS) and the County and City human services staffs in actively engaging human services agencies in this process. Should the Board and City Commissions approve this recommendation, the Askew School's final recommendations on uniform outcome measures will be brought back for the respective Commissions' consideration for final approval in December 2021 prior to the start of the FY 2023 CHSP funding cycle.

In December 2017, the Board adopted a Memorandum of Understanding (MOU) with the City to reinforce the mutual commitment to the CHSP, which included the adoption of a two-year application and funding cycle at the request of the human services agencies. To ensure the CHSP continue to fulfill its mission of optimizing limited human services funding in addressing the highest human services needs in the community, the MOU also directed an evaluation of the CHSP process to include an examination of funding categories and allocations for the FY 2021 - FY 2022 cycle.

The Center for Health Equity was selected to perform this evaluation and on January 28, 2020, the Board was presented and accepted their Human Services Needs Assessment Report (Attachment #3) along with several options prepared by County staff to continue to improve the CHSP process. However, at that time there were also questions raised by the human services agencies about the adequacy of CHE's recommendations related to outcome measures. As such, staff was directed to continue to refine the outcome measures presented in the Needs Assessment, with input from human service stakeholders, and implement in the second year of the current two-year funding cycle (FY 2022).

In February 2020, FSU Askew School Director and Professor Dr. Gary VanLandingham was engaged to perform a peer review of the CHE Needs Assessment and to assist in the evaluation and refinement of potential new outcome measures to be utilized in the CHSP process. Dr. VanLandingham is the former Director of the Office of Program Policy Analysis and Government Accountability (OPPAGA) and also served on the Request for Qualification (RFQ) Committee that selected CHE to perform the CHSP Needs Assessment. Dr. VanLandingham's peer review determined that the CHE Needs Assessment utilized a reasonable approach for data allocation (e.g. focus groups, interviews, community survey, etc.), however, the methodology utilized for developing the funding allocations and the outcome measures were found to be insufficient for utilization in the CHSP process.

As a result, at the May 12, 2020 meeting, the Board approved a recommendation to work with the City, UPHS, as well as Dr. VanLandingham and the Askew School during the Summer 2020, Fall 2020, and Spring 2021 semesters, to evaluate the performance and outcome measures that are reported by CHSP agencies and to develop outcome measures that could be implemented for CHSP during the second year of the current two-year funding cycle (FY 2022). It should be noted that the work conducted with the Askew School was done at no cost to the County and City.

The following analysis provides an update on these efforts which includes a recommendation to continue to engage the Askew School with a more thorough deliverable to evaluate and if advisable develop enhanced, uniform outcome measures for Board and City Commission consideration for utilization in the upcoming two-year CHSP funding cycle (FY 2023 and FY 2024).

### **Analysis:**

For more than 20 years, the County and City have worked collaboratively through CHSP to provide a “one stop” process for human services grant funding to our community human services agencies. The CHSP process continues to be a national best practice for its streamlined funding application process for agencies (allowing them to maximize their time and efforts on delivering human services to those in need), its collection and sharing common data by the funding agencies to address human services needs countywide and for its collaboration and optimization of local government human services funding across political jurisdictions. Currently CHSP provides \$4.046 million to 50 nonprofit agencies annually, to support a total of 84 human services programs across ten human services categories that help address the needs of the community. CHSP engages dozens of citizen volunteers and human services agencies in a continuous process to plan and fund programs that serve to improve the quality of life of the citizens most in need in Leon County.

Currently, human service agencies submit quarterly reports through an automated system on the CHSP portal that provides uniform quantitative data on funded programs. The data includes the number of clients served as well as client demographic information such as race, ethnicity, gender, age as well as geographic information of clients served (e.g. zip codes, census tract, etc.) when applicable. As part of their quarterly reports, agencies also provide narrative information on program outcome measures, such as increased graduation rates, reduced recidivism, or improved health. Often, however, many of the outcome measures reported are more commonly “outputs” or actions that an agency performs to address an immediate need. This is understandable given the nature of human services and is the common practice in many human services grant funding processes that invest in a broad level of social programs like CHSP. The current combination of outcome and output performance measures are identified, selected, and unique to each agency and program. These measures are used by the Citizen Review Teams, comprised of Leon County residents, as a resource for evaluating programs and making funding recommendations to the County and City. However, because of the nature of these measures, they are one of the resources most often used to evaluate the incremental progress of an individual agency year after year and/or the efficiency of a program to provide services based on funding availability. While these types of measures are valuable in assessing the quantity and in some cases the quality of vital services being delivered to people in need in the community, they are limited in their ability to provide meaningful data to the funders for the purposes of evaluating the collective impact of all the funding and all of the efforts on key specific community indicators which can be measured over

time to evaluate progress on long term community goals. This requires a system of uniform outcome measures not currently utilized by the funders (County and City) in the CHSP process.

As mentioned previously, agencies currently report on a uniform set of quantitative data at the program level such as the number of clients served, or pounds of food distributed that are captured and computed in an automated system on the CHSP portal. In contrast, currently outcome measures are distinct to the agencies and their respective programs and reported in a narrative format. Since the information is narrative in format it cannot be quantified or compared with other programs. In addition, as noted by FSU's analysis, the agencies currently report on over 270 distinct outcome measures as opposed to a uniform set of measures. By establishing uniform outcome measures, standard sets of data could be reported within the CHSP human services categories or across the system to determine if programs are addressing the highest community human service needs within the categories. For example, third-grade reading scores on the Florida Standards Assessment (FSA) are utilized by the State to determine promotion to the next grade level and assessment on the path to graduating college and career ready. A potential uniform outcome measure for some youth programs in CHSP could be the number and/or percentage of third graders that earn a three (3) or higher on the FSA Test. The agencies would then collect and report the data through an automated system in the CHSP portal where the data can be aggregated from all reporting agencies to determine if the intended results are being achieved in addressing the specific communitywide human service issues.

The collecting and reporting of the uniform outcome measures also provides data to assess the effectiveness of specific programs to improve the social conditions and/or outlook of clients. Utilizing the previous example, data on the percentage of third graders in a particular program that earn a three (3) or higher on the FSA Test could be compared to similar CHSP programs, the School District, and specific schools to measure the effectiveness of the program. This would provide the County and City the opportunity to identify best practices utilized by certain programs that meet or exceed expected outcomes that could be implemented by similar programs or systemwide. Additionally, the County and City would work with agencies that consistently report below average outcome measures to make adjustments to their program design to improve outcomes of their clients.

The uniform outcome measures could also assist the Citizen Review Teams (CRTs) in developing funding recommendations. There is one CRT for each of the ten human services categories which are comprised of Leon County citizens. CRTs review CHSP applications and documents such as quarterly reports submitted by agencies and conduct site reviews to make funding recommendations to the County and City Commissions. Using the same example of the third graders that earn a three (3) or higher on the FSA, the CRTs may recommend higher funding levels for agencies/programs which are higher performing and advancing the outcome measure. The CRTs may also request further explanations from agencies that are not advancing the outcome measure to determine if improvements are being implemented. Over several funding cycles, the CRTs will be able to evaluate overall trends to determine which agencies are improving in advancing the outcome measure or which agencies may not be further advancing the desired outcome.

In addition, the outcome measures could be utilized to make future CHSP funding recommendations to the Board. The results of the outcome measure would be aggregated and analyzed for strengths and weaknesses in the CHSP system to address the highest needs in the community. For example, additional funding may be recommended to increase the percentage of third graders that earn a three (3) or higher on the FSA Test within the Promise Zone category to encourage innovative programming to address the need. Additionally, there may be recommendations to the Board to modify outcome measures to better reflect changing needs within the human services community such as capturing truancy or school suspension rates for clients within a youth program. Such recommendations would be made in partnership with human services providers and experts in the areas of performance and outcome measure system like the Askew School.

Because the CHSP process continuously evaluates opportunities for enhancements and implements improvements, uniform outcome measures have been discussed and evaluated over the years with the current effort being the most exhaustive review to date. The identification, operationalization, and adoption of uniform outcome measures as part of the CHSP process could assist the funders in making decisions related funding prioritization based on the effectiveness of programs to demonstrate results through their reporting on the uniform outcome measures. However, as noted in previous agenda items, the implementation of uniform outcome measures can be a complicated and even contentious process, as it may represent significant change to current practices.

As detailed later in this item, given the complexity and challenges in establishing uniform outcome measures, the FSU Askew School has proposed an approach to develop the uniform outcome measures by further engaging with FSU, UPHS and the social service agencies on data collection and methodology. In December 2021, after working closely with the agencies, UPHS and the City, an agenda item will be presented to the County and City commissions that includes the results of the Askew School's work. In the agenda item, options will be presented for the County and City commission to consider. Options presented may range from whether the uniform outcome measures should be implemented and if implemented which outcome measures should be used; to how and the extent to which the outcome measures may be incorporated into the CHSP process. The remainder of the Analysis Section of this agenda item provides an update and synopsis of the Askew School's initial policy review of the current CHSP performance measurement system and a detailed overview of the recommended approach to engage the Askew School on the development of a uniform outcome measurement system for the CHSP for Board and City Commission consideration.

### **Synopsis of the Askew School's Initial Policy Review of the Current CHSP Performance Measurement System**

In order to evaluate the current performance management system and determine uniform outcome measures, the Askew School, in coordination with the County and City, reviewed CHSP program criteria and other documents and conducted a series of meetings with human service stakeholders over three semesters of the graduate-level Managing Government Performance course (Summer 2020, Fall 2020, and Spring 2021). The study examined the performance measurement system

utilized in the CHSP and the feasibility of developing uniform outcome measures to better track the impact of CHSP funding to Leon County residents.

The Askew School collected and analyzed a wide range of qualitative and quantitative data, including a review of the 2019 CHE Needs Assessment. Students also interviewed relevant staff of the County, City, UPHS, and individuals who served on Citizen Review Teams and CHSP agencies. In addition, the Askew School reviewed CHSP program documents, agency CHSP applications, as well as quarterly and annual progress reports submitted by CHSP agencies. They examined the specific services provided by each agency, their service goals, the number of persons served, and grant funding requested and received. Each agency's data was reviewed to assess the linkages between the reported resources/inputs, outputs, and outcome measures as well as determine the usefulness of this data.

### Findings

The review determined two primary limiting factors in the development of uniform outcome measures: (1) the broad CHSP human service categories used to consider funding such diverse human service programs and (2) the limitation of many of the outcome measures currently utilized by the CHSP agencies.

### *CHSP Categories*

CHSP provides funding to human service agencies in ten broad categories as reflected in Table 1. Applications are submitted by agencies for the funding of programs in a specific human service category. A Citizen Review Team is established for each category to review the applications and make funding recommendations. Agencies identify the program goals including the number of clients to be served as well as outcomes that will be measured to determine whether goals are achieved.

**Table 1. CHSP Human Services Categories**

1	Children Services
2	Community Support
3	Services to Persons with Disabilities
4	Emergency Services & Basic Needs
5	Family Support
6	Physical Health Services
7	Senior Services
8	Youth Recreation & Character Building
9	Youth Education Services
10	Promise Zone

In reviewing the documents submitted by the agencies the Report found that there was little service overlap within or between programs in the various categories. One example cited was the Senior Service category which funds five distinct programs that provide significantly diverse services including financial education, memory-care devices, wellness check-ups, responder training, as well as recreational and social activities. Each of the programs identified outcome measures that were specific to the respective programs that would be difficult to implement by other agencies

and programs. According to the Askew School, to establish a series enhanced, uniform outcome measures for each category to be utilized by multiple programs, further detailed analysis and discussion with each individual CHSP agencies is required. Meeting with the individual agencies will assist in identifying common goals that are not only measurable but are also feasible for the agencies to collect and report.

#### *Current Program Outcome Measures*

The report also cited that many of the current outcome measures utilized by the agencies were not well defined and lacked a clear methodology for assessment. As stated earlier, outcome measures are identified and established by agencies and each quarter the agencies report on the progress to achieve the outcome. For example, the report notes that one agency reported that 92% of the clients served developed independent living skills. However, the agency did not define the skills or how they measured success. Additionally, some of the current outcome measures were found to be substantially limited for assessing the program's impact on social conditions in Leon County. They generally report operational accomplishments such as number of devices distributed, or calls completed which do not measure the effectiveness of the program. Ultimately, the Askew School report found that of the current 277 outcome measures identified and reported by the CHSP agencies, approximately 42% (117) were significantly vague and did not clearly define the activities and outcomes tracked and/or did not specify how a measurement would be completed in order to evaluate performance.

Due to the limitations in the reported metrics, coupled with the broad array of services funded, it was determined further analysis and engagement with the CHSP agencies with professional and experienced Askew School faculty could provide the opportunity to develop enhanced, uniform outcome measures that could be used in the next two-year funding cycle.

#### **Recommended Approach for the Askew School to Develop Recommendations on a Uniform Outcome Measurement System for the CHSP Process**

To build upon the findings of this evaluation and strengthen the performance measurement system for the CHSP process, it is recommended that the County and City in coordination with UPHS continue to partner with the Askew School to work with each CHSP funded agency to develop uniform outcome measures for the upcoming two-year funding cycle (FY 2023 & FY 2024) (Attachment #4). The engagement with the Askew School will also provide technical support to human services agencies if new outcome measures are implemented.

The development of uniform outcomes measures that evaluate the effectiveness of human service programs will require significant engagement with each agency to further analyze program goals, data, and agency capacity. The Askew School faculty would provide technical assistance to strengthen the system by developing and assisting in the implementation of uniform outcome measures. If approved by the Board, this process would begin in fall 2021 and would include engaging all 50 CHSP agencies to review their data and performance metrics currently used. As acknowledged in the Report's findings, establishing narrow, singularly focused outcome measures could adversely impact human services agencies. To avoid this adverse impact, a series of outcome measures would be developed for each human service category to allow agencies the flexibility to identify one or more measures that could be tracked and reported. In addition, the capacity of the

CHSP agencies would also be taken into consideration in developing outcome measures to mitigate agencies being unduly burden with proposed new reporting requirements.

As a part of this recommendation, if uniform outcome measures are implemented, the partnership with the Askew School will continue into the 2022 calendar year with the commencement of the next CHSP two-year funding and evaluation process. Askew School staff would train human service agencies and Citizen Review Team members in evaluating and implementing the enhanced, uniform outcome measures; provide technical support to human services agencies that apply for CHSP funding by assisting them with developing their data models to implement the outcome measures; and review and evaluate the data models proposed by agencies to ensure feasibility to evaluate the effectiveness of the program.

As mentioned earlier, the previous work conducted by the Askew School was at no cost to the County and City. However, according to Dr. VanLandingham and the Askew School staff a more formal partnership including funding would be required to perform the level of work needed to identify, develop, and implement valid, uniform outcome measures. The Askew School has proposed a one-year partnership (August 2021 – July 2022) at a cost of \$82,801 which would be divided equally between the County and City (\$41,401 each). This funding would allow the County and City to engage three Askew School tenured professors (Dr. VanLandingham, Dr. David Berlan, and Dr. Linda Schrader) along with a PhD. Graduate Assistant over the course of two semesters to develop and implement the outcome measures for CHSP agencies. Following is the proposed timeline and deliverables for the partnership:

- Fall 2021 – Askew School engages each of the CHSP agencies by category to develop potential enhanced, uniform outcome measures that may be adopted for the upcoming funding cycle (FY 2023 & FY 2024). The proposed outcome measures for each category would be presented to the County and City Commissions by December 2021 for their consideration.
- Spring 2022 – pending direction by the County and City Commissions, present the uniform measures to the agencies that would be incorporated into FY 2023 & FY 2024 funding cycle; work with CHSP staff to assist agencies during the application process to develop and strengthen their data models to implement and report the uniform outcome measures.

Subsequent updates would be provided to the Board as well as consideration of a long-term partnership with the Askew School on maintaining the performance measure system for CHSP as part of the item to consider recommended funding allocation for the next two-year funding cycle in September 2022.

The attached Report prepared by the Askew School offers additional options for strengthening the CHSP performance measurement system long term, beyond the development and implementation of outcome measures. The options include the adoption of a performance-based pilot project, establishment of a forum, and consideration to join the Services & Activities Management Information System. Staff will continue to assess these options for possible consideration by the Board for future CHSP funding cycles.

**Options:**

1. Authorize the County Administrator to enter into contract with the City of Tallahassee and FSU Askew School of Public Administration and Policy for the development of uniform outcome measures for the Community Human Services Partnership for Board consideration, subject to legal review by the County Attorney.
2. Approve the Resolution and associated Budget Amendment appropriating up to \$41,401 from the General Fund contingency account (Attachment #1).
3. Do not authorize the County Administrator to execute a contract with the City of Tallahassee and FSU Askew School of Public Administration and Policy for up to \$41,401.
4. Board direction.

**Recommendations:**

Options #1 and #2

**Attachments:**

1. Budget Amendment Request
2. FSU Askew School of Public Administration and Policy Review of CHSP Performance Management System
3. Center for Health Equity, Inc.'s 2019 CHSP Needs Assessment
4. Florida State University's Askew School Proposal



## FISCAL YEAR 2020/2021 BUDGET AMENDMENT REQUEST

No: BAB21014  
Date: 6/21/2021

Agenda Item No: \_\_\_\_\_  
Agenda Item Date: 7/13/2021

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

### Request Detail

#### Revenues

<i>Fund</i>	<i>Org</i>	<i>Account Information</i> <i>Acct      Prog</i>	<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
				Subtotal:	-	

#### Expenditures

<i>Fund</i>	<i>Org</i>	<i>Account Information</i> <i>Acct      Prog</i>	<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
001	990	59900      599	General Fund Contingency	161,700	(41,401)	120,299
001	370	53400      569	Contractual Services	0	41,401	41,401
				Subtotal:	-	

### Purpose of Request

This budget amendment realigns \$41,401 from the General Fund contingency to support the County's portion of partnership between the Florida State University's Reubin O'D. Askew School of Public Administration for the development and implementation of outcome measures for the Community Human Services Partnership next two-year funding cycle. The total amount of the contract with FSU is \$82,801 to be split evenly between the County and the City of Tallahassee.

Division/Department  
**2604/26**

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By:

Resolution ☐

Motion ☒

Administrator ☐

BUDGET "OPERATING" CONTINGENCY RESERVES CONTINGENCY FUND UPDATE (FY 2020/21)				
			GENERAL FUND 001-990-59900-599	Beginning Balance: \$200,000.00
No.	APPROVAL DATE	AGENDA DATE	AMENDMENT TITLE	BALANCE
1	5-Oct-20	13-Oct-20	Habitat Conservation Plan for Upper Lake Lafayette Lake Bottom	\$25,000
2	4-Nov-20	17-Nov-20	Government Alliance of Race and Equity (GARE) organization membership	\$2,000
3	22-Feb-21	9-Mar-21	Children's Home Society, on behalf of Sabal Palm Elementary, for two full-time AmeriCorps positions.	\$8,000
3	23-Mar-21	13-Apr-21	Naming of the Leon County Clerk of Court and Comptroller's Low Bono Center in Honor of Judge Nikki Ann Clark	\$3,300
4	<b><i>21-Jun-21</i></b>	<b><i>13-Jul-21</i></b>	<b><i>Askew School development and implementation of outcome measures for CHSP</i></b>	<b><i>\$41,401</i></b>
<b><i>Bold, Italic items are pending Board Approval</i></b>				
USAGE TO DATE (TOTAL AMENDMENTS)				<u><u>\$79,701.00</u></u>
ENDING BALANCE				120,299.00
END BALANCE AS % OF BEGIN BALANCE				60%
USAGE BALANCE AS % OF BEGIN BALANCE				40%

***Reubin O'D. Askew School of Public  
Administration and Policy  
Florida State University***

**REVIEW OF THE COMMUNITY HUMAN SERVICES  
PARTNERSHIP'S PERFORMANCE MANAGEMENT  
SYSTEM**

**June 2021**

**PAD 5057 – Managing Government Performance  
Graduate Students**

## Executive Summary

This study, conducted at the request of Leon County and City of Tallahassee officials, examines the performance measurement system used in the Community Human Services Partnership (CHSP) and the feasibility of developing uniform outcome measures to better track the Partnership's impacts for Leon County residents. The study was conducted by graduate students of the Reubin O'D. Askew School of Public Administration and Policy of the Florida State University<sup>1</sup>.

The CHSP was founded in 1997 as a joint agreement between the City of Tallahassee, Leon County, and the United Way of Big Bend. While the United Way has since left the Partnership, it remains an innovative program that uses a consolidated process to award \$4 million in annual grants, averaging \$59,000 to a set of 50 nonprofit agencies that deliver 87 human services programs to residents. These agencies, and the services they deliver, are highly diverse – some are large organizations with multiple funding streams, while others are small entities that are greatly dependent on CHSP grants for their continuing operations.

Our study found that the performance metrics currently reported to CHSP by these agencies have significant limitations. Many are vague and ambiguous, and most assess short-term results such as program completion rather than long-term outcomes being achieved for residents. As a result, the metrics have limited value for informing funding decisions, and CHSP cannot report the return on investment that Tallahassee and Leon County are achieving through its annual investment in the program.

While it is not possible to establish uniform outcome measures from the current metrics, we identified several options that CHSP could consider for enhancing its performance measurement system. While Leon County and Tallahassee could consider adopting a more targeted grantmaking system similar to those used by Florida's Children's Services Councils, such a system would be challenging to implement, be highly disruptive to the nonprofit community, and could potentially worsen some social conditions within Leon County. However, other options are feasible, including using supplemental funds to create a performance-based pilot project, awarding grants to agencies that address targeted social problems using evidence-based programs and reporting specified outcome measures. CHSP could also consider establishing a Funders Forum to better coordinate human services funding within the community as well as joining the Services & Activities Management Information Systems (SAMIS) collaborative and using its statewide database to better track social service outcomes.

<sup>1</sup> The names of these students, who conducted the study as part of the Spring 2021 course PAD 5057 "Managing the Performance of Public Agencies", are listed in Appendix E.

To help address the weaknesses in CHSP's performance management system, the Askew School could provide technical assistance in strengthening the system. The College of Social Sciences and Public Policy has a strategic goal to expand its community outreach, engagement, and service, and the Askew School is excited to establish a partnership with Leon County and Tallahassee in this area. This technical assistance could begin in fall 2021 and include reviewing the logic models and performance metrics used by CHSP and consulting with the nonprofit agencies to help them develop a set of enhanced measures that would better track the outcomes achieved with program funds. The Askew School would also serve as a resource in the next grant cycle by provide training to CHSP staff, agencies, and Citizen Review Teams to aid them in using reported metrics to inform funding choices, strengthen program management, and enhance accountability.

## Background

The Community Human Services Partnership (CHSP) was created in 1997 as a collaboration between Leon County, the City of Tallahassee, and the United Way of the Big Bend to distribute grant funding more efficiently and effectively to human services agencies aiding the local area. CHSP enabled the three entities to consolidate resources from multiple funding streams, use a single streamlined process to solicit applications from providers, empower Citizen Review Teams (CRTs) to review applications and make funding recommendations, and enable providers to submit progress reports using a single portal. In 2019, the United Way of the Big Bend left CHSP to pursue a separate grantmaking strategy.

In FY 2021, the City of Tallahassee and Leon County contributed \$4.046 million to CHSP to support grants to local human service agencies. This funding level represented a 25% increase from the prior fiscal year. These funds were derived from several sources including City and County general revenue funds, community development block grants, and *Change for Change* initiative funds donated by citizens through Tallahassee Utilities.

As shown in Figure 1 below, the CHSP grantmaking process includes many steps (see Appendix A for a more detailed description of the process). This two-year process begins with CHSP issuing a request for proposals in ten human services categories - Children's Services; Community Support Services; Services for Persons with Disabilities; Basic Needs and Emergency Services; Family Support Services; Physical Health Services; Senior Services; Youth Recreation and Character-Building Services; Youth Education, Employment and Training Services; and Promise Zone Services. Each category is allocated a specified percentage of available funds.

Local nonprofit agencies may submit applications for one or more service categories. The applications must include a description of the services to be provided; a proposed budget; a logic model depicting planned program inputs, activities, outputs, and outcomes; and program evaluation/participant outcomes achieved during the previous period, if the agency was funded in the prior grant cycle.

Applications are reviewed by Citizen Review Teams, consisting of community volunteers, who examine the submitted materials, hear presentations by applicants, and make funding recommendations to Leon County and Tallahassee. There is a separate CRT for each service category. Applicants can appeal funding decisions to the CHSP Appeals Committee. Once appeals are resolved the recommended funding awards are presented to the City and Commissions respectively for final approval. Subsequently,

the City of Tallahassee and Leon County executes contracts with the successful agencies. These agencies must submit quarterly and annual reports to CHSP that detail grant expenditures during the period and progress achieved towards the output and outcome standards specified in their funding applications.

**Figure 1 – The CHSP Grantmaking Process involves many steps.**



### **Methodology**

We collected and analyzed a wide range of qualitative and quantitative data to carry out our study. We interviewed relevant staff of Leon County, the City of Tallahassee, and the United Partners for Human Services, as well as a sample of persons who served on Citizen Review Teams and agencies who received Partnership grants during the FY 2019 – FY 2020 funding cycle. We also examined the Community Human Service Partnership Program Description Manual, the Assessment Guide followed by the Citizen Review Teams in making grant recommendations, the applications filed by each of providers who received funding in the FY 2019 - FY 2020 cycle, the quarterly and annual progress reports filed by these organizations with Leon County and Tallahassee, and the City of Tallahassee's FY 2020/21 Program Descriptions & Accomplishments report of the Department of Housing and Community Resilience Human Services Division. Additionally, we interviewed staff and reviewed materials from the Children's Services Councils that operate across Florida. A more detailed discussion of our methodology is provided in Appendix B.

## Findings

At the request of County and City officials, our study examined the performance measurement system used by the Community Human Services Partnership (CHSP) to track the results achieved for Leon County residents by agencies that receive its funding. Ideally, performance metrics should enable CHSP, elected officials, and residents to assess whether each agency achieved its service goals, compare agencies to identify best performing organizations, and assess the overall outcomes that CHSP has achieved on the quality of life in Leon County.

Part 1 of our report analyzes the activities and service goals reported by agencies that received CHSP grants during the FY 2019-FY 2020 funding cycle, while Part 2 examines the performance measures these agencies reported to CHSP and the usefulness of these data. Part 3 discusses alternative approaches to performance measurement and provides our conclusions and recommendations.



## Part 1: Provider Activities and Service Goals

***CHSP supports a highly diverse set of nonprofit agencies that deliver a wide range of social services to Leon County residents, although the service goals of many providers are vaguely defined.***

The Community Human Services Partnership is intended to address a wide range of human service needs within Leon County. Agencies seeking CHSP funds may apply under 10 broad social service categories, such as Children's Services and Community Support Services. While the CHSP Handbook lists potential goals that agencies could pursue in each service category, providers may propose serving other goals that are related to the service areas. Applicants may seek funding under multiple categories and must identify operating budget, other funding sources, detailed plans for using CHSP funds, planned activities and service goals, and performance metrics.

A broad array of agencies receives CHSP funds, including small nonprofits that are dependent on the program for their survival and large organizations with numerous funding streams. In FY 2019 and FY 2020 funding cycle, 50 agencies received CHSP funding, and these grants averaged \$67,633, ranging from \$5,000 to \$269,116. Most agencies received funding under a single service category, but several received grants under multiple service categories.

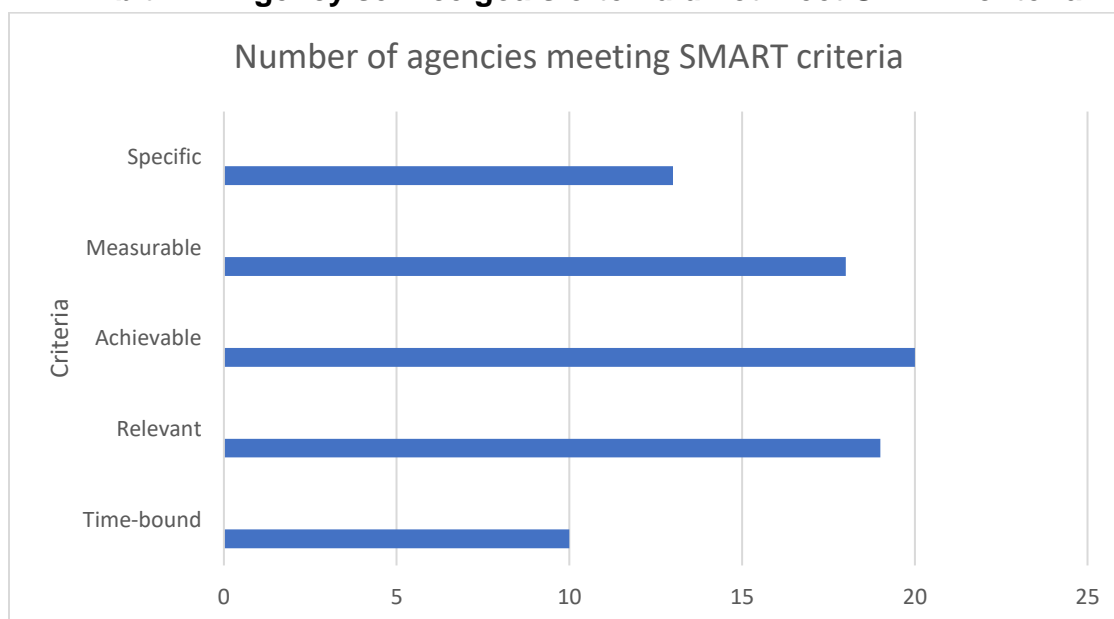
Agency dependence on CHSP funding varies greatly. While most agencies that received CHSP funds during the 2018-2020 grant cycle reported that their awards provided less than a quarter of their total funding, some agencies reported that these grants provided over 75% of their operating budgets. Most agencies also reported receiving six more funding streams in addition to CHSP grants; however, other agencies reported that the grants were a primary funding source, with two or fewer other sources of funding.

The agencies provide highly diverse services, and our review found that there is little service overlap both within and between program categories. For example, the five agencies that received funding in Category 7, Senior Services, provided significantly different services – financial education, memory-care devices, wellness check-ups, responder training, and recreational and social activities. Appendix C shows the agency services and grants in the ten program categories.

Agency service goals varied widely, although many are vague and do not specify intended outcomes. Ideally, service goals should be S.M.A.R.T – Specific, Measurable,

Achievable, Relevant, and Time-bounded.<sup>2</sup> As shown in Exhibit 2, our review of the agency service goals found that these criteria generally were not met. Only 13 of the agencies that received grants proposed goals that were specific and unambiguous, and only 18 agencies proposed goals with measurable performance targets. Similarly, only 20 agencies proposed goals that appeared to be clearly achievable based on the other information in the application, and only 19 provided goals that were clearly relevant to the services they planned to deliver. Finally, only 10 agencies proposed time-bounded goals that specified a deadline for achievement.

**Exhibit 2 — Agency service goals often did not meet SMART criteria.**



For example, one agency proposed to increase the number of Leon County residents it served by 15% and decrease tooth decay in Leon County residents by 20%. However, as the agency served a relatively small number of persons (compared to the Leon County population), it is not reasonable to expect the agency to achieve its stated goal. Other agencies proposed goals such as assisting persons with specified conditions but did not describe the specific services that would be delivered or the intended outcomes of these activities. The lack of such details significantly weakens CHSP's ability to determine the impact grants achieve for Leon County residents.

<sup>2</sup>S.M.A.R.T. is an acronym for a commonly used best practice for organizational goals. Specific means that goals should be clear and unambiguous, while measurable means that goals should include quantified targets so that a definitive achievement can be reached. Achievable means that goals are feasible to achieve in an efficient and reasonable manner, while relevant means that goals should be clearly aligned with what an organization is aiming to accomplish. Finally, time-bound means that goals should specify a completion date.

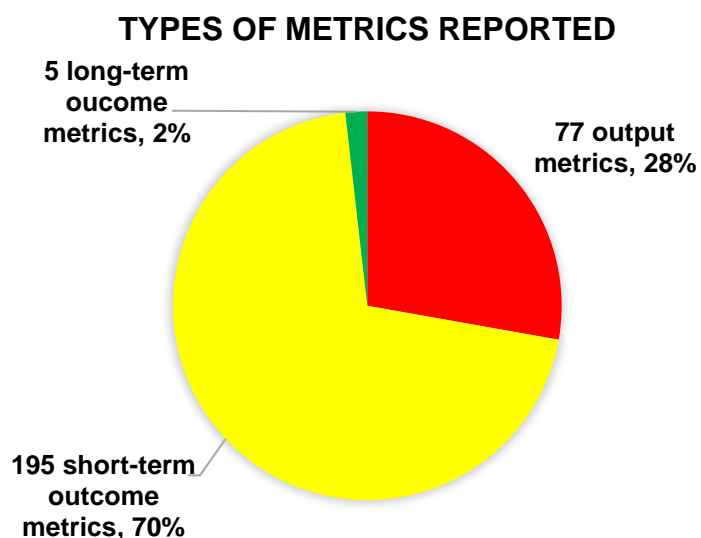
## Part 2: CHSP Performance Measurement System

***While current CHSP performance measures indicate agencies generally met their performance targets, these metrics have significant shortcomings limiting their value in guiding funding decisions and assessing the results achieved for residents.***

Effective performance measurement systems can help agencies manage their operations, allow managers to compare performance across providers and identify best practices, and enable stakeholders to assess the outcomes achieved by the investment of program funds. Agencies receiving CHSP grants must report input, output, and outcome metrics in their funding applications as well as performance targets (expected output and outcome levels) and report these data quarterly over the grant period.<sup>3</sup> To assess these performance metrics, we examined the applications, contracts, and progress reports submitted by the agencies receiving grants in the FY 2019 - FY 2020 funding cycle.

As shown in Exhibit 3, slightly more than a quarter of the metrics (28%) tracked outputs, while over two-thirds (70%) tracked short-term outcomes such as successful completion of program services. Only 2% of the reported measures tracked long-term outcomes that assessed the impacts that services achieved for clients and the community.

**Exhibit 3 – Agency metrics generally track short-term outcomes.**

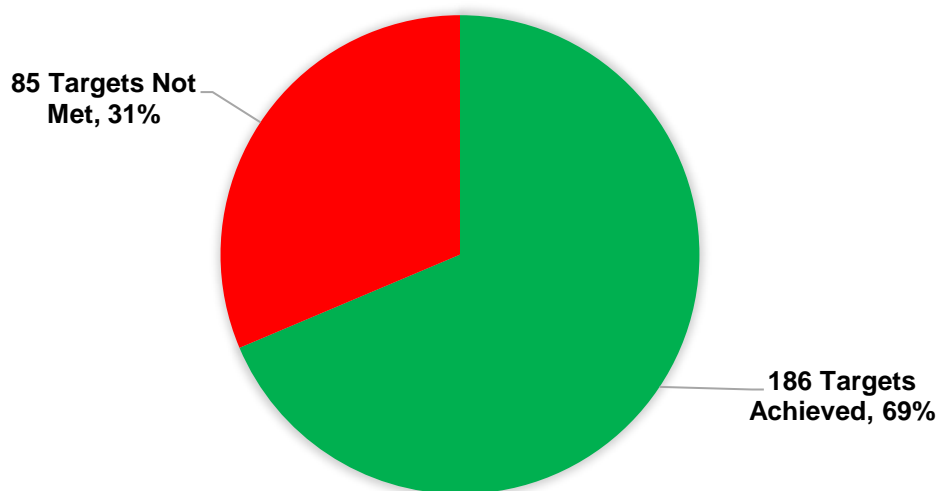


<sup>3</sup> Input measures track the resources used to carry out operations; output measures track the quantified service levels that are delivered; and outcome measures track the client/community results achieved through these activities.

Agencies reported achieving 69% of their performance targets over the FY 2019 – FY 2020 period (see Exhibit 4). In many cases where the targets were not attained, agencies either came close to meeting the standards or cited reasonable factors for missing the targets. For example, the Big Brothers and Sisters of the Big Bend reported that 100% of the children it served were not arrested while participating in its Mentoring of Children of Prisoners Program, exceeding its goal of 80%. In contrast Elder Day Stay did not meet its target of serving a total of 75 seniors and a daily average of 30 seniors during the grant period because the COVID-19 pandemic required it to close its center in March 2020 and it served 65 seniors, or 86% of its target, during the grant period.

#### **Exhibit 4 – Agencies generally reported meeting service targets.**

##### **REPORTED ATTAINMENT OF TARGETS**



The agencies also generally reported consistent measures over the grant period. We compared the metrics proposed by agencies in their funding applications to those included in their quarterly and annual progress reports and found that 85% were consistently reported. In the remaining cases, the agencies made some modifications to their performance metrics, but these changes were typically minor.

CHSP metrics have significant limitations. While our analysis showed that agencies generally met their performance targets, these metrics often had substantial weaknesses that limited their usefulness in managing CHSP and assessing the

program's impacts on social conditions in Leon County. While some agencies, particularly larger organizations that receive multiple funding streams, reported excellent performance measures, many others reported metrics that were vague and failed to adequately specify what activities are being tracked or how this measurement is done. As shown in Exhibit 5, of the 277 metrics reported by agencies, 84 (30%) were ambiguous and did not clearly define the activities and outcomes that were being tracked, while an additional 56 (20%) did not specify how this measurement was done. Overall, 117 of the metrics (42%) had one or both weaknesses, creating a significant barrier to assessing CHSP's impact.

**Exhibit 5 – Many agency metrics had significant weaknesses.**

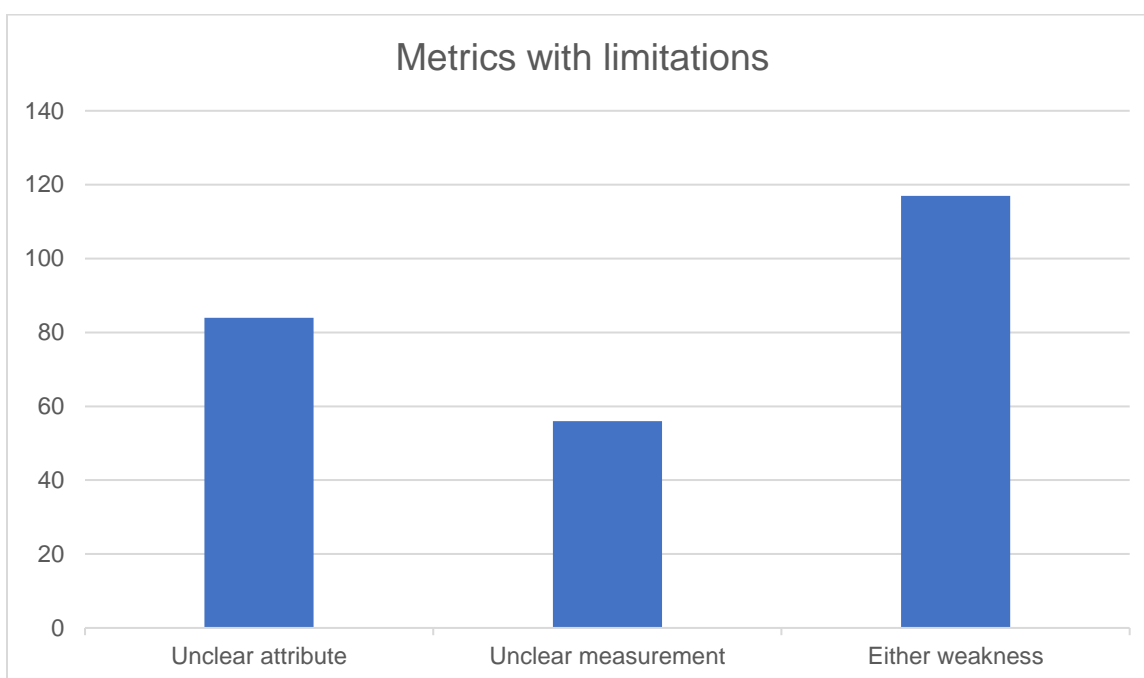


Exhibit 6 illustrates these limitations with examples of metrics reported by agencies and the weaknesses in how they define the attributes to be assessed and/or how success is measured. More appropriate metrics would be more specific in these elements. For example, a more useful metric for the first example could be “22 (92% of 24 clients) will demonstrate at least basic attainment of 8 of the 15 independent living skills assessed through the *Life Skills Inventory Independent-Living Skills Assessment Tool*.” Similarly, a more useful metric in the second example could be “14 (70% of 20 clients) demonstrates expanded knowledge of 5 social issues and 3 advocacy strategies

discussed in the circle meetings as assessed through the *Girls Empowerment Program Pre- and Post-Assessment Tool*.<sup>4</sup>

### Exhibit 6 – Examples of unclear metrics reported by agencies.

Measure	Problem
22 (92%) of 24 clients will develop independent living skills.	Unclear what independent living skills are assessed and how they are measured.
70% indicate expanded knowledge of social issues and/or advocacy strategies.	Unclear what 'expanded knowledge of social issues and advocacy' means or how it is measured.
85 children will have an early intervention brief screen.	Unclear what an 'early intervention brief screen' means.
Provide opportunities for students to create and articulate using advanced technologies.	Unclear what 'create and articulate' means, how it is measured, and what advanced technologies are used.
85% of caregivers report an increased ability to provide quality care for their disabled family members.	Unclear what 'increased ability to provide quality care' means or how it is measured.
Program participants learn techniques of boxing and maintain physical fitness.	Unclear what boxing techniques are taught or how physical fitness is measured.
Program participants gain knowledge of various life skills	Unclear what life skills are taught or how learning gains are assessed

These weaknesses in reported metrics, coupled with the broad array of services funded by the CHSP, make it impossible to roll-up the metrics and assess the overall impact that its \$4 million in grants are achieving for Leon County residents. Aggregating performance metrics requires some degree of commonality in these measures, meaning that similar output and outcome metrics are reported. Exhibit 7 illustrates this challenge and shows that the diversity of metrics reported by five agencies funded in the Community Support category.

<sup>4</sup> In contrast, some metrics reported by agencies were highly specific and measurable. For example, one agency proposed short-term outcome measures and goals to "Deliver enough healthy, nutritious food in Leon County for 5.2 million meals given to clients at no cost", and to "Generate a cost savings of 10.1 million for agency partners and the community", specifying how each metric is defined and the data sources and collection methods used.

**Exhibit 7 – There is little commonality in the outcome metrics reported by agencies within the Community Support funding category.**

<b>Reported Measures</b>
Of the calls received, 92 percent will be answered indicating that callers have access to a live counselor
3% of Helpline 2-1-1 calls will receive a follow-up call to assess referral effectiveness.
75% of Help Me Grow cases that are referred for services will be connected to an appropriate community service
Helpline 2-1-1 will be available 24 hours per day, 365 days a year. This represents 8,760 annual hours or 100% of the time.
Clients will recognize the negative impact of addiction on their lives and acquire the knowledge necessary to initiate change.
No reported or observed drug/alcohol-induced behavior.
Clients will obtain gainful employment prior to discharge.
Clients will remain gainfully employed 90 days after successfully being discharged from the program.
Citizens seeking legal help learn about low-cost and free legal services available from the Legal Aid Foundation or be referred to another resource agency or professional.
Legal Aid will grow the pool of volunteer lawyers available to serve low-income citizens needing pro bono assistance.
Match and have some sort of resolution to cases referred for pro bono services by LAF to a volunteer attorney in a timely manner.
The client increases legal knowledge through advice or brief services.
The client has improved financial stability, housing stability, and/or family health and stability through the receipt of legal services beyond advice.
The client maintains improved economic/financial stability, housing stability, and/or family health and stability.
Provide at least 210 refurbished computers to local low-income individuals and families.
Provide volunteer experience for at least 15 colleges and/or high school students.
Identify and collaborate with at least 6 new social service agencies or schools
Recycle at least 8 tons of unusable computers and/or devices in an environmentally and responsible manner.
Reporting victims receive assessment information indicating whether they are at high. Risk of lethal violence. increased safety resources.
Survivors receiving safety planning and case management support avoid death from their offender

Reflecting this limitation, the annual CHSP Accomplishments Report discusses the outputs and outcomes reported by individual agencies rather than on the overall community results achieved within the ten program categories. As a result, key stakeholders including elected officials, Citizen Review Teams, providers, and Leon

County residents, have little information on the return on investment achieved through the \$4.1 million annual investment in CHSP grants to local nonprofit organizations.

Members of Citizen Review Teams that we interviewed reported making limited use of agency performance metrics when making funding recommendations. As specified in the CHSP Handbook, the Teams are to consider a variety of factors when considering agency funding applications, including the agencies' proposed services, goals, performance metrics, and prior year accomplishments when developing funding recommendations. There is little data available regarding the extent to which teams consider metrics when making their funding recommendations. However, the Team members we interviewed indicated that each Team weighs these factors differently in their deliberations but indicated that the metrics often receive relatively little discussion during the process.



### **Part 3: Options for strengthening CHSP's performance measurement system**

As discussed above, CHSP's performance measurement system has significant limitations that reduce the City of Tallahassee and Leon County's ability to gauge the results their \$4.1 million investment is achieving for community residents. Two primary factors contribute to this challenge – (1) agencies and Citizen Review Teams receive limited technical assistance in performance measurement, and (2) CHSP funds extremely diverse human services, which makes it challenging to aggregate performance metrics and identify long-term impacts.

There are a range of options that Tallahassee and Leon County could consider in addressing these challenges, some of which would be relatively easy to implement while others would be highly disruptive to the current system.

***FSU could assist in providing greater technical assistance in performance measurement to agencies Citizen Review Teams, and CHSP staff.*** As specified in the CHSP Program Description Manual, at the beginning of each grant cycle CHSP staff conduct several Request for Proposal workshops for agencies planning to submit applications. During the five-week application period, staff are also available to provide technical assistance to agencies upon request in areas such as program design, program evaluation, client recordkeeping, needs analysis, and grant writing. While valuable, this aid is necessarily limited, and staff lack the capacity to provide intensive training in key areas such as developing logic models and creating performance metrics. This contributes to the weaknesses in agency metrics, which are often vague, underspecified, and focus on short-term results such as program completion rather than client and community outcomes. Citizen Review Teams also receive limited training in performance measurement. While volunteers must attend a two-hour orientation workshop, this session focuses on providing a broad overview of the CHSP funding process and Team roles and responsibilities in this process. The training does not discuss in any detail how agency metrics can be interpreted and used to inform funding recommendations.

To help address the weaknesses in CHSP's performance management system, the Askew School could provide technical assistance in strengthening the system. The College of Social Sciences and Public Policy has a strategic goal to expand its community outreach, engagement, and service, and the Askew School is excited to establish a partnership with Leon County and Tallahassee in this area. This technical assistance could begin in fall 2021 and include reviewing the logic models and performance metrics used by CHSP and consulting with the nonprofit agencies to help

them develop a set of enhanced measures that would better track the outcomes achieved with program funds. The Askew School would also serve as a resource in the next grant cycle by provide training to CHSP staff, agencies, and Citizen Review Teams to aid them in using reported metrics to inform funding choices, strengthen program management, and enhance accountability.

***CHSP could adopt a more targeted grantmaking approach as used by Florida's Children's Services Councils. However, doing so would be highly disruptive to the nonprofit community and challenging to implement.*** As part of our study, we examined other Florida-based entities that share the mission of allocating local resources to meet community human service needs, focusing on Florida's Children's Services Councils (CSCs), which generally operate as independent special districts that levy property taxes and allocate these funds to local agencies that serve children and their families. In 2020, voters approved creating a children's services council in Leon County, which will begin operating later this year. We analyzed the eight Florida CSCs that have operated for several years to identify how they identify critical local needs, make funding decisions, and track the results being achieved for residents. See Appendix D for a profile of the Councils we examined.

CSCs serve a narrower purpose than CHSP and focus on services for children and families. All Councils operate under the supervision of a board of community members, which sets organizational policies and identifies funding priorities, which are established through periodic community needs assessments. In contrast to CHSP's practice of soliciting applications for a wide range of human services, some Councils have identified priority community needs and target grants to agencies that work to address to achieve specified outcomes such as improving birth outcomes, increasing kindergarten readiness, and/or providing access to after-school and summer school programs. Some Councils additionally give priority to funding evidence-based programs that rigorous evaluations have shown to be effective in achieving desired results in these areas.

A more targeted grantmaking approach has several benefits. By concentrating resources on a few high-priority issue areas, targeted grantmaking has a higher probability of achieving significant community impacts than CHSP's current practice, which allocates relatively small grants (averaging \$59,000) across ten broad social service categories. Additionally, because agencies funded by the Councils typically have common desired outcomes (such as reducing low birthweight deliveries), a targeted approach makes it much easier to aggregate performance metrics across agencies and track the community results being achieved through the investment of taxpayer resources.

However, such an approach would represent a dramatic change for CHSP and would be highly disruptive to the local nonprofit community. As noted earlier, many local agencies that receive CHSP grants are small entities and could be forced to close if they lost these funds. Additionally, concentrating resources on a small set of priority needs would necessarily mean other human service needs would be defunded and could potentially worsen community outcomes in those service areas. Further, it has proven to be very challenging to conduct need assessments within Tallahassee and Leon County – two such studies conducted over the past 15 years were rejected due to community opposition that questioned the validity and reliability of the results. As a result, it would be problematic to reach a consensus on what human needs areas would be served through a targeted grantmaking process.

***CHSP could establish a performance-based funding pilot model that would provide an incentive for agencies to establish a strong performance measurement system tied to attaining designated outcomes.*** While adopting a full targeted funding system may be impracticable, Tallahassee and Leon County could gain many of the potential benefits of the system by establishing a pilot project that would encourage agencies to strengthen their performance metrics and achieve designated outcomes through competition for new resources. The state of Florida has established such systems in areas such as higher education, in which universities compete for new funding by meeting performance benchmarks in areas such as increasing four-year graduation rates. The designated benchmarks are aligned with the State University System Strategic Plan goals, reward excellence and improvement, use clearly stated metrics, and acknowledge the differences between institutions. Research indicates that the performance-based funding model has been highly effective in encouraging universities to meet the designated benchmarks and become eligible for additional resources while holding harmless most of the institutions' base budgets.

Under such a model, CHSP would use its existing grantmaking process to award the \$4.046 million that Tallahassee and Leon County currently allocate to the program. However, some level of additional funding would be set aside for performance-based grants that would require agencies to meet designated performance measurement standards, such as developing robust logic models and metrics that are clearly defined and linked to designed common outcomes.

***Tallahassee and Leon County should consider establishing a Funders Forum to better coordinate social services funding within the community.*** While CHSP has enabled the City and County to jointly fund the CHSP, this partnership does not include all major funders active in the community. For example, United Way of the Big Bend no

longer coordinates its activities with CHSP, nor do other Tallahassee and Leon County departments that support local human services through other funding streams. Ideally, this coordinative body would include representatives from all major funding entities, including the new Leon County Children's Services Council, and meet periodically to discuss their activities and community social service trends. The United Partners for Human Services, a membership organization for nonprofits in Leon County dedicated to advancing public confidence and support for the human services nonprofit sector, could also partner in the forum.

The Funders Forum could also collaborate in creating a map of all current human funding streams, work to streamline individual grants processes to reduce the administrative burden of nonprofit agencies that receive funding from common sources and establish a consolidate report on total human services funding in the community and the overall results achieved for residents.

Regardless of whether a Funders Forum is created, it will be important for CHSP to enter into discussions with the Leon County Children's Services Council and reach agreement on coordinating social service funding for children and families, which both entities will serve. As mandated by Florida law, the Council must supplement and not supplant current local government funding for these services.

***Tallahassee and Leon County should consider joining the Services & Activities Management Information System (SAMIS)<sup>5</sup> collaborative, which provides access to a statewide database that is useful in tracking client-level outcomes and strengthening accountability.*** Seven of Florida's Children Services Councils are collaborative members. SAMIS fosters best practices sharing and operates a database that enables organizations to better track client-level outcomes and measure program effectiveness. Members pay an annual fee which covers database management and technical assistance (approximately \$20,000 - \$30,000).

<sup>5</sup> SAMIS is a collaborative database established pursuant to Section 163.62, Florida Statutes, and is used by seven CSCs to track both financial and performance data. The SAMIS collaborative began in 2001, and members can use the database to share performance data and support data-driven decision-making and program improvement efforts

## **Appendices**

Appendix A – Detailed description of CHSP funding process and performance measurement system

Appendix B – Detailed description of research methodology

Appendix C – Agency services and funding

Appendix D – Profile of Children's Services Councils

Appendix E – List of Askew School graduate students conducting this study

## **Appendix A – Detailed Description of CHSP Funding Process and Performance Measurement System**

The Community Human Services Partnership uses a complex process to award funding to local human services agencies. The fund allocation process occurs every two years, but the funds are approved on an annual basis. The funding cycle begins with requests for proposals (RFPs) from prospective grant recipients, traditionally in February. CHSP staff conducts several workshops to assist agencies with their requests throughout the month of February. Agencies have six weeks to submit their application, which explains their proposal in detail, and staff is made available during this time to assist with the many facets of the complex application process. The applications are due at the beginning of March.

To be eligible for funding, agencies must

- Provide direct human services to Tallahassee/Leon County residents.
- Be registered as a nonprofit corporation with the Florida Department of State pursuant to Ch. 617, F.S.
- Be registered with the U.S. Department of Treasury, S. 501(c)(3), Internal Revenue Service Code for tax-exempt status.
- Be registered with the Florida Department of Agriculture and Consumer Services, pursuant to Ch. 496, F.S., unless exempt.
- Be registered with the Florida Department of Revenue pursuant to Ch. 212.08, F.S., if the agency has a physical location in Florida.
- Have a Financial Management Policy.
- Have a Check Signing Policy that requires two or more signature based on certain fiscal thresholds approved by the board of directors.
- File an annual IRS Form 990.
- Have a Nondiscrimination and Equal Opportunity Policy.
- Have liability insurance coverage.
- Have a records retention policy.
- Have a conflict of interest policy.
- Be governed by a board of directors or local advisory board.
- Have its books and records audited each year by an independent CPA, if applicable.
- Have at least one member attend an annual CHSP training workshop.

Agencies must apply for funding within one of the ten human service categories -- Children's Services, Community Support Services, Services for Persons with Disabilities, Basic Needs and Emergency Services, Family Support Services, Physical Health Services, Senior Services, Youth Recreation and Character-Building Services, Youth Education, Employment and Training Services, and Promise Zone Services. The application asks agencies to document their status as a non-profit service provider and provide information about the makeup and actions of their boards and advisory councils, if applicable. Applicants must provide extensive data about their financial and service provision capabilities agencies, but the applications only pertain to current year data. There are several budget categories that agencies can request for funding, though each request must have written justification. These budget categories pertain to supporting the CHSP service categories. For example, an agency may request \$50 thousand for youth services, but then may ask for \$25 thousand of that amount to support compensation and benefits, while the remaining \$25 thousand may be used to support meeting and travel costs. The application concludes with several narrative questions about the communities they serve and how they serve. For example, the application requires information about the target population of service, how the program will serve low-income persons, and justification of why the target population needs the program. The outcome measurement framework is the final piece of the application. The framework requires agencies to provide short, intermediate, and long-term goals with measurable, specific outcomes that define where the data is derived from and how it is collected.

One of the notable features of CHSP is its use of community volunteers to make crucial funding decisions. These volunteers form groups called Citizen Review Teams (CRTs), which are responsible for reviewing funding applications and making funding recommendations to the City and Leon County. There are 10 CRTs, with one responsible for each of the funding categories. Persons volunteering to serve on CRTs often come from a variety of community organizations such as neighborhood associations, professional associations, and various civic groups, and are selected based on criteria including skill sets, occupation, area of specialization, potential conflicts of interest, previous CRT experience, and schedule. Team members must be trained by CHSP staff, consisting of members from the City's Department of Community Housing and Human Services and the County's Office of Human Services and Community Partnerships, before participating in the funding process.

When making their funding decisions, CRTs review application materials, receive presentations and conduct site visits to observe applicant operations. Funding recommendations require consensus among CRT members, and their recommendations are subject to final approval by the City and County.

After applications are reviewed and funding decisions are made, the CRTs send award letters to the successful agencies' directors and board of director's chairpersons. The award letters include comments and findings made by the CRT; these findings may include recommendations such as increasing the diversity of the board or changing accounting procedures. Agencies receiving grants are responsible for addressing any issues raised in award letters, and failure to do so may result in changes to funding awards. The City and/or County then establishes a contract with the agencies and may require resolution of issues raised by CRTs as a contract requirement. Agencies may appeal CRT decisions and must provide documented evidence that the funding request was denied or reduced "due to gross misconduct, error, or misrepresentation by the CRT". Appeals, if granted, are heard by the CHSP Appeals Committee, which cannot include any of the original members from the initial review process.

### **Performance Measurement System**

The CHSP Program Description Manual outlines reporting protocols for performance measures. When the grant cycle begins, CHSP conducts workshops for interested grant applicants to provide information about the application process, agency responsibilities, and eligibility requirements. Agencies are required to attend a workshop to apply for funding.

Applications must include program evaluation or participant outcomes for the previous fiscal year, and a program outcome measurement framework for the new funding request. The program evaluation/participant outcomes for the previous fiscal year must include a description of how the agency measured service delivery success for the target population, the social return on investment or cost avoidance associated with the program, and an outcome data collection table of benefits or changes that individuals or populations experienced by participating in program activities. The program outcome measurement framework for the new funding request includes a list of program outputs that the program plans to accomplish and the timeframe the program will accomplish the outlined goals. The information provided serves as a performance monitoring and planning tool.

Agencies that are selected for funding must agree to report program performance and budget data on a quarterly and annual basis over the grant term. Funding reimbursement is contingent upon appropriate fiscal and programmatic documentation provided during regular reporting. The reports are submitted online using the same online portal as the funding applications.

Quarterly and annual reports must include data showing:



- Persons served, including demographics (race, age) and income level (based on the area median income level); programs funded in the Promise Zone must also provide census tract-level data showing the number of persons served in each tract.
- Anticipated vs actual year to date count of unduplicated persons served.
- Program Accomplishments, including Implementation Timelines (tasks/activities/output and accomplishment for each program).
- Obstacles/challenges that highlight specific challenges and needs facing the program and the actions taken to resolve them.
- Major accomplishments and sustainable partnerships, listing major collaborative accomplishments and discussing efforts toward developing sustainable partnerships achieved during the reporting period.
- Citizen Review Committee findings, addressing the action plan/tasks for any of the concerns raised by the Teams in the Award Letter that directly impacts the agency's capacity to effectively deliver the program.
- Obstacles encountered in resolving Citizen Review Team findings or concerns

## **Appendix B – Detailed Description of Research Methodology**

We collected and analyzed a wide range of qualitative and quantitative data to carry out our study. To gain an understanding of the Community Human Services Partnership, we interviewed City of Tallahassee and Leon County staff and reviewed program documents. These materials included the Community Human Service Partnership Program Description Manual, the Assessment Guide for the Citizen Review Teams, and the FY 2020/21 Program Descriptions & Accomplishments report published by the City of Tallahassee's Department of Housing and Community Resilience, Human Services Division. We additionally reviewed the 2010 and 2019 community needs assessment reports issued by consulting firms, and the 2011 Community Human Services Partnership Needs Assessment Subcommittee report. We also interviewed United Partners for Human Services staff, as well as a samples of persons who have served on Citizen Review Teams and representatives of providers that received CHSP grants during the 2018-20 funding cycle.

To analyze the importance of CHSP funding to local social service agencies, we analyzed the grants received by agencies in the 2019-2020 fiscal year. We additionally reviewed the applications submitted by the agencies to identify the percentage of the agencies' total funding that was provided by the CHSP grants.

To services funded by through the Community Human Services Partnership, we examined the applications submitted by the agencies that received funding in the 2018-2020 grant cycle and the annual progress reports filed by these organizations. In our analysis, we examined the specific services provided by each provider, their service goals and logic models, number of persons served, grant levels requested and received, unit costs of services, and the percentage of total organizational funds received from CHSP grants. We organized our analysis by the ten service categories to assess the extent to which providers' activities, target populations, and service goals were unique or similar within each service category.

To analyze the performance metrics used within CHSP, we examined the input, output, and outcome metrics submitted each provider that received funding during the 2018-2020 grant cycle in their funding applications and annual progress reports filed with the City and County. We also reviewed each provider's logic model to assess the linkages between the reported input, output, and outcome measures. We organized our analysis by the ten service categories to identify the extent to which these metrics can be rolled up to better assess the impact of CHSP funds. We also examined how the City and County report these metrics to elected and community stakeholders and discussed the challenges in using and reporting performance data with County, City, United Partners

for Human Services staff as well as a sample Citizen Review Team members and providers.

To identify best practices that could be used to strengthen CHSP, we examined Florida's Children's Services Councils, which have a similar function of allocating funding to meet human service needs within Florida. We focused our review on eight Councils that have been in existence for several years – the Children Service Council of Broward County, Children's Board of Hillsborough County, Children's Services Council of Martin County, The Children's Trust of Miami, Children's Service Council of Palm Beach County, Kids Hope Alliance, Manatee County Children Service, and St. Lucie County Children's Services Council. We contacted representatives of these Councils by telephone and email and asked specific questions about their policies and procedures for establishing strategic goals, allocating funding to providers, collecting and reporting performance data, and collaborating with other organizations that address state and local social service needs.

## Appendix C –Agency Services & Funding

Service Category #1 - Children Services			
Organization	Services Provided	# Clients Served	Grant
Kids Incorporated of Big Bend	Child development, mentoring and teaching, family support	418	\$100,000
The Children's Home Society of Florida	Occupational, Speech, and Physical therapy, Child development	680	\$75,275
Pivotal Point Enterprises	Childhood and family educational services	120	\$82,500
Lutheran Social Services of North Florida Inc.	Provide child safety materials, Community referral services	36	\$2,500
The Dick Howser Center for Childhood Services, Inc.	Speech/language therapy, Occupational therapy, Physical therapy, Childhood education	162	\$5,000
Early Learning Coalition of the Big Bend Region, Inc.	VPK referral assistance, Childcare screening & referrals	7037	\$90,000
Capital Area Community Action Agency	Childhood education, Nutrition services, Physical and mental health support, Parental training	435	\$53,500

Service Category #2 - Community Support			
Organization	Services Provided	# Clients Served	Grant
2-1-1 Big Bend	Counseling and advocacy services	18746	\$147,426
Legal Services of North Florida	Legal clinics & aid, Advocacy services, Referral services	1866	\$16,500
Legal Aid Foundation of the Tallahassee Bar Association, Inc.	Advocacy services, Legal advice, Case support	337	\$5,000
Lutheran Social Services of North Florida Inc.	Provide child safety materials, Community referral services	209	\$8,000
Refuge House, Inc.	Domestic Violence & Sexual Assault counseling, Community referral services	3109	\$81,190
A Life Recovery Center, Inc.	Group therapy/counseling, Drug screening and rehabilitation	23	\$15,000

<b>Service Category #3 - Services to Persons with Disabilities</b>			
<b>Organization</b>	<b>Services Provided</b>	<b># Clients Served</b>	<b>Grant</b>
Widening Adult Vital Experiences, Inc.	Life Skills training, Collaborative recreational activities	10	\$15,000
Rotary Youth Camp of North Florida, Inc.	Recreational activities, Dietary and nutritional support, Youth education	117	\$20,000
Lighthouse of the Big Bend	Support for persons with vision loss (vocational rehab., assistive technology, mobility support)	331	\$40,000
Special Olympics Florida - Leon County	Motor-activity training, Social activities, Youth development and education, Rehabilitation services	613	\$16,120
Epilepsy Agency of the Big Bend	Diagnostic & Lab testing, Disease management, Caregiver support	312	\$20,000
The Center for Independent Living of North Florida, Inc.	Prescription assistance, Home Accessibility support, Medical supplies, Homeless housing	552	\$60,000
N FL Office of Public Guardian	Housing support, Adult protective services, Mental health support	298	\$4,000

<b>Service Category #4 - Emergency Services and Basic Needs</b>			
<b>Organization</b>	<b>Services Provided</b>	<b># Clients Served</b>	<b>Grant</b>
Emergency Care Help Organization, Inc.	Poverty & Nutritional assistance, Career and Education support	3149	\$51,500
CESC, Inc.	Homeless crisis housing, Housing assistance	2878	\$220,000
Unhoused Humanity	Housing assistance, Income counseling	39	\$23,000
Good News Outreach	Nutritional assistance	16	\$43,970
American Red Cross	Emergency/disaster support (housing, financial, nutritional, clothing and hygiene, lifestyle)	440	\$15,000
America's Second Harvest of the Big Bend, Inc.	Nutritional support	8	\$151,088
Big Bend Homeless Coalition, Inc.	Homeless housing, Housing assistance, Employment & Budget management support	608	\$112,875
The Salvation Army of Tallahassee	Nutritional & Utility assistance, Human trafficking initiatives, Housing support, Youth education, Financial management programs	5048	\$20,000
Capital City Youth Services, Inc.	Youth shelter housing, Mentoring & Counseling support	31	\$24,000

Service Category #5 - Family Support			
Organization	Services Provided	# Clients Served	Grant
Boys Town North Florida, Inc.	Youth behavioral education, Family programs, Academic assistance	63	\$38,057
Capital City Youth Services, Inc.	Shelter assistance, Counseling, Community referral services, Human/sex trafficking support	448	\$71,500
Turn About Inc of Tallahassee	Substance abuse assistance, Mental/behavioral health support	288	\$39,517
The Oasis Center for Women and Girls	Group therapy, Counseling, Career Training, Physical & Behavioral health assistance, Advocacy	82	\$15,000
Refuge House, Inc.	Domestic Violence & Sexual Assault counseling, Community referral services	1545	\$26,688
Good News Outreach	Nutritional assistance, Elder care support services	193	\$24,000
PACE Center for Girls, Inc.	Physical/sexual/substance abuse assistance, Counseling & therapy, Behavioral health programs	21	\$12,000
Brehon Institute for Family Services, Inc.	Employment assistance, transitional housing, Nutritional assistance, Child development & Parenting education, Risk-behavior training	30	\$91,725

Service Category #6 - Physical Health Services			
Organization	Services Provided	# Clients Served	Grant
Neighborhood Medical Center, Inc.	Health screening & Education, Health outreach programs (dental)	5924	\$36,310
CESC Inc.	Health & Medical assistance, Housing support	2736	\$49,116
Capital Medical Society Foundation, Inc.	Medical & diagnostic assistance, Prescription assistance, Transportation support	2512	\$52,500
Sickle Cell Foundation, Incorporated	Medical assistance, Disease management, Diagnostic screening, Mental health support	1854	\$95,000
Big Bend Cares, Inc.	Medical assistance, Prescription assistance, Housing support, Mental health & Substance abuse programs, Diagnostic screening	31,148	\$85,000

<b>Service Category #7 - Senior Services</b>			
<b>Organization</b>	<b>Services Provided</b>	<b># Clients Served</b>	<b>Grant</b>
Smith-Williams Service Center Foundation, Inc.	Recreational & Social activities, Financial education, Technology assistance, Mental health support	44	\$14,052
Tallahassee Senior Citizens Foundation	Diagnostic screenings, Lifestyle wellness programs, Fitness classes, Financial education	89	\$9,000
Good News Outreach	Nutritional assistance, Housekeeping, Accessibility support, Wellness checkups	131	\$10,248
Alzheimer's Project, Inc.	Caregiver services (education, support, counseling), Responder training, Furnishment of memory-care devices	554	\$77,000
Elder Care Services, Inc.	Medication assistance, Elder care monitoring & day services, Therapeutic & Social activities	75	\$164,889

<b>Service Category #8 - Youth Recreation and Character Building</b>			
<b>Organization</b>	<b>Services Provided</b>	<b># Clients Served</b>	<b>Grant</b>
The Oasis Center for Women and Girls	Educational/Academic assistance, Behavioral health programs, Civic and Social activities, Counseling	71	\$29,740
The Boys and Girls Clubs of the Big Bend, Inc.	Youth mentoring, Academic assistance, Social activities	744	\$202,201
Lincoln Center Foundation, Inc.	Academic assistance & tutoring, Recreational activities, Career preparation, Youth mentoring	35	\$60,000
Big Bend Homeless Coalition, Inc.	Youth recreational activities, Veteran & Family housing assistance, Homeless support	37	\$13,515
Big Brothers Big Sisters of the Big Bend	Social activities, Youth mentoring, Academic assistance	103	\$19,767

Service Category #9 - Youth Education Services			
Organization	Services Provided	# Clients Served	Grant
District Board of Trustees of Tallahassee Community College	Academic assistance, College-readiness programs, Mentoring, Self-Evaluation tools, Student performance monitoring	177	\$15,000
Miccosukee Youth Education Foundation, Inc.	Academic assistance, Tutoring & Mentoring services	35	\$22,087
John G. Riley Center - Museum	Academic & Technological skills development, Cultural/Historical awareness programs	3,653	\$50,000
Florida State University CARE	Academic Assistance, College preparation, Career awareness, Mentoring, Recreational activities	37	\$24,383
Pivotal Point Enterprises	Test-prep & Academic assistance, Life-skills programs, College/Career preparation	105	\$46,653
PACE Center for Girls, Inc.	Academic assistance, College preparation programs, Counseling, Peer reinforcement activities	123	\$63,260
Living Stones International, Inc.	Tutoring, Mentoring, Parental Child-skills training, Social activities	44	\$15,000
The Center for Independent Living of North Florida, Inc.	Independent living for people with disabilities	19	\$15,000

Service Category #10 - Promise Zone			
Organization	Services Provided	# Clients Served	Grant
Delta Kappa Omega Foundation, Inc.	Social and cultural events, Youth mentoring, Educational and legal (informative) assistance	194	\$55,000
The Oasis Center for Women and Girls	Group therapy, Counseling, Career Training, Physical & Behavioral health assistance, Advocacy	91	\$30,000
Boys Town North Florida, Inc.	Mental health services, community referral services (individualized)	145	\$28,651
Capital City Youth Services, Inc.	Crisis counseling, Homeless assistance, Community referrals (housing, education, employment)	338	\$44,000
The Boys and Girls Clubs of the Big Bend, Inc.	Academic assistance & tutoring, Youth mentoring, Recreational activities, Social events	76	\$25,000
Living Stones International, Inc.	Parental education	92	\$10,000
The Children's Home Society of Florida	Development assessment & screening, Programmatic support (Physical, occupational, speech & language therapy)	40	\$30,000
America's Second Harvest of the Big Bend, Inc.	Nutritional assistance	8	\$117,000



American Red Cross	Disaster management, Furnishment of home safety devices, Youth hazard awareness & education	3,059	\$18,000
Legal Aid Foundation of the Tallahassee Bar Association, Inc.	Legal assistance & aid	311	\$85,000

## **Appendix D – Profile of Florida Children’s Services Councils**

To identify options for enhancing CHSP’s performance measurement system, we examined a set of Florida entities that share its mission of awarding grants to nonprofit organizations that deliver human services to residents. We focused this review on the state’s Children Service Councils (CSCs), which operate as county special districts that levy property taxes to enhance services for children and their families. Leon County voters approved a referendum in 2020 to establish a local Council which will begin operating later this year. We examined eight CSCs that have been in existence for several years – the Children Service Council of Broward County, Children's Board of Hillsborough County, Children’s Services Council of Martin County, The Children's Trust of Miami, Children’s Service Council of Palm Beach County, Kids Hope Alliance, Manatee County Children Service, and St. Lucie County Children's Services Council. We reviewed publicly available documents and interviewed staff of the eight CSCs to gain information about their need assessment, grantmaking, and performance measurement processes. While the CSCs use somewhat different systems to perform these key tasks, they have developed innovative practices that can be applicable to CHSP.

### ***Children’s Services Council of Broward County***

Broward County’s CSC works in partnership with community organizations to "Turn the Curve" on key issues, using the Communities That Care model. To establish its strategic priorities, the Council has established the Children’s Strategic Plan Leadership Coalition. This coalition includes approximately 50 committees and subcommittees of more than 1,500 partners who recommend children and families need areas and grants to fund each year. In Fiscal Year 2017-18, the Council raised and expended over \$82 million to address these needs.

The Council generally manages two or three grantmaking cycles each year, each targeted to specific program areas. Any agency that meets specified criteria for the grant cycle may apply for funding. Agencies must submit an annual financial audit, answer 30 program-specific questions, and supply mandatory documents including those related to the agency’s organizational structure and finances, including a line-item budget. Council staff use this information to conduct a financial viability test on applying agencies. Agencies that pass the test are forwarded to Rating Committees, which consist of five to seven community members who have specific knowledge of the human services area; members are often representatives of agencies that have received funding but are not applying for grants in the specific procurement area. Applications approved by the Ratings Committees are referred to the Council’s Board which makes final funding decisions. Grants are typically made for a four-year period.

The Council uses a learning outcome model in its performance measurement process, working with the agencies which receive funding to identify key program questions, select performance metrics, and analyze outcome data. Agencies must enter performance data into a shared database, and Council staff conducts data checks twice a year to analyze how the providers are doing at achieving desired goals. The Council encourages funding recipients to be partners in the data collection and performance measurement processes with the aim of not only demonstrating program results but also informing program implementation and improvements.

The Council's enabling statute provides that it must not duplicate funding provided by other Broward County governments. To avoid this duplication and coordinate services, the Council has established a Funders Forum, which includes all entities that fund services for children and families within Broward County. The Forum enables funders to discuss community issues, identify service gaps, and coordinate planned funding activities to both avoid duplication and fill unmet needs.

### ***Children's Board of Hillsborough County***

The Children's Board uses a results-based accountability system for its grantmaking process that assesses the number of people served, service provision, and client and community outcomes. To guide its grantmaking, the Board conducts needs assessment surveys every three years to identify key human services issues in the county as well as determine that no longer need to be funded. In addition, the Board conducts an annual meeting every October with all funded agencies to facilitate communication about community needs.

The Board issues Requests for Proposals in the selected service areas, and applications are reviewed by both staff and community review teams. Staff screen the applications using a scoring guide that considers factors such as agency organization, financial capacity, population served, program purpose, partnership collaboration, and program description and design. Applications that meet specified criteria are forwarded to community review teams that must include persons with subject matter expertise, financial expertise, and data analysis and evaluation.

Funded agencies are required to report performance data, with the number of metrics based on the grant level. Agencies propose metrics to the Board based on an Empowerment Evaluation Matrix/ Work Plan that they are required to use when developing funding applications. Agencies must regularly enter performance data into a shared database, which the Board audits during site visits.

### ***Children's Services Council of Martin County***

The Children's Services Council uses a five-year strategic plan to guide its grantmaking, with four core priority areas -- healthy children, strong families, safe communities, and success in school and in life. As a part of this process, the Council conducts a needs assessment that includes a community concerns survey interviews with key community providers, a SWOT (Strengths, Weaknesses, Opportunities and Threats) assessment, and analyses of quantitative data.

Agencies seeking funding must apply in SAMIS to provide early intervention and prevention services for vulnerable youth in line with the Council's strategic plan. In addition to submitting an application detailing proposed activities, applicants must submit supporting documents including a current Form-990, audited financial statements, an operational budget, and a certificate of interest. Applications are reviewed and provided to the Council for final funding decisions.

Performance measures are negotiated during contract development. This allows a customization of performance data collection based on the program funded. However, the application process in SAMIS requires a response to performance measures predetermined by the CSC, such as number served or target percentage. In addition to the basic measures, contract negotiation between the CSC and the selected provider results in the development of measurable objectives to gauge the positive effects the program has on the youth it is designed to serve. Providers are required to enter their performance data into SAMIS on a schedule established in their contract. The council conducts performance reviews of data entered in SAMIS and any funded organization who is showing signs of deficiency will be assisted by the assigned internal program specialist to develop a plan to get the organization back on track.

Once the contract is executed by both parties, providers must go through a series of reviews to monitor program activities and fiscal administration during the funding period. Funded organizations are subject to an initial visit to review contract requirements and must receive a minimum of one performance review visit, a program observation visit, and a fiscal review. These reviews are designed to correct any deficient areas and provide training and technical assistance to help funded providers succeed.

### ***Children's Trust of Miami***

Funding decisions within the Children's Trust of Miami are led by priority investment areas which are identified and measured by community goals. The multi-step review process consists of an application review followed by a review of the agency's fiscal health. An agency's fiscal health is judged by its level of fiscal solvency, compliance, and strength of internal controls. Simultaneous to the fiscal health review, each

application is independently reviewed and scored by a team of reviewers that may include children's trust staff, experts in the field, and trained volunteers. A standard rating tool is used to review all program proposals, and the rating tool is used to assess the soundness and completeness of the proposed program plan. Each member of the review team scores the application independently, and then the team convenes for a public meeting to discuss their scores until they reach a consensus for a team score. The highest-ranking numerical score does not ensure a funding recommendation.

The number and types of performance metrics differ from each program or service. Every solicitation released specifies the requirements for performance data, evidence-based measures, and metrics. Some initiative funding areas have more of these than others, depending on the state of evidence and best practices in the types of services to be funded. There are some common or shared outcome metrics for all funded programs. Performance data is submitted by the organizations into the SAMIS database for accuracy and compared with files and records that are kept on-site at the program. The Children's Trust of Miami also provides extensive training and support for providers in how to properly collect and submit specific performance measures.

### ***Children's Service Council of Palm Beach County***

Palm Beach County's approach to funding human services is like Leon County in its "bottom-up" or citizen driven approach. This CSC uses data, research, and in-depth discussions with the community to determine whether there is a gap in services or a need among Palm Beach County children and their families, as well as whether it is appropriate to use CSC funding to fill that gap. They open a detailed competitive bidding process for vendors or programmatic services as the need arises instead of on a regular, predetermined cycle. Need is driven by the county taxpayers of Palm Beach County. Any organization that meets the specific bid qualifications (i.e., needs assessment, timeline, etc.) is welcome to apply. Once the applications are submitted, a review team comprised of non-county, non-CSC members scores, rates, and interviews the applicants before making a recommendation to the CSC's board.

Like most independent CSCs, they are governed by community members. Five members are appointed by the nature of their position: the school superintendent, a local school board member, the district administrator of the local Department of Children & Families office, a juvenile court judge, and a member of the board of county commissioners. The remaining five members are appointed by the governor to four-year terms.

The CSC funds 33 nonprofit and other organizations in Palm Beach County, which then provide a range of 55 services to families in the community. Many families enter the

system of care through an entry agency, which determines the most appropriate services for their specific needs. This cuts down on redundancy, and helps a family looking for assistance avoid bouncing from one organization to another.

Agencies funded by the CSC adhere to the following requirements: a) achieve program outcomes and/or address measurable conditions that lead to sentinel outcomes identified in CSC's Pathway to Early Childhood Development; b) implement programs with fidelity to an Evidence Based model or the model proposed to CSC and described in their contract; c) be data-driven, including the submission of timely, accurate, and complete data to CSC, as well as proactively engage in analysis of program and system-wide data and use it for problem solving and decision making to promote continuous improvement; d) participate in the creation, growth, and continuous improvement of a system of care; and e) maintain certification of sound agency administrative standards through Nonprofits First, Inc., if the agency is a nonprofit organization.

Fiscal data submission is collected through SAMIS (Services Activities Management Information System). All funded providers are to use the SAMIS system unless authorized to use an alternative method of reporting. Program budgets and any subsequent amendments are to be submitted to CSC in SAMIS and are to be balanced. Therefore, total CSC budgeted program expenses are equal to the total CSC program allocations. All expenses are to be billed to CSC using the SAMIS system, unless specifically authorized to use an alternative method of reporting, in the budget period in which the expense and/or event occurs.

The CSC will assist funded agencies maintain the capacity necessary to provide effective programs and services. The CSC will fully pay for all reasonable costs incurred in carrying out its contracted programs – including costs of maintaining qualified staff, furnishing user-friendly data systems, and providing required training. The council supports strengthening the administrative and operational capacity of nonprofit organizations through education, leadership development and management services. CSC and agencies have significant time, energy and dollars invested in their relationship. However, there are specific reasons that CSC may choose to no longer fund a program or service such as the CSC reassesses its strategic direction and the program/service no longer is a strategic priority for CSC; the contracted program/service is not achieving the desired outcomes; the agency is not implementing the program with fidelity to the model; or the agency is not meeting the terms of its contract. CSC's termination of a contract will be done with a transition period and in a manner that minimizes the impact on children and families being served and on the staff of the organization.

### ***Children's Services Council of St. Lucie County***

The Children's Services Council of St. Lucie County's funding priorities are intended to reduce the risk factors identified by the Community Comprehensive Strategy also known as "St. Lucie Hand in Hand." The Children's Services Council of St. Lucie County has several options to help agencies obtain support that addresses their mission "to improve the quality of life for all children in St. Lucie County." The funding opportunities range from small projects to large initiatives. Funding is based on research and data indicating where and what needs exist for children and families in the county. The CSC's governing board also plays an important role in this process. The CSC closely monitors programs for performance and measurable results based on best practices. As a county taxpayer-funded entity, they do not fund programs outside of St. Lucie County.

St. Lucie County implements two successful strategies to prevent the duplication of funds. First, because the CSC is focused on early intervention and prevention services for children, the county does not need to fund additional programs with the same goal. As additional oversight, those applying for grants must include all sources of funding they receive. This allows for the CSC to identify if the applicant might already be receiving funds from another area of the local government. Second, St. Lucie County has "Roundtable's". Their Roundtable consists of elected officials, law enforcement agency leadership, the heads of numerous agencies that affect policies and funding, and community leaders and partners. Through meeting together, the Roundtable can set goals and prevent duplicate funding of similar programs to help the youth of St. Lucie County.

### ***Kid's Hope Alliance of Duval County***

The Jacksonville Partnership for Children, Youth and Families (KHA), a fiscal agency of the City of Jacksonville, is responsible for overseeing the implementation and management of youth-centered programs, services and activities that are delivered by third party providers. KHA's structure resembles a hierarchical approach, a "top-down" operation. Grants are based on the Request for Proposals (RFPs) in their five funding categories: out of school time, early learning, special needs, pre-teen and teen, and juvenile justice. All the RFPs are created in-house by the Kids Hope Alliance team at the direction of the City of Jacksonville. An example of an RFP focused on helping local teens with college preparedness and job readiness would be the Mayor's Youth at Work Partnership and the Mayor's Young Leaders Advisory Council. Programs such as these are created at the request of the City and then an RFP is created by employees to fulfill them and applicants are then filtered through the procurement division of The City of Jacksonville.

At KHA, each program division has a director and staff. While occasionally there might be some crossover in departments when making funding decisions, they internally review the grants and score them based on approved evaluation tools, and within their department make funding recommendations based on these internal evaluations. The governing body is made by a seven-member board, who are appointed by the Mayor and confirmed by the City Council. The Board also includes four Subject Matter Experts from Duval County Public Schools, the State Attorney's Office, the Public Defender's Office, and the Jacksonville Sheriff's Office, as well as a City Council Liaison.

Once funded through KHA, every program must submit an Actual Expenditure Report, which reports by budget line item, actual expenditures incurred in the performance of the contract. This data is used to compile historical unit cost data and to analyze appropriate funding levels. This must be submitted by the grantee at the end of each contract. All participant data to include program attendance and/or Units of Service must be entered into the SAMIS system for any contracted month of service, no later than the 10th of the following month. Additional reporting to the SAMIs system includes reporting monthly information on client demographics which include age, gender, race, language spoken at home and education levels. The KHA Data Systems team manages the technology necessary for the data input, integrity, security, and analysis of the programs and services funded by KHA. The Data Systems team works in partnership with several area educational, governmental, and provider partners to collaboratively review the performance and impact of services on at-home kids throughout Jacksonville.

### ***Manatee County Children's Services***

Manatee County Children's Services takes a very heavy top-down approach to the creation and selection of strategic goals. The advisory board of Manatee County Children's Services is tasked with submitting an annual report to county commissioners that include a needs assessment indicating the advisory board's determination of the needs of children. This needs assessment must indicate the most severe problems affecting children or presents a high degree of potential for harm for individual children, as well as Manatee County's most serious problems by the apparent number of children affected. Strategic goals are set by the advisory board, which comprises several individuals who have either been chosen for their expertise or are a chosen representative.

The advisory board scores each application for recommendations to the county commissioners who have the final say in the funding process. Applications received are assessed based on the specified criteria and include the following items: organizational capability, need for services, soundness of methodology, evaluation (the programs processes and outcomes objectives, data collection system and evaluation design), cost



effectiveness, children and families served, neighborhood-based initiatives, response to a specified strategy, and application. The advisory board is not permitted to conduct site visits, so scores and recommendations are determined by application and supplied supporting documents.

Program results measurements are required to be reported. Funding recipients are required to create their program result measurements, and the county staff must approve them before it is added to the contract for services. Due to the diversity and fluidity of the programs that the CSC funds, there is no standard metric used. Recipients are also required to provide program results on a quarterly basis. The providers are tasked with entering their own performance data into the SAMIS database. Participation in using the SAMIS database is a requirement for receiving funding from Manatee County Children's Services.

**Appendix E**  
***List of Askew School Graduate Students Conducting This Study***

This study was conducted by graduate students of the Reubin O'D. Askew School of Public Administration and Policy as part of the course work for PAD 5057: Managing the Performance of Public Agencies during the Spring 2021 term. The names of these students and their professor are listed below in alphabetical order.

Dr. Gary VanLandingham, Lead Investigator  
Emily Boykin, Graduate Teaching Assistant

Shaun Amarnani  
Kristin Ayala  
Elysha Campbell  
Anna Capenos  
Hunter Carlson  
Matthew Carreno  
Lindsay Cosby  
Jenala Daka  
Ilani Fernandes  
Dean Franklin  
Stephanie Gonzalez-Herrera  
Maurisa Greene  
Laurelin Haas  
Natassia Janvier  
Kathy Joseph  
Jordan Layfield  
Logan Love  
Alexys Lynn  
Stephen Mayers  
Celina Medina  
Jessica Meeker  
Renah Osborne  
Alexis Poitras  
Jeffrey Rigdon  
Chelsea Rivera  
Tennille Robinette  
Gabriela Rodriguez  
Malica Segura  
Tara Taggart  
Alonna Vinson  
Travis Wagher  
Kesha Williams  
Torrey Williams  
Chazia Wollcock

Attachment #3 - Center for Health Equity, Inc.'s CHSP Needs Assessment, has not been attached to this item due to the voluminous size of the electronic file. However, it may be accessed through the following link:

[https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item34\\_Attachment03.pdf](https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item34_Attachment03.pdf)



FLORIDA STATE UNIVERSITY  
ASKEW SCHOOL OF PUBLIC ADMINISTRATION AND POLICY

July 3, 2021

Mr. Shington Lamy  
Director  
Leon County Office of Human Services and Community Partnerships  
615 Paul Russell Road | Tallahassee, FL 32301

Dear Mr. Lamy,

As we have discussed, the Askew School proposes to carry out the following tasks to support Leon County and the City of Tallahassee's continued enhancement of the Community Human Services Partnership:

- During the 2021 Fall Term (August - December), the Askew School will engage each of the approximately 50 human services agencies that currently receive CHSP funding to develop enhanced, uniform outcome metrics for each funding category that could be adopted in the upcoming funding cycle. This work will include evaluating the logic models and metrics currently used by each agency and making recommendations for enhancing these metrics and developing a set of common metrics that could be incorporated within the agencies' current performance measurement systems. The proposed metrics will be flexible to avoid adverse impacts to the agencies, with the goal that one or more common metrics could be incorporated within each agency's performance measurement system. The proposed outcome metrics will be presented to the County and City Commissions in December 2021.
- During the 2021 Spring Term (January – May) and 2021 Summer Term (May – August), the Askew School will work with County and City staff to provide technical support to the human services agencies in implementing the revised outcome metrics and collecting the requisite performance data.

The scope of work is for one year at a total cost of \$82,801 (\$41,401 each, County/City).

Sincerely,

*Gary VanLandingham*

Professor, MPA Director & Reubin Askew Senior Practitioner in Residence.

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #35**

# Leon County Board of County Commissioners

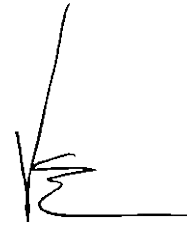
## Agenda Item #35

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Development of a Policy and Criteria for Designating New Canopy Roads



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Ben Pingree, Director, PLACE Cherie Bryant, Director, Planning Department Artie White, Administrator, Comprehensive Planning
<b>Lead Staff/ Project Team:</b>	Mindy Mohrman, Urban Forester, Planning Department Barry Wilcox, Director, Development Support and Environmental Management Emily Pepin, Assistant County Attorney

### **Statement of Issue:**

This item seeks Board adoption of a new policy that establishes a procedure to designate new canopy roads. The proposed policy formalizes a process for determining eligibility and recommending new qualifying roads to the Board for designation as canopy roads. Canopy roads are ultimately established through a Comprehensive Plan amendment and adoption of Ordinance by the Board of County Commissioners and City Commission.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option # 1: Adopt the proposed Designation Procedure for New Canopy Roads Policy (Attachment #1).

## Report and Discussion

### **Background:**

This item seeks Board adoption of a new policy that establishes a designation procedure for new canopy roads. The proposed policy formalizes a process for determining eligibility based on a scenic and historical assessment, road attributes, and landowner and community support. The proposed policy authorizes the Board to request the Canopy Roads Citizen Committee (CRCC) to evaluate specific road (or road segments) and make recommendations to the Board if the road (or road segments) should receive a canopy designation. The proposed policy also provides a mechanism for citizens to initiate a request to the CRCC. Ultimately any designation is established through a Comprehensive Plan amendment and adoption of Ordinance by the Board of County Commissioners and City Commission.

The proposed Policy provides a procedure for adding new roads to the canopy road system, which advances the following FY2017-FY2021 Strategic Initiative:

- *Develop a policy and criteria for adding County roads to the canopy road system. (2021-3)*

This particular Strategic Initiative aligns with the Board's Environment Strategic Priorities:

- *(EN2) Conserve and protect environmentally sensitive lands and our natural ecosystems.*
- *(EN3) Promote orderly growth and sustainable practices.*

The Conservation Element of the Tallahassee-Leon County Comprehensive Plan directs local government to expand the number of designated canopy roads in Objective 3.5: Expansion of Canopy Roads. The CRCC was established as a joint standing committee by both County and City Commissions in 1993 and functions as an advisory committee that makes recommendations to County and City Commissions on matters related to canopy roads.

The five original canopy roads were designated in 1972 by Ordinance No. 72-114. The Canopy Road Protection Zone (CRPZ) was established as 35' from the centerline of the roads in 1975 by Ordinance No. 75-3. The CRPZ was expanded to 50' from the centerline in 1982, then expanded again in 1992 to the current protection of 100' from the centerline of the roads. Three additional roads were added to the system in 2001, 2002, and 2007. While no formal process was described in code or policy, records indicate that the Board directed staff to examine the roads for designation, and that a combination of surveying affected landowners and/or holding public meetings was used to determine community support for the designation of these roads. Adoption of the roads was accomplished through either a Comprehensive Plan text amendment to add the road to the Future Land Use Map with a concurrent Ordinance that amends the Code, or a Comprehensive Plan amendment followed by adoption of Ordinance.

Below is a timeline of canopy road designation and protections:

- 1972: Five canopy roads were designated by Ordinance No. 72-114.

- 1975: The CRPZ was established as 35' from the centerline of the roads by Ordinance No. 75-3.
- 1982: The CRPZ was expanded from 35' to 50' from the centerline of the roads by Ordinance No. 82-46.
- 1992: Understory protection measures were established and the CRPZ was expanded to the current protection of 100' from the centerline of the roads by Ordinance No. 92-10.
- 1993: The CCRC was established as a joint standing committee by the Board of County Commissioners and City Commission.
- 2001: Sunny Hill Road was added to the canopy roads system by Ordinance No. 01-19.
- 2002: Old Centerville Road was added to the canopy roads system by Ordinance No. 02-14.
- 2007: Pisgah Church Road was added to the canopy roads system by Ordinance No. 07-05.

Management of the canopy road system is a joint effort guided by the Canopy Roads Management Plan. The Tallahassee-Leon County Planning Department's Urban Forester is the staff liaison to the CRCC. The canopy road system contains a combined 72 miles of road, with 20 miles of road inside city limits and 52 miles outside of city limits. Maintenance of both the roads and the canopy protection zone is provided by multiple organizations depending on ownership status and location. The canopy roads are primarily owned and maintained by Leon County. Meridian Road is unique in that it is a state road; however, the maintenance of the right-of-way is provided by Leon County Public Works outside the city limits and City of Tallahassee Community Beautification inside city limits. Similarly, the rights-of-way on the remaining canopy roads are maintained by the County outside of city limits, and the City inside city limits. Canopy road protection is regulated by the County and City environmental management ordinances. Leon County Development Support and Environmental Management provides oversight and permitting for areas outside of city limits, and City of Tallahassee Growth Management provides the same inside city limits.

The CRCC has received requests from citizens to examine new roads for canopy road status. Williams Road, Miles Johnson Road and Miller Landing Road have all been suggested as candidates. Previously designated roads were evaluated at the direction of the Board, but there is no formalized process for the CRCC to undertake the evaluation of a road based on the request of citizens. Criteria for determining if a road has the scenic and vegetative attributes to qualify as a canopy road was developed by the CRCC in the 1990's and is included in the Canopy Road Management Plan, updated and approved by the Board in 2019 (Attachment #2). Those criteria include an evaluation of historic significance, scenic quality, and development intrusion. However, as the committee began discussing the possibility of recommending new roads to the Board for designation as canopy roads, major questions were raised regarding length of road, type of road, and most importantly, the level of community support for such an initiative.

Although new roads have been added in the past, there is no formal process in place to direct this effort that includes criteria for these additional important aspects, or a formalized process for the Board or citizens to request the review of a road by the CRCC. The proposed policy authorizes



the Board to request the Canopy Roads Citizen Committee (CRCC) to evaluate specific road (or road segments) and make recommendations to the Board if the road (or road segments) should receive a canopy designation.

The proposed policy also provides a mechanism for citizens to initiate a request to the CRCC. Canopy road protections place limitations on what a property owner can do on portions of their property, and therefore affect the private property rights of landowners adjacent to canopy roads. The CRCC opined that a defined and approved process would provide consistency and transparency for future additions to the canopy road system. Over the course of several public meetings, the committee developed a draft policy that clarifies the steps needed in order for a new road to be nominated and recommended for inclusion into the canopy road system. The CRCC recommended a minimum of 60% support among affected landowners with frontage along a proposed canopy road. As explained in further detail in the analysis section, based upon property rights issues identified by the County Attorney, staff recommends the Board's adoption of the proposed policy to require 100% support among affected landowners.

### **Analysis:**

Although three new roads have been added to the canopy road system since its inception in 1972, a formal criteria and process that includes consideration for road type, length, and support of landowners is not in place for this effort. Records indicate that in 2001, 2002, and 2007 when Old Centerville Road, Sunny Hill Road, and Pisgah Church Road were added, a combination of surveying and public outreach was used to determine eligibility and community support. The CRCC has occasionally heard from landowners who were not aware that the canopy roads overlay was placed on their property and are not supportive of their inclusion in the canopy roads system. Canopy road protections impact development inside the CRPZ on properties adjacent to canopy roads by placing limits on access, structures, signage, and other development opportunities, and therefore impacts the use of personal property. Knowing that property owners have mixed opinions regarding the regulations that canopy road protection place on a property, a balanced and thorough approach to examining and recommending new roads is needed. A formalized procedure will ensure transparency and consistency for future requests.

The CRCC, working with staff from Planning, Leon County Development Support and Environmental Management, Leon County Public Works, COT Growth Management, COT Community Beautification, and County and City Attorneys' Offices, developed a proposed policy that defines a procedure for adding new roads to the canopy roads system. Discussion centered on length and type of road and threshold of community support. The CRCC spent several meetings discussing community and landowner support, and ultimately determined that canopy road protections affect private property rights, and there should be a minimum requirement for the support of affected landowners in order for the CRCC to consider recommending the designation of the road to the Board. While the thresholds would be required for citizens to initiate the process, the Board can direct the CRCC at any time to evaluate and make recommendations regarding any road or road segment. In addition, though not specific to the policy, the County's Urban Forester in their day-to-day work may observe certain roads or road segments warranting consideration for canopy road protection. This recommendation would come to the Board as an agenda item and if

the Board approves, the request would be sent to the CRCC for further consideration and recommendations.

After much discussion, the CRCC voted to require the support of affected landowners to equal 60% of the frontage of the road proposed for designation in order for the CRCC to review the road for their recommendation to the Board. Additional comments were provided by the members of the Advisory Committee for Quality Growth at a meeting on April 19, 2021. Member comments focused on the thresholds for community support, with mixed opinions from requiring no support from affected landowners to full support of affected landowners. The discussion was very similar to the discussion points raised during CRCC meetings. Based on guidance from the County Attorney's Offices, this item recommends 100% support from affected landowners for the County to consider placing canopy road designations on private property which may result in legal claims by those owning the impacted property.

#### *Legal Considerations*

The County Attorney's Office has advised that consent of 100% of abutting property owners be provided for new canopy road designations. A canopy road designation puts limitations on development of property within the CRPZ, which is 100 feet from the center of the road. Trees within CRPZs are considered protected trees which are provided heightened protection from removal in the Land Development Code (LDC). Additionally, Section 10-6.707(c) places the following restrictions within the CRPZ:

- (1) All structures, including fences, shall be setback a minimum of 100 feet from the centerline of the canopy road unless there is no reasonable alternative in the case of a vested single-family lot of record. Any disturbance to the overlay shall be minimized to the greatest extent possible, but not cause an unreasonable and undue hardship on the use of the property. A permit may be issued by the county for gates and the repair or maintenance of an existing, lawfully established fence, pursuant to any and all applicable criteria and standards set out in section 10-4.202(a)(2)b.8(j) and (l). Structures are permitted to prevent motorized vehicles from accessing trail approaches.*
- (2) Any structure which exceeds 40 feet in height must be setback an additional one foot for every one foot in excess of 40 feet in height.*
- (3) No development may occur in the canopy road overlay (100 feet from the centerline of the road) unless authorized for health, safety or welfare of the public.*
- (4) Any part of the canopy road overlay that is cleared or has trees removed from it for roadway projects must be widened by the same amount that was disturbed in the same location if possible, or another reasonable location.*
- (5) A full analysis of the impact of a development on the affected canopy road shall be submitted by the applicant at the time of development review.*
- (6) Joint access to canopy roads shall be required for newly created lots unless there is no alternative.*

*(7) If the site is accessible by roads other than the canopy road, it shall not have direct access to the canopy road.*

In 1995, the Florida Legislature enacted the Bert J. Harris, Jr. Private Property Rights Protection Act (“Harris Act”) to create a cause of action to provide compensation to property owners when government action imposes an “inordinate burden” on the owner’s property that does not rise to the level of a constitutional taking. Since its adoption, substantial modifications to the Harris Act have been made by the Florida Legislature in 2006, 2011, 2012, 2015, and most recently during the 2021 legislative session. The trend in these amendments is increasingly in favor of property owners and the protection of development rights. For example, in 2011, the Legislature included a required notice to property owners affected by a regulation to determine when that regulation is first applied as provided in the statute. Should the County fail to provide this notice, the regulation is deemed applied as of the denial of an application. This distinction affects the determination of the start of the one-year statute of limitations to bring a Harris Act claim. The 2021 amendments have not yet been signed by the Governor but would go into place October 1, 2021 and further broaden a person’s ability to bring a Bert Harris claim, including eliminating the prerequisite that a property owner file an application for development with the County.

Because the CRPZ designation will apply additional restrictions to the abutting property within that 100-foot zone, such application could diminish a person’s development rights and subject the County to claims for damages under the Harris Act. The potential liability cannot be estimated at this time and will depend on the rights of the property chosen to be included in the CRPZ. Additionally, consent of 100% of abutting owners will not entirely eliminate the potential for claims (for example, a consenting owner that sells its property before designation), but will minimize the chances of such claims.

#### *Designation Procedure for New Canopy Roads*

The proposed policy establishes defined parameters for road attributes and landowner and community support for adding to the canopy road system where none exists today. The draft policy outlines procedures that include the following:

- 1) The Board may direct staff to initiate the evaluation process or citizens may seek designation through an application process demonstrating 100% support of affected landowners with frontage on the road (Attachment #3);
- 2) Determine the eligibility and appropriateness based on an environmental, historical, legal, and economic evaluation; and
- 3) Educate the community on the regulations that apply to canopy roads and collect a diversity of input through a public meeting held by staff.

For road segments requested by the Board for consideration, the CRCC will evaluate the road segment utilizing the policy and an agenda item will be presented to the Board with the CRCC’s recommendation. For citizen-initiated requests, based on the results of an assessment of the appropriateness of a road for designation, the CRCC would then vote to either deny the application for nomination of the new road, or to move forward with making a recommendation to the Board to include the proposed road in the canopy road system. In some cases a road may span both

County and City jurisdictions. For example, Miles Johnson Road and Miller Landing Road originate within City limits and continue into County jurisdiction. In this case, designating the road would also require approval by City Commission. Upon approval, a Comprehensive Plan amendment will be initiated to amend the Land Use Designation Map in the Comprehensive Plan to show the new canopy road designation. Concurrent with the Comprehensive Plan amendment designating the new canopy road, the new classification will need to be codified in the Leon County Code of Laws by ordinance adopted after two public hearings.

This item seeks adoption of the proposed Policy only and does not seek to add any roads to the system at this time; however, Williams Road, Miles Johnson Road, and Miller Landing Road have been suggested as possible candidates for designation as canopy roads. If the Board chooses to adopt this Policy, next steps could be to examine these roads for inclusion in the canopy road system using the approved policy.

**Options:**

1. Adopt the proposed “Designation Procedure for New Canopy Roads” Policy (Attachment #1).
2. Do not adopt the proposed “Designation Procedure for New Canopy Roads” Policy.
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Proposed “Designation Procedure for New Canopy Roads” Policy
2. Canopy Roads Management Plan
3. Application for Canopy Road Citizens Committee Review of a New Canopy Road

# **Board of County Commissioners**

## **Leon County, Florida**

### **Policy No. 21-XX**

Title: Designation Procedure for New Canopy Roads

Date Adopted: July 13, 2021

Effective Date: July 13, 2021

Reference: Leon County Code of Laws Sec. 10-6.707

Policy Superseded: None

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It shall be policy of Leon County, Florida that a new policy entitled “Designation Procedure for New Canopy Roads” is hereby adopted by the Board of County Commissioners on July 13, 2021, to wit:

#### **Section 1.**

##### **Purpose and Intent:**

Canopy Roads are a protected conservation feature identified in the Tallahassee-Leon County Comprehensive Plan and regulated by the Leon County Environmental Management Ordinance. This procedure establishes the process by which public roads in Leon County/City of Tallahassee are determined eligible and designated as Canopy Roads.

#### **Section 2.**

##### **Program Eligibility**

1. The following Criteria shall be utilized to determine eligibility for designating a new road into the Canopy Roads system:
  - a. The road should not be scheduled nor anticipated for major improvements that would change its rustic characteristics.
  - b. The road or section of road should have a minimum length of 1 mile and, preferable, should connect to an arterial or collector road at one end of the route.
  - c. Local community support and/or opposition should be documented.
2. The following Criteria shall be utilized to determine appropriateness for designating a new road into the Canopy Roads system using the Criteria for Canopy Roads (Appendix):
  - a. Historic or Cultural Significance: The roadway should convey a distinctive historical sense of place, retains significant historic features such as historic route,

**Policy No. 21-XX**  
**Designation Procedure for New Canopy Roads**

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trees and vegetation, cut banks or other features and has remaining historic resources such as old homes or other structures that contribute to the character of the road.

- b. **Scenic Quality:** The roadway should provide scenic quality consisting of native tree species that form a “tunnel” effect shading the road or a scenic viewshed that provides a pastoral vista, and a variety of native overstory, understory, and ground cover species, where cultural modifications are minimally intrusive.
- c. **Development Intrusion:** The roadway should exhibit limited development intrusion such as new structures, driveway cuts, pavement and non-native vegetation and augmented landscape areas.

**Section 3.**  
**Program Procedures**

1. The Leon County Board of Commissioners may direct staff to initiate the evaluation process, or landowner(s) with road frontage may seek the designation through an application process. The Tallahassee-Leon County Planning Department will provide an application for nomination and will coordinate review by the Canopy Roads Citizens Committee. The applicant must demonstrate local support from affected landowners with canopy road frontage to equal 100% of the frontage of the section of road proposed for designation in order for the CRCC to review the road for recommendation to the Board. Additional support can be demonstrated through letters from local landowners, citizens, businesses, homeowners’ associations, civic groups, commission members, etc.
2. Staff will perform a survey of the roadway to determine if the road or a minimum section of the road meets the eligibility and appropriateness for canopy road designation. The Leon County Attorney’s office will provide a review of legal implication, including any potential fiscal exposure to the County.
3. A public meeting will be held to provide information on canopy roads regulations and to collect feedback from the community.
4. This information will be presented to the Canopy Roads Citizens Committee (CRCC) for its review and recommendation. The CRCC may recommend the following:
  - a. Recommendation that the roadway be designated.
  - b. That additional information be presented at a future meeting.
  - c. That the application for nomination of the roadway be denied.
5. If the CRCC recommends that the roadway be designated, Planning staff will prepare an Agenda Item for upcoming County and/or City Commission meetings. Depending on the jurisdiction of the road or road segment, this recommendation may go before the Board of County Commissioners if within unincorporated Leon County, to the City Commission if within City limits, or to both Commissions if the road spans both jurisdictions.

**Policy No. 21-XX****Designation Procedure for New Canopy Roads**

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6. No new designation shall become effective until approval of an amendment to the Comprehensive Plan, and codification of the designation by amending the Leon County Code of Laws by ordinance adopted by the Board of County Commissioners and City Commission.

## **APPENDIX: CRITERIA FOR CANOPY ROADS**

*(Adapted from 1992 Canopy Roads Management Plan)*

### **I. Historic Significance**

#### **A. Conveyance of a Sense of Place**

Good: The road system strongly conveys to the traveler a distinctive historical sense of place, through its visual and aesthetic relationships between landscape, buildings and structures, which unify and define the area.

Moderate: The road system moderately conveys to the traveler a historical sense of place.

Low: The road system conveys little or no historical sense of place.

None: The road system conveys a negative sense of place.

#### **B. Significance & Integrity of Road System**

Good: The road is highly significant in Leon County history and culture, and retains significant historic features, such as historic route, trees and vegetation, cut banks or other features.

Moderate: The road is moderately significant in Leon County history, and/or retains significant historic features.

Low: The road possesses little or no significance and few significant historic features.

None: The road has no significance and no historic features.

#### **C. Presence of Remaining Adjacent Historic Resources**

Good: Adjacent historic resources contribute significantly to the visual variety and character. These may include significant historic buildings and structures, farm complex, fences, pasture, outbuildings and other aesthetically pleasing remnants of past human habitation.



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**Designation Procedure for New Canopy Roads**

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Moderate: Areas where adjacent historic resources contribute moderately to the visual variety and character.

Low: Areas where adjacent historic resources make little or on contribution to the visual variety and character.

None: Areas where there are no adjacent historic resources to contribute to the visual variety and character.

## **II. Scenic Quality**

### **A. Canopy Condition**

Evaluative Factors:

Good: Pristine, with various species of trees and native understory vegetation that form a tunnel effect; little or no intervention is necessary. (90-100% coverage)

Moderate: Good canopy with younger trees and native vegetation developing. These areas may need reforestation, or augmentation of understory, but still give a sense of screening. (50-90%)

Low: Sparse canopy but sections of good vegetation and some tree line that with extensive management have the potential for canopy development (Less than 50%)

None: Canopy is nonexistent.

### **B. Scenic View sheds**

Evaluative Factors:

Good: Dominant scenic or pastoral views such as pasture land, water bodies, and planted pines that may have little or no canopy but are significant as relatively undisturbed open space, green belts and pastoral view sheds which greatly enhance the overall visual quality.

Moderate: Adjacent scenery moderately enhances the overall visual quality.

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Low: Adjacent scenery has little or no impact on the overall visual quality.

None: Adjacent scenery has negative impact on the overall visual quality.

C. Cultural Modifications

Evaluative Factors:

Good: Relatively free from aesthetically undesirable for discordant signs of human influence, such as major development, intrusive power lines, or other features; or areas where signs of human influence contribute to the visual character and variety.

Moderate: Signs of human influence are visible, but they have little or no negative impact on the visual character of the area.

Low: Scenic quality is somewhat depreciated by inharmonious intrusions, but not so extensively that they seriously disrupt the visual character.

None: Scenic quality is very degraded by development or other intrusive features.

**III. Development Intrusion**

A. Number of Driveway Cuts, Structures, of Deceleration Lanes

Evaluative Factors:

Good: Zero

Moderate: One

Low: Two

None: Three or more.

B. Presence of native vegetation

Evaluative Factors:

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Good: Pristine, native vegetation makes up 90-100% of the plant cover, little or no intervention is necessary.

Moderate: Native vegetation makes up 50-90% of the plant cover, some reforestation or augmentation of understory may be beneficial.

Low: Sparse native vegetation exists (less than 50%) and with extensive management the area has potential for improvement.

None: Native vegetation is nonexistent.

C. Amount of Natural Vegetation augmented with Landscaped Area

Evaluative Factors:

Good: No artificial landscaped areas exist, plant coverage consists of native canopy trees and understory vegetation.

Moderate: The canopy road zone has been augmented with landscape material with some natural area or canopy trees remaining, and existing landscape material is historic or does not contribute negatively to native vegetation.

Low: Trees remain, but most understory has been replaced with non-native vegetation.

None: The canopy protection zone has been completely landscaped with non-native vegetation or hardscape.

## **FIELD SURVEY FORM**

Roadway

Address/Parcels/Mile Marker

Criteria		High	Moderate	Low	None	Notes
Historic Significance	Sense of Place					
	Significance & Integrity					
	Presence of Historic Resources					
Canopy Quality	Canopy Condition					
	Scenic View sheds					
	Cultural Modifications					
Development Intrusion	Number of driveway cuts, structures, or deceleration lanes					
	Presence of native vegetation					
	Presence of non-native landscape augmentation					



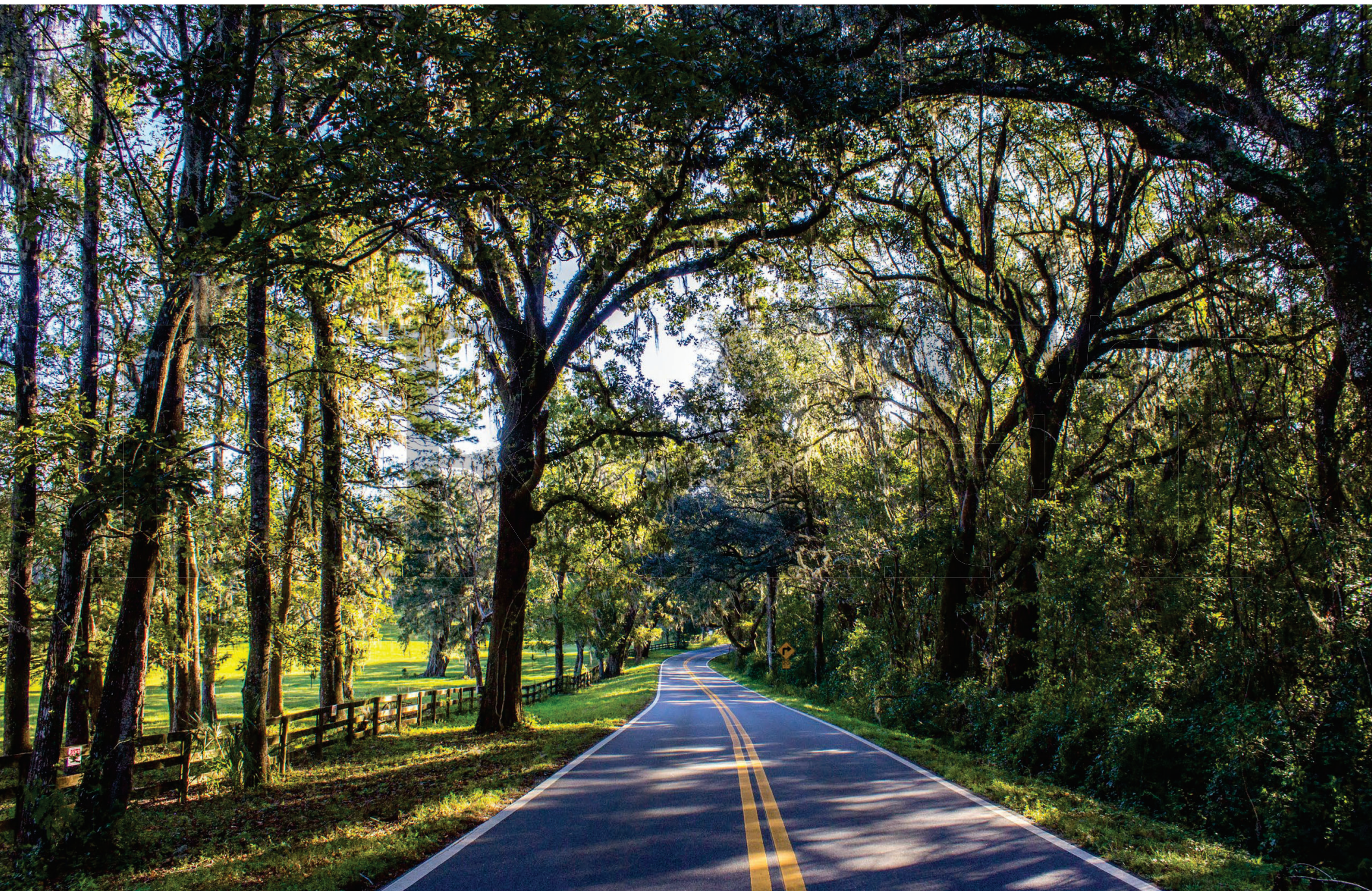


# CANOPY ROADS MANAGEMENT PLAN

2019

Prepared by the Tallahassee-Leon County  
Canopy Roads Citizens Committee







# The Tallahassee-Leon County Canopy Roads Citizens Committee

The CRCC was established as an ad-hoc committee by the County Commission on October 8, 1991. The CRCC developed the first Canopy Roads Management Plan, adopted by the City and County Commissions in 1992. Subsequently, the CRCC was established into a joint standing committee by both City and County Commissions in 1993.

## The 2018 members of the Canopy Roads Citizens Committee:

Katie Britt, County Appointee  
Robert Buccellato, City Appointee  
Marie Cowart, County Appointee  
Hollie Myers Elhilow, County Appointee  
Megan Reynolds, City Appointee  
Kevin Sossong, City Appointee  
John Forrest Watson, Chairperson, City Appointee  
Ryan Wetherell, County Appointee  
Mary Anne Koos, Ex-Officio Member

2018 County Commission Liaison: Mary Ann Lindley

2018 City Commission Liaison: Gil Ziffer

## Support Staff:

Mindy Mohrman, Urban Forester, Tallahassee-Leon County Planning Department  
Sherri Calhoun, Recording Secretary, Tallahassee-Leon County Planning Department

## Former members who contributed are:

Pierce Withers, County Appointee and former Chairperson  
Ken Schilling, City Appointee

According to the by-laws of the Joint City and County Canopy Roads Citizens Committee, the purpose of the committee is to:

- To function as a standing committee that will make recommendations to the City and County Commissions on matters related to canopy road preservation.
- Assist in coordinating the efforts of government, private sector, civic groups and individuals in an effort to protect, maintain, enhance and where applicable, reevaluate canopy roads.

## The duties of the committee are to:

- Assist in coordinating the efforts of the government, private sector, civic groups and individuals in an effort to maintain, protect and enhance existing canopy roads and incorporate new canopy roads.
- Oversee the re-evaluation of existing officially designated canopy road segments.
- Make recommendations to the City and County Commissions on any item related to canopy roads that are referred to the committee by the elected officials.
- Assist both local governments through their designated Canopy Roads Coordinators to implement the Canopy Road Management Plan.
- Review and report annually to the full commissions regarding the progress of the Canopy Road Management Plan. Commission liaisons will receive quarterly status report from CRCC Chairperson.
- Help develop a Canopy Road Design Manual and criteria for designating new canopy roads.
- Actively encourage participation from groups of individuals outside of the committee.

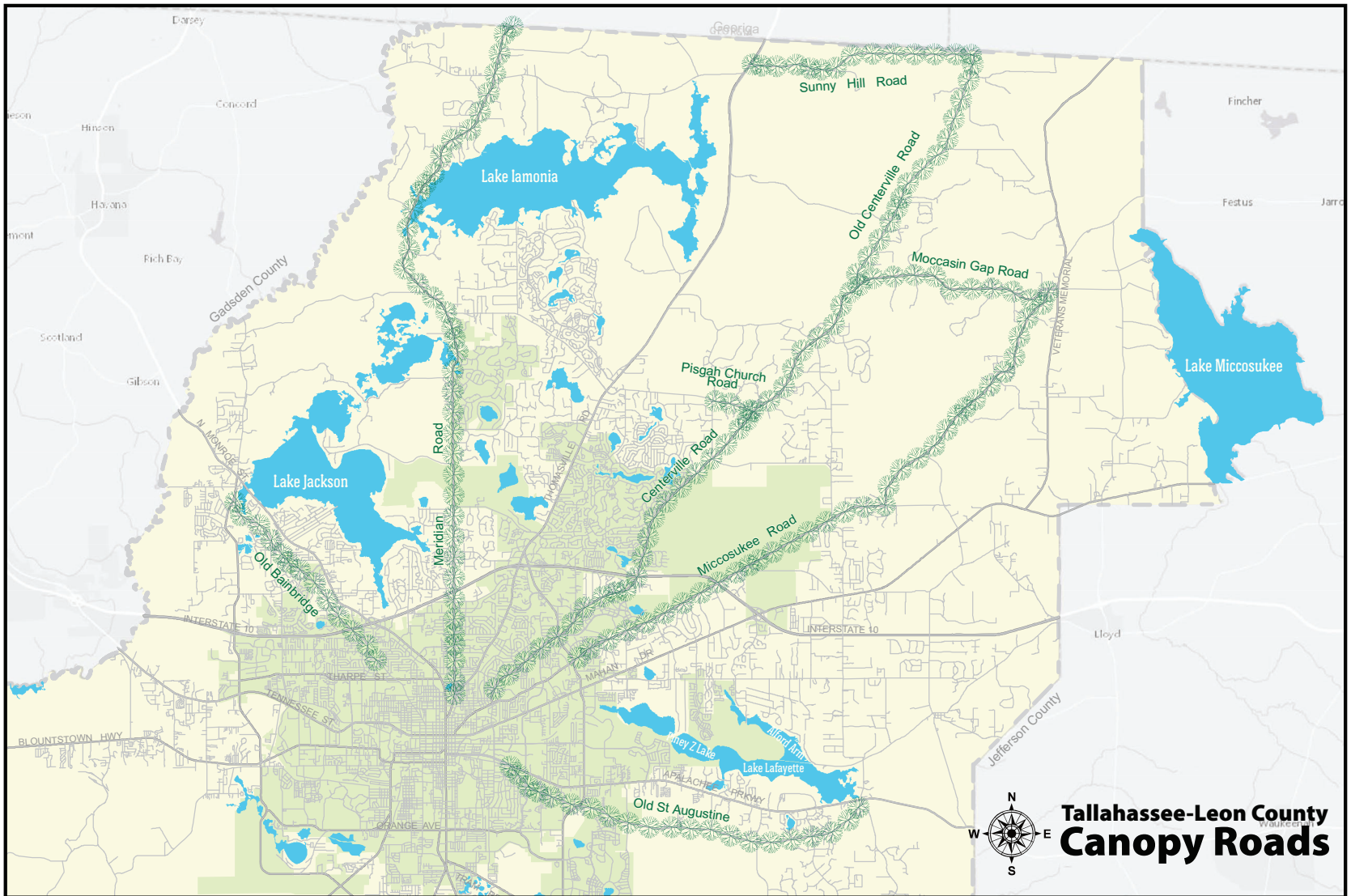
Tallahassee-Leon County Canopy Roads Citizens Committee (CRCC) is entrusted with coordinating the protection, maintenance, and enhancement of the designated Canopy Roads in the City of Tallahassee and Leon County, and serves as a public advocate for the support and enhancement of the Canopy Roads.

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CANOPY ROADS  
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Canopy Roads Request for Review Application
City of Tallahassee and Leon County Canopy Road Regulations
City of Tallahassee Tree Bank Policy
Leon County Tree Bank Procedure
Criteria for Canopy Roads



*Old Centerville Road*





# Executive Summary

Our canopy roads are a community treasure with history reaching back hundreds of years, originating as Native American trails later used by Spanish Explorers and early American settlers. These paths became the first roads in the area and today comprise our community's 78-mile canopy road system with eight officially designated segments. It has taken centuries for travelers to cut ravines as much as twelve feet deep forming the red clay embankments, or "cut banks." The Canopy Roads are recognized locally and by many throughout the country as a wonderful cultural and natural resource and the signature of our community. More than a mechanism for travel, the Canopy Roads are an experience that recognizes the beauty, history and culture of Tallahassee and Leon County.

The first Canopy Roads Management Plan was developed and approved by the City and County Commissions in 1992, and focused on maintenance strategies for canopy road enhancement. However, much of this resource exists on private property, and therefore the Canopy Roads Citizens Committee (CRCC) believes that a multi-faceted approach is necessary to facilitate pro-active management of our canopy roads. The updated Canopy Roads Management Plan includes actionable objectives and strategies to achieve four identified goals.

## Goal 1: Educate and Engage the Community in the Canopy Roads Experience.

Because much of the Canopy Protection Zone exists on private property, the CRCC believes that community support, especially from landowners along our canopy roads, is essential. Citizens, and especially landowners should be educated about the benefits of our canopy roads and the canopy protection zone regulations.

## Goal 2: Guide Development Policies that Protect, Improve, Enhance and Expand the Canopy Roads Experience.

As our community grows and development continues, the aesthetic of the canopy roads should be achieved in ways that work for the surrounding area. A design manual that establishes standards for driveways, sidewalks, signage, etc. has been an objective of the CRCC since the original management plan was adopted. Additionally, the CRCC would like to explore common sense regulations to allow for continuation of the canopy road aesthetic while allowing for fair property use.

## Goal 3: Preservation and Enhancement of Intrinsic Resources.

Intrinsic resources on canopy roads are those that seem to belong naturally. More than trees and vegetation, the canopy road aesthetic includes scenic view sheds and historic elements such as cut banks and historic structures. An intrinsic resource assessment will assist the CRCC in identifying priority areas in need of improvement and those unique resources which should be highlighted. This will empower the committee to recognize opportunities for improvement as development projects are reviewed. County and City Staff should continue to make ecological improvements including native tree and understory plantings and invasive species control according to best management practices. Additionally, landowners should be encouraged to take interest in adjacent ecology.

## Goal 4: Provide and Support Safe Non-Motorized Access and Connectivity While Preserving the Integrity of the Canopy Roads Experience.

Providing multiple ways for users to experience the canopy roads, including walking and biking trails, promotes their use and increases awareness of this rich natural resource. Of course, bicycle and pedestrian facilities must be balanced with preservation and protection of the resource, and safety of the user.

**"Tallahassee's Canopy Roads are a treasured and unique resource. They are green pathways into the past. They offer passage to a quieter Florida, entrance to the natural Florida of yesterday, a haven from the hurly-burly of modern-day life, and refuge from walls of concrete, air conditioning, and crowds."  
From Canopy Roads Management Plan, 1992**



*Old St. Augustine Rd Ca. 1910*

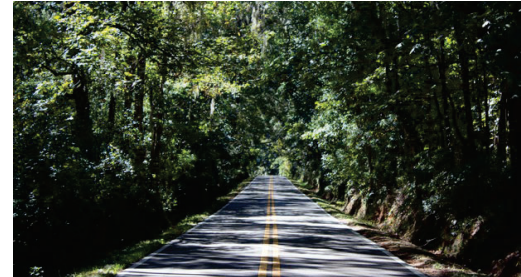


# History of the Canopy Roads

## Miccosukee Road

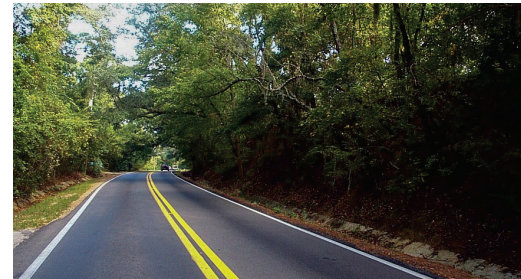
Miccosukee Road is located in northeast Leon County, stretching from Capital Circle to Moccasin Gap Road. This road began as a Native American footpath that led to the village of Mikosuki (Mikasuki). Native Americans farmed this area until they were forced out by the increasing number of white settlers. British surveyors made note of the path in 1767. In 1818, General Andrew Jackson, with an army of 3,300 men, marched across the Red Hills and burned the hurriedly deserted Mikasuki village which contained 300 houses. By the 1850's the road was used by thirty Leon County plantation owners to haul cotton to the market. Goodwood Plantation, the estate of the Croom family, still stands today near the intersection of Miccosukee and Magnolia Dr.

This particular Canopy Road shares a long stretch with the Miccosukee Greenway, another wonderful treasure of the city and county.



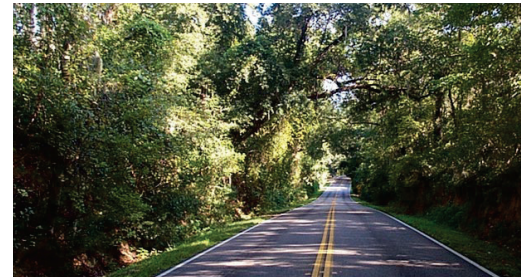
## Old Bainbridge Road

In the north west of the city, Old Bainbridge Rd. extends from Raa Avenue to Capital Circle and generally parallels US 27. Archaeologists have found the remains of Native American villages, as well as a 1600's Spanish Franciscan mission called Escambe and rancheros settlements along the road. Escambe was part of Spain's effort to colonize the region, and convert the Timucuan and Apalachee tribes to Christianity. The mission lasted until 1704, when it was destroyed by a group of Creek Indians. This site is on the U.S. National Register of Historic Places. Old Bainbridge Road is a scenic alternative for a trip to Havana, Florida.



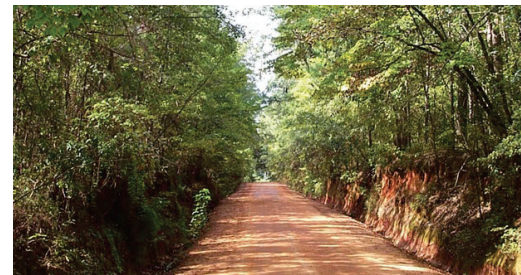
## Meridian Road

Meridian Road extends from Seventh Avenue in Midtown to the Florida/Georgia state line, directly north of downtown. The road began back in 1824 when a federal surveyor named Benjamin Clemens laid lengths of chain through the forests of Leon County to establish the Prime Meridian for surveying all of State. As a result of this, the road was cut straight without curves to account for the terrain ending up with banks that reach eight feet high at places. The Prime Meridian marker for the State of Florida is located downtown in Cascades Park. Meridian Road intersects with Thomasville Rd. at the site of the Los Robles Gate, established in 1928, which welcomes residents to the 1920's subdivision, one of the oldest in Tallahassee. Meridian Road is now in the National Register of Historic Places, a great honor for a local historic road. Off Meridian Road is Miller Landing, a very nice complement to the canopy road system. Miller Landing connects Meridian Road to Lake Jackson, named for the Florida territorial Governor and later US President.



## Centerville Road and Old Centerville Road

Together Centerville Road and Old Centerville Road extend from Seventh Avenue to the Florida/Georgia state line. The Old Willis Dairy is a historic farm along Centerville Rd. These roads date back to the early nineteenth century, shortly after the founding of Tallahassee and Thomasville. The wagon road was a north-south route linking the antebellum plantations to the Tallahassee market and rail lines to St. Marks. Some of the region's oldest rural churches are located on or near this historic route, including the Pisgah United Methodist Church. Directly south of Centerville Road one can find one of the oldest roads in Leon County. Magnolia Road led to the antebellum port of Magnolia on the St. Marks River. From this port, cotton was shipped to New Orleans and New York. When the railroad that connected St. Marks with Tallahassee was built in the 1830's Magnolia swiftly fell into decline and eventually vanished.



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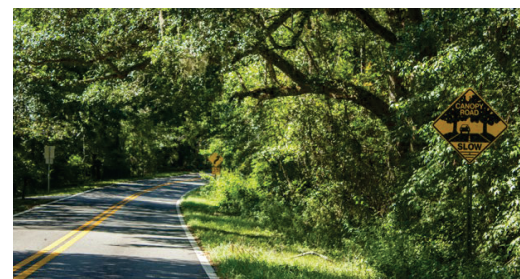
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MANAGEMENT PLAN

2019



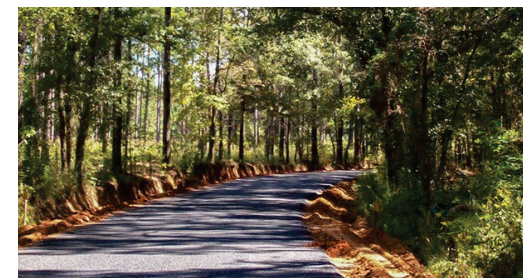
### Moccasin Gap Road

Moccasin Gap Road connects in the northern part of Leon County, bridging Centerville Road and Miccosukee Road, and acting as an extension to Centerville Road. The road provides beautiful vistas to the countryside and terminates at the village of Miccosukee. One of the best known historic landmarks near the intersection of Moccasin Gap and Centerville Rd. is the old Bradley's Country Store.



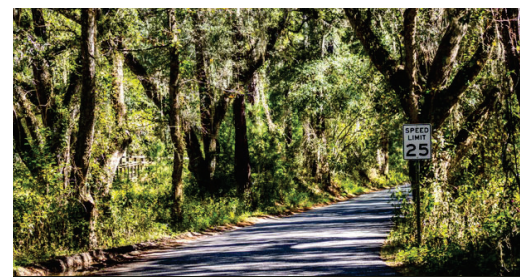
### Sunny Hill Road

While Leon County's other designated canopy roads were described in the nineteenth century as "spokes in a wheel" emanating from Tallahassee, Sunny Hill Road reflects a hard clay backwoods road that linked the plantations and hamlets near the Florida-Georgia border. High clay embankments and their overstory provide a tunnel effect along most of the road. This was part of the network of roads that antebellum planters and farmers used to haul cotton. In November, 1845, the Leon County Commission appointed a road commission to mark out a road from area plantations near the Georgia line to intersect the road leading from Tallahassee to Thomasville. Sunny Hill Rd. is a 5.5 mile-long road that bridges Thomasville Road and Old Centerville Road.



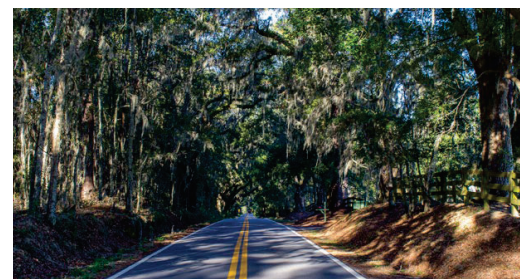
### Pisgah Church Road

The history of Pisgah Church Road begins in 1822 with the settlement of the Methodist circuit riders who first held services near Centerville, Florida. Centerville was just west of the current intersection of Pisgah Church Road and Bradfordville Road. By 1839, during the Seminole Wars, Centerville was an active patrol station entrusted with the protection of white settlers. By 1848 Centerville had a post office, dry goods store, and a livery stable. The road was most likely built when the Pisgah Church was established (the current building dates from 1858) but there is no clear documentation until the publication of a map in 1883.



### Old St. Augustine Road

Old St. Augustine Road extends from East Lafayette Street to W. W. Kelly Road next to the intersection of US 27 in Chaires, Florida in the south east sector of the city. This road has a rich history: when surveyor John Lee Williams explored this area in 1823 to select the site for the new capital of Florida, he noted he had seen "abundant evidences of an ancient and dense population with great roads". This road dates back to the 1600's when it linked the Spanish missions of Leon County with the city of St. Augustine and was known as the Camino Real or Royal Road. Later on it served as the foundation for Florida's first American road, the Pensacola-St. Augustine Highway. In the 1820's local plantation owner John Bellamy used the labor of enslaved people for the construction of segments of the road. Soon after the construction of the road, plantations developed throughout its length.



*This information provided by the Tallahassee Trust for Historic Preservation and  
The Red Hills Case Study by Kevin McGorty, 1992.*

# A Brief History of the Designation of the Canopy Roads

Canopy Road designation goes back to at least 1972. Leon County Ordinance 72-114 designated five roads as Canopy Roads on the Comprehensive Land Use Map of Leon County. The canopy roads consisted of certain sections of the following roadways: Centerville Road; Meridian Road; Miccosukee Road; Old Bainbridge Road; and Old St. Augustine Road. In 1975, Ordinance 75-3 established Canopy Roads Tree Protection Zones. These zones consisted of all lands within 35 feet of the centerline of the designated canopy roads. No trees within these zones could be removed and no improvements could be carried out within these zones without the express approval of the Board of County Commissioners, with the exception of routine maintenance of existing roadways and drainage facilities. Ordinance 75-12 established setback and height restrictions along the canopy roads.

In 1982, Ordinance 82-46 expanded the Canopy Road Protection Zone from 35 feet to 50 feet from the centerline of the road. Ten years later, Ordinance 92-3 established understory protection measures in Canopy Protection Zones and prohibited all development within 100 feet of the centerline of the canopy road without local government approval. Ordinance 92-10 imposed tree removal application requirements and mitigation requirements, and also established a canopy road overlay district, consisting of all lands within 100 feet of the centerline of the canopy road. In 2005, two additional roads were designated as canopy roads; Old Centerville Road and Sunny Hill Road. In 2007, Pisgah Church Road was designated as a canopy road.

## From the Code of Laws of Leon County, Florida

- Sec. 10-6.707. - Canopy roads overlay district.

*(a) Purpose and intent. The purpose and intent of the canopy roads overlay district is to ensure the preservation and protection of the canopy road trees on the following roads:*

- (1) Meridian Road from its intersection with Seventh Avenue to the state line.
- (2) Magnolia Drive—Centerville Road—Moccasin Gap Road from their intersection with Seventh Avenue to State Road 59.
- (3) Miccosukee Road from its intersection with Capital Circle to Moccasin Gap Road.
- (4) Old St. Augustine Road from its intersection with East Lafayette Street to W.W. Kelley Road.
- (5) Old Bainbridge Road from its intersection with Raa Avenue to Capital Circle.
- (6) Sunny Hill Road from its intersection with Thomasville Road to Old Centerville Road.
- (7) Old Centerville Road from its intersection with Centerville Road to the state line.
- (8) Pisgah Church Road from Bradfordville Road to the end of the county maintained right-of-way east of Centerville Road

9



CANOPY ROADS  
MANAGEMENT PLAN

2019







# Vision and Purpose of the Canopy Roads Management Plan

"Perpetuate the Canopy Roads Experience."  
Canopy Roads Management Plan, 1992

- Increase awareness, preservation, and enhancement of the environmental and cultural benefits of the canopy roads through education, community engagement, and partnerships
- Guide development projects to include innovative solutions for preservation and enhancement of resources
- Protect and enhance a recognized environmental, cultural, and historic resource
- Support a varied and immersive user experience that goes beyond motorized access



# Goals, Objectives, and Strategies

The Canopy Roads Citizens Committee has identified four goals that reflect the primary outcomes needed to achieve the Vision of the Canopy Roads Management Plan; "To perpetuate the Canopy Roads experience." The objectives define the approach that will be taken to achieve each goal, and the strategies are the measurable steps that will be taken to achieve each objective. A five year action plan to accomplish these strategies is included.



*Los Robles subdivision on Meridian Rd.*



*White tail deer and other wildlife is abundant in the canopy roads*



## Goal 1: Educate and Engage the Community in the Canopy Roads Experience

The Canopy Roads Management Plan shall be community driven and administered through innovative, open public/private partnerships to identify and achieve common goals. The Plan shall offer residents and visitors an enriching experience by assisting with education and assistance for property owners and providing multiple opportunities for visitors to learn about and experience the canopy roads.

- **Objective 1.1:** Utilize placemaking methods to strengthen the connection between the community and the canopy roads. An area with a "sense of place" has a shared character, personality, or identity, and the placemaking process fosters strong stakes in a community's existing assets, inspiration, and potential.

**Strategy 1.1.1:** Coordinate with existing and future citizen engagement opportunities to continue a conversation regarding canopy roads.

**Partners:** Tallahassee-Leon County Planning Department

**Strategy 1.1.2:** Coordinate with updates to upcoming and existing placemaking plans such as Miccosukee and Midtown.

**Partners:** Tallahassee-Leon County Planning Department

- **Objective 1.2:** Develop multiple pathways for encouraging community engagement.

**Strategy 1.2.1:** Create a website with a story map that will function as the doorway to the canopy roads experience.

**Partners:** Tallahassee-Leon County Planning Department, Visit Tallahassee, Tallahassee-Leon County Geographic Information Systems, Tallahassee Trust for Historic Preservation

**Strategy 1.2.2:** Promote partnership opportunities to incorporate canopy roads into related programs such as Arbor Day, tourism, or sustainability events.

**Partners:** Visit Tallahassee, City of Tallahassee Communications, Leon County Community and Media Relations, Leon County IFAS Extension Office

- **Objective 1.3:** Educate property owners on canopy road benefits and regulations.

**Strategy 1.3.1:** Develop and distribute education materials that describe canopy road benefits, regulations and encourage good stewardship and make these readily available to the public and those that may interact with landowners along canopy roads.

**Partners:** Tallahassee Board of Realtors, Leon County Development Support and Environmental Management, City of Tallahassee Growth Management, Tallahassee Builders Association, Tree Service Contractors, City Utilities

"The road system strongly conveys to the traveler a distinctive historical sense of place, through its visual and aesthetic relationships between landscape, buildings, and structures, which unify and define the area."

-1992 Canopy Roads Management Plan



Miccosukee Rd.

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CANOPY ROADS  
MANAGEMENT PLAN

2019

## Goal 2: Guide Development Policies that Protect, Improve, Enhance, and Expand the Canopy Roads Experience

The Canopy Roads Management Plan shall maintain the character of the canopy roads through responsible development policies that preserve the resource and encourage consistent design to maintain a sense of place, while allowing for continued enhancement and improvement of the existing resource. Our canopy roads are not simply green tunnels of mature trees. They are a combination of varied natural and built elements that provide a unique roadway experience.

- **Objective 2.1:** Develop a Design Manual.

**Strategy 2.1.1:** Review and/or establish recommendations for standards for driveway and sidewalk widths, fences, gates, signage, landscaping and surfacing.

**Partners:** Tallahassee-Leon County Planning Department, Leon County Development Support and Environmental Management, City of Tallahassee Growth Management, Leon County Public Works, City of Tallahassee Underground Utilities and Public Infrastructure, Florida Department of Transportation

- **Objective 2.2:** Develop recommended growth management strategies that recognize the distinction between urban and rural canopy road areas.

**Strategy 2.2.1:** Review existing conditions in the urban service area and determine the potential need for recommendations that accommodate reasonable property use and a variety of transportation modes while preserving and improving the canopy roads aesthetic.

**Partners:** Tallahassee-Leon County Planning Department, Leon County Development Support and Environmental Management, City of Tallahassee Growth Management

- **Objective 2.3:** Ensure consistency with and support the goals and objectives of the Tallahassee- Leon County Comprehensive Plan Updates and the Tallahassee Urban Forest Master Plan.

**Strategy 2.3.1:** Coordinate with updates to the Comprehensive Plan and Urban Forest Master Plan.

**Partners:** Tallahassee-Leon County Planning Department

“When CRCC review takes place early in the design review process, it is often possible to ensure a final product that is well within project feasibility guidelines, while properly protecting adjacent Canopy Road features. The importance of this balance is to create an atmosphere whereby the area’s Canopy Roads are protected and enhanced, and continue to be a special treasure that our children and their children can enjoy, while allowing needed development to occur.”

-Canopy Roads Citizens Committee 2005 Annual Report





## Goal 3: Preservation and Enhancement of Intrinsic Resources

Significant elements of the landscape contribute to the scenic or heritage nature of the canopy roads experience. Most importantly, intrinsic resources include the trees and vegetation that provide the stunning shaded canopy over and along the road, but also include scenic view sheds, open pasture, plantations, churches, and other spaces and attributes that contribute to the experience of the canopy roads as a historical and cultural asset. The Canopy Roads Management Plan shall maintain the character of the canopy roads through preservation and enhancement of the existing intrinsic resources.

"The Canopy Roads Management Plan should be a natural systems approach that stresses perpetuating natural processes rather than imposing artificial methods. This will reduce the need for intensive management strategies."  
-1992 Canopy Roads Management Plan

- **Objective 3.1:** Complete an Intrinsic Resource Assessment.

**Strategy 3.1.1:** Develop a GIS Map application that identifies areas by the ecological health of the Canopy Protection Zone, scenic quality of the view shed, historical significance, and level of development intrusion as described in the Criteria for Canopy Roads.

**Partners:** Tallahassee-Leon County Planning Department, Tallahassee-Leon County Geographical Information Systems

**Strategy 3.1.2:** Assign a prioritization system based on the quality rating system described in the Criteria for Canopy Roads to identify areas where enhancement is most needed.

- **Objective 3.2:** Develop programs to assist property owners to make ecological improvements and support ongoing County and City staff projects that enhance canopy roads.

**Strategy 3.2.1:** Develop a "Canopy Roads Enhancement Program" that provides support and expertise to property owners to make ecological improvements to private property located in the canopy protection zone.

**Partners:** Tallahassee-Leon County Planning Department, Leon County IFAS Extension Office, Master Gardeners

**Strategy 3.2.2:** Support the Adopt-a-Tree programs and other enhancement projects administered by City and County.

**Partners:** City of Tallahassee Community Beautification, Leon County Public Works

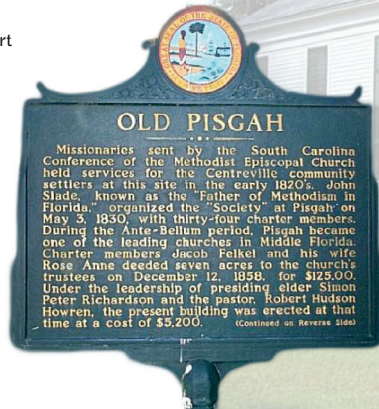
- **Objective 3.3:** Support Leon County's strategic initiative of planting 1000 trees on canopy roads within 5 years utilizing a diverse mix of native species.

**Strategy 3.3.1:** Assist in identifying and prioritizing planting locations and participate in volunteer planting efforts.

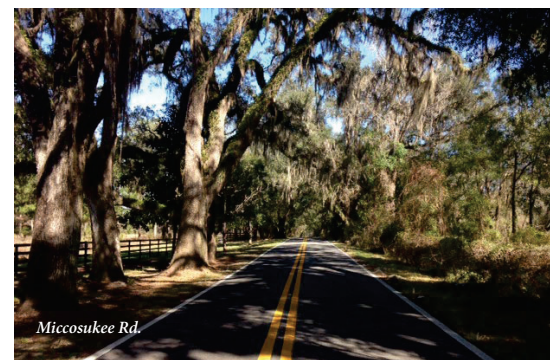
**Partners:** Tallahassee-Leon County Planning Department, Leon County Public Works

**Strategy 3.3.2:** Utilize the tree inventory to record new plantings and track success.

**Partners:** Tallahassee-Leon County Planning Department, Leon County Public Works, City of Tallahassee Community Beautification



Pisgah United Methodist Church



Miccosukee Rd.

## Goal 4: Provide and Support Safe Non-Motorized Access and Connectivity While Preserving the Integrity of the Canopy Roads Experience

Safe alternative transportation opportunities provide economic benefits and increased quality of life. Supporting projects that provide connections to safe, non-motorized access to and between canopy roads provides enhanced protection of the canopy road resource through reduced fragmentation of green space and environmentally significant areas and increased viability and ecological value. The ability of users to experience the canopy roads in multiple ways promotes their use and increases awareness of the rich value that this resource provides for the community.

- **Objective 4.1:** Support the initiatives outlined in the Capital Region Transportation Planning Agency Regional Mobility Plan, Long Range Transportation Plan, and the Tallahassee-Leon County Greenways & Trails Master Plan and the Bicycle and Pedestrian Master Plan.

**Strategy 4.1.1:** Identify opportunities to install or enhance trail connections with improvement or minimal impact to existing native vegetation.

**Partners:** Tallahassee-Leon County Planning Department, City of Tallahassee Underground Utilities and Public Infrastructure; Leon County Public Works

**Strategy 4.1.2:** Encourage development projects to include areas for sidewalk, trail, and path connections while maintaining or enhancing native trees and vegetation in the canopy protection zone.

**Partners:** Tallahassee-Leon County Planning Department

- **Objective 4.2:** Identify and support other community initiatives that promote or create non-motorized connectivity.

**Strategy 4.2.1:** Promote creative infrastructure and tree preservation solutions for bicycle and pedestrian facilities, based on current best management practices, in order to retain trees while allowing for the installation and maintenance of these facilities.

**Partners:** Tallahassee-Leon County Planning Department, City of Tallahassee Underground Utilities and Public Infrastructure, City of Tallahassee Growth Management, Leon County Development Support and Environmental Management, Florida Department of Transportation, Florida State Parks

**Strategy 4.2.2:** Prioritize safety for all users by ensuring consistency with traffic and other applicable safety standards

**Partners:** City of Tallahassee Underground Utilities and Public Infrastructure, Leon County Public Works, Florida Department of Transportation, Florida State Parks.

"Although considered part of the local greenway program, most canopy roads are characterized as having narrow vehicular travel lanes, minimal paved shoulders, few sidewalks, and clayey banks and channels for storm water. The provision of bicycle and pedestrian facilities along canopy roads must be balanced against the protection of canopy roads. Towards such a balance, the Tallahassee – Leon County Comprehensive Plan allows linear infrastructure such as sidewalk and trails in canopy road protection zones where appropriate."

- Tallahassee-Leon County Greenways Master Plan



Trail Crossing at Miccosukee and Feather Oaks





# Five Year Action Plan



## Canopy Roads Five Year Action Plan 2019-2024

	Strategy	Partners	Timeframe
Strategy 1.1.1	Coordinate with existing and future citizen engagement opportunities to continue a conversation regarding canopy roads	TLCPD	Ongoing
Strategy 1.1.2	Coordinate with updates to new and existing placemaking plans	TLCPD	Ongoing
Strategy 1.2.1	Create website with story map, including printable maps and self-guided tours	TLCPD, TLCGIS, Visit Tallahassee, Tallahassee Trust for Historic Preservation	2021
Strategy 1.2.2	Promote partnership opportunities	COT Communications, LC CMR, UF/IFAS, Visit Tallahassee	Ongoing
Strategy 1.3.1	Develop education materials that describe canopy road benefits and regulations and encourage good stewardship	TLCPD, COT GM, LC DSEM, Tallahassee Board of Realtors, UUPI, Tree Service Contractors	2020
Strategy 2.1.1	Review and/or establish recommendations for design standards	TLCPD, LC DSEM, COT GM, COT UUPI, LC PW, FDOT	2019-2021
Strategy 2.2.1	Review existing conditions in the urban service area and evaluate potential recommendations	TLCPD, LC DSEM, COT GM	2019-2021
Strategy 2.3.1	Coordinate with updates to the Comprehensive Plan and Urban Forest Master Plan	TLCPD	Ongoing
Strategy 3.1.1	Develop a GIS mapping application to survey canopy protection zone health/condition and scenic quality	TLCPD, TLCGIS	2019-2023
Strategy 3.1.2	Assign a prioritization system using Criteria for Canopy Roads	TLCPD	2019-2023
Strategy 3.2.1	Develop a Canopy Roads Enhancement Program	TLCPD, UF/IFAS, Master Gardeners	2019
Strategy 3.2.2	Support the Adopt-a-Tree and other enhancement programs and projects	COT Community Beautification, LC PW	Ongoing
Strategy 3.3.1	Assist in realizing Leon County's strategic initiative to plant 1000 trees on canopy roads in five years	TLCPD, Leon County PW	2019-2023
Strategy 3.3.2	Utilize tree inventory for tracking planting projects	TLCPD, Leon County PW, COT Community Beautification	Ongoing
Strategy 4.1.1	Identify opportunities for trail connections with minimal impact	TLCPD, COT UUPI, Leon County PW	Ongoing
Strategy 4.1.2	Encourage development projects to include areas for non-motorized access	TLCPD	Ongoing
Strategy 4.2.1	Promote creative infrastructure and tree preservation solutions	TLCPD, COT UUPI, COT GM, Leon County DSEM, FDOT, Florida State Parks	Ongoing
Strategy 4.2.2	Prioritize safety for all users by ensuring consistency with long range transportation plans and other applicable safety standards	FDOT, LC PW, COT GM, Florida State Parks	Ongoing

COT = City of Tallahassee  
COT GM = City of Tallahassee Growth Management  
COT UUPI = City of Tallahassee Underground Utilities and Public Infrastructure  
FDOT = Florida Department of Transportation  
LC = Leon County  
LC CMR = Leon County Community and Media Relations  
LC DSEM = Leon County Development Support and Environmental Management

LC PW = Leon County Public Works  
TLCPD = Tallahassee-Leon County Planning Department  
TLCGIS = Tallahassee-Leon County Geographic Information Systems  
UF/IFAS = University of Florida, Institute of Food and Agricultural Science (Leon County Extension Office)

# Relationship to the Comprehensive Plan

The Tallahassee-Leon County Comprehensive Plan is a translation of community values and aspirations into public policy. The Comprehensive Plan provides the foundation of Goals, Objectives, and Policies intended to guide the social, physical, environmental, and fiscal development of the community. The Canopy roads are an integral part of our community and are referenced throughout the Comprehensive Plan.

Most importantly, as part of Section IV. Conservation Element, Objective 3.4 states “Local government shall protect, maintain and improve the designated canopy roads.”

**Policy 3.4.1:** By 1992, define specific attributes unique to each canopy road, how to maximize the roadway without destroying it, and identify alternative traffic routes.

**Policy 3.4.2:** By 1992, develop and implement management plans to maintain each canopy road according to its unique attributes. Such plans shall incorporate appropriate safety provisions.

**Policy 3.4.3:** Provide an urban forest management professional to assist in implementing canopy road management plans.

**Policy 3.4.4:** Prohibit new subdivisions and development that would allow development to occur within 100 feet of the centerline of a canopy road without the express approval of the local government. No clearing may occur in the canopy road zone (CPZ) (100 feet from the center line of the road) unless authorized for legal access (provided no other alternative exists), or health, safety or welfare of the public or for sidewalk improvements as approved by the local government provided they meet the following criteria:

- a) Clearing in the canopy road zone (CPZ) will be kept to a minimum.
- b) A variety of surfaces will be evaluated for use in the sidewalk/pathway through the CPZ based on impact to the resource (CPZ trees and vegetation), location of the sidewalk/pathway, and anticipated use.
- c) Sidewalks may not always be required in the CPZ given the impact to the CPZ or encroachment on other conservation or preservation features.

**Policy 3.4.5:** Mitigation requirements shall be established and utilized to condition approvals for those projects which intrude on the area within 100 feet of the centerline of a designated canopy road.

**Policy 3.4.6:** Prohibit subdivision of property along canopy roads which would require the significant increase of driveways to provide legal access to newly created parcels.

**Policy 3.4.7:** Major criteria for approving development along canopy roads will be the minimizing of traffic impacts and the limiting of driveway access to the canopy road.

**Policy 3.4.8:** Integrated access will be required for new subdivisions along canopy roads.

**Policy 3.4.9:** Land uses which generate or attract large volumes of traffic shall be discouraged along designated canopy corridors.

**Policy 3.4.10:** Medium and high density residential, commercial and office uses will be allowed on designated canopy roads only where there is alternate access to a road other than a canopy road. A single secondary access to the canopy road on lots which front Capital Circle and a canopy road may be allowed in association with public improvements to such intersections if all of the following criteria are met:

- a) Full movement joint or direct access to the arterial is unfeasible;
- b) A replanting/restoration plan which enhances and maintains the long term viability of the canopy is guaranteed by the property owner; and
- c) Landscaping easements are granted to the city in order to ensure the implementation of a replanting/restoration plan.

These provisions would not apply to parcels having only access from a canopy road within the Activity Center.

**Policy 3.4.11:** Local government shall allow for certain unpaved portions of Canopy Road designated roadways or road segments to remain unpaved when paving or other roadway improvements would negatively impact the canopy vegetation or the historical or natural character of the roadway.

## EXPANSION OF CANOPY ROADS

Objective 3.5: [C] (EFF. 7/16/90)

Local government shall expand the number of designated canopy roads.

**Policy 3.5.1:** By 1993, develop a procedure for designation and acquisition of new canopy roads and adjoining easements.

**Policy 3.5.2:** Assess the impact of a new canopy road designation on the existing and desired level of service for roads in the area.









## **Tallahassee-Leon County Canopy Road Citizens Committee Request for Review New Canopy Road Nomination**

Tallahassee-Leon County Planning Department

Location: Frenchtown Renaissance Building, 435 N. Macomb St. Tallahassee, FL 32301

Phone: (850) 891-6400; Email: [Planning@Talgov.com](mailto:Planning@Talgov.com)

Road Name
Road Segment (beginning and end intersections)
Road Length (segment requested for consideration)

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

### **Review Procedure:**

1. In order for the Canopy Road Citizens Committee (CRCC) to review a nomination for a new canopy road, the applicant must be a landowner with road frontage, and must demonstrate local support to equal a minimum of 60% of the frontage of the section of roadway proposed for designation.

Examples of supporting documentation:

- a. The petition form provided with this application;
  - b. Emails or letters from affected landowners including name, address, lot frontage length, and date sent;
  - c. Additional community support can be demonstrated through letters from local landowners, citizens, businesses, homeowners' associations, civic groups, commission members, etc.
2. Upon receipt of an application that demonstrates the required level of support, planning staff will perform a survey of the roadway to determine if the road or section of the road meets the eligibility and appropriateness for canopy road designation.
  3. A public meeting will be held to provide information on canopy roads regulations and to collect feedback from the community.
  4. This information will be presented to the Canopy Roads Citizens Committee (CRCC) for its review and recommendation. The CRCC may recommend the following:
    - a. Recommendation that the roadway be designated.
    - b. That additional information be presented at a future meeting.
    - c. That the application for nomination of the roadway be denied.
  5. If the CRCC recommends that the roadway be designated, Planning staff will prepare an Agenda Item for upcoming County and/or City Commission meetings. Depending on the jurisdiction of the road or road segment, this recommendation may go before the Board of County Commissioners if within

unincorporated Leon County, to the City Commission if within City limits, or to both Commissions if the road spans both jurisdictions.

6. No new designation shall become effective until approval of an amendment to the Comprehensive Plan, and codification of the designation by amending the Leon County Code of Laws and City of Tallahassee Code of Laws by ordinance adopted by the Board of County Commissioners and City Commission.

### **Property Owner Support**

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As a property owner along (road name) \_\_\_\_\_, I request that the Canopy Road Citizens Committee evaluate the feasibility of recommending this road for designation as a Canopy Road. I understand that signing this petition is necessary to start the process of evaluating the feasibility of designating this road as a Canopy Road, and that designation requires City and County Commission approval.

Property Owner's Signature	Address	Frontage length (feet)	Date
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			
9. _____			
10. _____			
11. _____			
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15. _____			
16. _____			
17. _____			
18. _____			

Property Owner's Signature	Address	Frontage length (feet)	Date
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**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #36**

# Leon County Board of County Commissioners

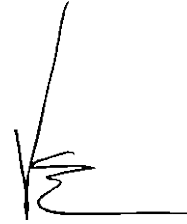
## Agenda Item #36

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Full Board Appointments to the Board of Adjustments & Appeals, the Canopy Roads Citizen Committee, the Leon County Educational Facilities Authority and the Planning Commission



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

### **Statement of Issue**

This item seeks the full Board's consideration of the appointment of citizens to the Board of Adjustments & Appeals, the Canopy Roads Citizens Committee, the Leon County Educational Facilities Authority and the Tallahassee-Leon County Planning Commission.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

- Option #1: Appoint one citizen to the County/City Alternately Appointed Seat on the Board of Adjustments and Appeals for a three-year term ending June 30, 2024. The eligible applicants are: Jann Tucker Pettway and Nicole Nicolas.
- Option #2: Appoint one citizen to the Canopy Roads Citizen Committee for the remainder of the unexpired term ending 10/31/2021 followed by a three-year term ending on 10/31/2024. The eligible applicants are: Curtis Chapman, Mark Jones and Carolyn Payne.
- Option #3: Reappoint one citizen, Rica Calhoun, to the Higher Education Representative seat on the Leon County Educational Facilities Authority for a five-year term ending July 31, 2026.
- Option #4: Appoint one School Board selected citizen, LaRoderick McQueen, to the Tallahassee-Leon County Planning Commission for the remainder of the unexpired term ending on June 30 , 2023.

Title: Full Board Appointment to the Board of Adjustments & Appeals, the Canopy Roads Citizens Committee, the Leon County Educational Facilities Authority, and the Planning Commission

July 13, 2021

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## Report and Discussion

### **Background:**

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

### **Analysis:**

#### **Board of Adjustments and Appeals (BOAA)**

Purpose: The BOAA hears and decides on appeals of administrative decisions as provided in the City of Tallahassee and Leon County Land Development Code, and variances to sign, plumbing, zoning, housing, building, gas and fire prevention codes of the City of Tallahassee and Leon County as provided in the City and Leon County Land Development Codes.

Composition: The BOAA membership consists of nine (9) citizens. Three (3) members appointed by the full Board, three (3) members appointed by the City and one (1) member alternately appointed by the full Board and the City Commission. In addition, both the full Board and the City Commission may appoint an alternate member, who serves in the event that their presence is needed to constitute a quorum. The members serve a three-year term and may not serve more than two full consecutive terms. Vacancies are filled for the remainder of the unexpired term.

#### **Diversity of Current Membership:**

Total Seats	Vacant Seats	Gender	Race
9	2	Female – 3 Male – 4	White – 3 African American - 3 Hispanic or Latino - 1

Vacancies: There are currently two vacant BOAA seats; one for the County/City alternately appointed member and one for the City alternate member. The County/City Alternately appointed BOAA member, Robert Turner, resigned in 2020. His city-appointed term was due to expire on June 30, 2021. It is now the County’s turn to appoint a member to the County/City alternately appointed seat. Jann Tucker-Pettway, the current County Alternate BOAA member, is seeking to fill this permanent vacant seat along with another applicant. The eligible applicants are listed in Table #1.

**Table #1: Board of Adjustments and Appeals**

Vacancies	Term Expiration	Eligible Applicant Application Attachment #	Gender- Race	Recommended Action
Robert Turner <i>Resigned</i> (County/City alternately appointed seat)	6/30/2021	1. Jann Tucker- Pettway*  2. Nicole Nicolas	Female – Black  Female – Hispanic	Appoint <b>one</b> eligible applicant to the alternately appointed seat for a three- year term ending 6/30/2024.

\*Current County Alternate BOAA member.

Title: Full Board Appointment to the Board of Adjustments & Appeals, the Canopy Roads Citizens Committee, the Leon County Educational Facilities Authority, and the Planning Commission

July 13, 2021

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### **Canopy Roads Citizens Committee (CRCC)**

**Purpose:** The Committee makes recommendations to the County and City Commissions on matters related to Canopy Road preservation and assists in coordinating efforts of government, private sector, civic groups and individuals in an effort to protect, maintain, and enhance the Canopy roads.

**Composition:** The Committee has eight (8) members; four (4) appointed by the County and four (4) appointed by the City. Members serve three-year terms, expiring on October 31. Members should consist of a balance of persons who have expertise in fields of forestry, local history, who live along a Canopy Road or who have demonstrated a willingness to serve for the enhancement of the community. In addition, the Board appoints a County Commissioner to serve as an ex officio, nonvoting member; currently, Commissioner Mary Ann Lindley is serving in this capacity.

#### **Diversity of Current Membership:**

<b>Total Seats</b>	<b>Vacant Seats</b>	<b>Gender</b>	<b>Race</b>
10	1	Female – 4 Male - 5	White – 6 Black – 2 Not Available - 1

**Vacancies:** Board appointed member, Paul Horn has resigned. His term was due to expire on October 31, 2021. The eligible applicants are listed in Table #2.

**Table #2: Canopy Roads Citizens Committee**

<b>Vacancy</b>	<b>Term Expiration</b>	<b>Eligible Applicant Application Attachment #</b>	<b>Gender- Race</b>	<b>Recommended Action</b>
Paul Horn <i>Resigned</i>	10/31/2021	3. Curtis Chapman 4. Mark Jones 5. Carolyn Payne	Male – White Male – White Female – White	Appoint <b>one</b> citizen for the remainder of the unexpired term ending 10/31/2021 followed by a three-year term ending on 10/31/2024.

### **Leon County Educational Facilities Authority (EFA)**

**Purpose:** The purpose of the EFA is to assist institutions for higher education in the construction, financing, and refinancing of projects.

**Composition:** The EFA consists of seven (7) members appointed by the full Board, with each member serving a term of five years. All members must be residents of Leon County. At least one must be a trustee, director, officer, or employee of an institution for higher education. The EFA membership also includes one (1) County Commissioner to serve as the Board's liaison. Currently, Commissioner Welch serves as the Board liaison on the EFA.

Title: Full Board Appointment to the Board of Adjustments & Appeals, the Canopy Roads Citizens Committee, the Leon County Educational Facilities Authority, and the Planning Commission

July 13, 2021

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Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
8	0	Female – 2 Male - 6	White – 6 Black - 2

Vacancies: The term of EFA member Rica Calhoun, who serves as the Higher Education Representative, expires on July 31, 2021. Ms. Calhoun is seeking reappointment. Her application and attendance record are included as Attachment #3. The eligible applicant for the Higher Education Representative Seat is listed in Table #3.

Table #3: Leon County Educational Facilities Authority

Vacancies / Category	Term Expiration	Eligible Applicants Application Attachment #	Gender-Race	Recommended Action
Rica Calhoun / Higher Education Rep Seeing reappointment – served one partial term	7/31/2021	6. Rica Calhoun / Higher Education Rep	Female – Black	Appoint one eligible applicant to the Higher Education Rep seat for a five-year term ending July 31, 2026.

## **Planning Commission**

Purpose: The Tallahassee-Leon County Planning Commission was established by interlocal agreement on September 26, 1967, between Leon County and the City of Tallahassee. This agreement designated the Planning Commission as the entity responsible for comprehensive area wide planning within the City of Tallahassee and Leon County. The Planning Commission is also designated as the Local Planning Agency (LPA) that reviews amendments to the Comprehensive Plan. Duties and responsibilities of the Planning Commission and the LPA are set forth in the Planning Commission bylaws as well as the interlocal agreement and local land development codes for the City and County.

Composition: The Planning Commission has seven (7) total members: three (3) members appointed by the Board, three (3) members appointed by the City and one (1) member selected by the School Board and approved and appointed jointly by the Board and the City Commission. The members serve three-year terms and may be reappointed. County appointed members are limited to 3 consecutive terms per Policy No. 03-15. Vacancies are filled for the remainder of the unexpired term.



Title: Full Board Appointment to the Board of Adjustments & Appeals, the Canopy Roads Citizens Committee, the Leon County Educational Facilities Authority, and the Planning Commission

July 13, 2021

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Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
7	1	Female – 4 Male – 2	White – 3 African American 3

Vacancy: Leon County School Board selected member Martha Chauncey has resigned. Her term was due to expire on June 30, 2023. The School Board has selected LaRoderick McQueen to replace Ms. Chauncey (Attachment #7). Mr. McQueen's appointment must be jointly approved by the County and City Commissions. The City Commission will consider the appointment of Mr. McQueen at its July 7<sup>th</sup> meeting. The eligible applicant is listed in Table #4.

*Table #4: Planning Commission*

<b>Vacancy</b> <i>Term Status</i>	<b>Term</b> <b>Expiration</b>	<b>Eligible Applicant</b> Application Attachment #	<b>Gender</b> <b>- Race</b>	<b>Recommended Action</b>
Martha Chauncey  <i>Resigned</i>  <i>(School Board selected member)</i>	6/30/2023	8. LaRoderick McQueen	Male — Black	Appoint <b>one</b> eligible applicant selected by the School Board, for the remainder of the unexpired term ending June 30, 2023.

**Options:**

1. Appoint one citizen to the County/City Alternately Appointed Seat on the Board of Adjustments and Appeals for a three-year term ending June 30, 2024. The eligible applicants are: Jann Tucker Pettway and Nicole Nicolas.
2. Appoint one citizen to the Canopy Roads Citizen Committee for the remainder of the unexpired term ending 10/31/2021 followed by a three-year term ending on 10/31/2024. The eligible applicants are: Curtis Chapman, Mark Jones and Carolyn Payne.
3. Reappoint one citizen, Rica Calhoun, to the Higher Education Representative seat on the Leon County Educational Facilities Authority for a five-year term ending July 31, 2026.
4. Appoint one School Board selected citizen, LaRoderick McQueen, to the Tallahassee-Leon County Planning Commission for the remainder of the unexpired term ending on June 30, 2023.
5. Board direction.

**Recommendation:**

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

Title: Full Board Appointment to the Board of Adjustments & Appeals, the Canopy Roads  
Citizens Committee, the Leon County Educational Facilities Authority, and the Planning  
Commission

July 13, 2021

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Attachments:

1. Tucker-Pettway application and resume
2. Nicolas application and resume
3. Chapman application
4. Jones application and resume
5. Payne application and resume
6. Calhoun application, resume and attendance record
7. Leon County Schools nomination letter
8. McQueen application and resume



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
BOARD OF ADJUSTMENT AND APPEALS**

**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@leoncountyl.gov](mailto:smachm@leoncountyl.gov). Applications will be discarded if no appointment is made after two years.**

<b>Name:</b> Ms. Jann Tucker-Pettway		<b>Date:</b> 2/14/2021 8:03:12 PM	
<b>Home Address:</b>	350 Big Limb Ct Tallahassee, FL 32305	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	No
<b>Home Phone:</b>	(850) 509-2791	<b>Do you own property in Leon County?</b>	Yes
		<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	tuckerpettway@yahoo.com	<b>How many years have you lived in Leon County?</b>	36

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	State of Florida-FLHSMV	<b>Work Address:</b>	2900 Apalachee Parkway Tallahassee, FL 32305
<b>Occupation:</b>	Manager		
<b>Work/Other Phone:</b>			

**(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.

<b>Race:</b>	Black or African American	<b>Gender:</b>	F	<b>Age:</b>	54
<b>District:</b>	District I	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Natasha Dial	<b>Name:</b>	LaTonya Bell
<b>Address:</b>	8816 Valencia Oak Ct. Orlando 32825	<b>Address:</b>	16 Cascade Ct. Havana, Florida
<b>Phone:</b>	(407) 782-2217	<b>Phone:</b>	(850) 519-7782

<b>Resume Uploaded?</b>	No
<p>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.</p>	

**(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?\* **No**

**Your application will only be considered if you have completed the online orientation.**

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

Have you served on any previous Leon County committees?\* **No**

Are you willing to complete a financial disclosure form 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 a resident, an owner of real property AND a taxpayer in Leon County.**

Are you a resident of Leon County? **Yes**

Are you a property owner and taxpayer in Leon County? **Yes**

**Members on this board must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics.**

Are you willing to file a Financial Disclosure Form? **Yes**

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

Signature: *Ms. Jann Tucker-Petway*

The application was electronically sent: 2/14/2021 8:03:12 PM

**From:** [Jann Tucker-Pettway](#)  
**To:** [Mary Smach](#)  
**Subject:** Re: BOAA Application - Missing Orientation  
**Date:** Thursday, March 4, 2021 8:19:38 PM  
**Attachments:** [image001.png](#)  
[image878299.png](#)

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Hi Mary,

It was great speaking with you today as well. I completed the orientation at 8:18pm tonight, yea!!!

Over and out!

Jann

On Thursday, March 4, 2021, 10:13:59 AM EST, Mary Smach <[smachm@leoncountyfl.gov](mailto:smachm@leoncountyfl.gov)> wrote:

Hi Jann,

It was a pleasure speaking with you today. As discussed, here is the link to the [Committee Orientation](#).

Please let me know by email that you have completed the orientation so that I may submit your application for consideration by the Board.

Regards,



Mary Smach  
Agenda Coordinator  
County Administration  
301 S. Monroe St. | Tallahassee, FL 32301  
(850) 606-5311 /work | (850) 606-5301 /fax  
[Smachm@leoncountyfl.gov](mailto:Smachm@leoncountyfl.gov)

*People Focused. Performance Driven.*

Please note that under Florida's Public Records laws, most written communications to or from County staff or officials regarding County business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.



COVID-19 Community Update

STAY INFORMED. BE PREPARED.

[CLICK HERE](#)

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**From:** Mary Smach <[SmachM@leoncountyfl.gov](mailto:SmachM@leoncountyfl.gov)>  
**Sent:** Monday, February 22, 2021 11:56 AM  
**To:** [tuckerpettway@yahoo.com](mailto:tuckerpettway@yahoo.com)  
**Subject:** RE: BOAA Application - Missing Orientation

Hi Ms. Tucker-Pettway,

Do you still want to be considered for the BOAA vacant seat? If so, have you completed the County's Committee Orientation?

Regards,

Mary



COVID-19 Community Update

STAY INFORMED. BE PREPARED.

[CLICK HERE](#)

**From:** Mary Smach  
**Sent:** Monday, February 15, 2021 8:54 AM  
**To:** [tuckerpettway@yahoo.com](mailto:tuckerpettway@yahoo.com)  
**Subject:** BOAA Application - Missing Orientation

Dear Ms. Tucker-Pettway,

Thank you for your interest in serving on a citizen committee. Citizen participation is important in developing Leon County's programs and policies, and in providing quality public services to the community.

We received your application for the [Board of Adjustments & Appeals](#) (BOAA). Your application indicates that you have not completed the [County's Committee Orientation](#). In order to be considered for appointment to a committee/board/council, applicants must complete the online orientation. Once you have completed the orientation, please send me an email to confirm that you have done so, and I will update the status of your application to eligible. Your application will not be complete and is therefore ineligible, until that time.

We currently have vacancies on the BOAA and I will forward your application to the appropriate personnel once complete. We will keep your application on file for a period of two years.

If I can be of any further assistance please feel free to contact me.

Regards,



Mary Smach  
Agenda Coordinator  
County Administration  
301 S. Monroe St. | Tallahassee, FL 32301  
(850) 606-5311 /work | (850) 606-5301 /fax  
[Smachm@leoncountyfl.gov](mailto:Smachm@leoncountyfl.gov)

*People Focused. Performance Driven.*

Please note that under Florida's Public Records laws, most written communications to or from County staff or officials regarding County business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

# Jann Tucker-Pettway

350 Big Limb Court  
Tallahassee, FL 32305  
Cell Phone: (850) 509-2791  
Email: [Pettwayfamily3@gmail.com](mailto:Pettwayfamily3@gmail.com)

## OBJECTIVE

Seeking employment to utilize my professional experience and policy background to do ensure statutory compliance.

## CAREER SUMMARY

A proven professional that is detail oriented, possesses strong computer and organizational skills and is experienced in public service.

## KNOWLEDGE, SKILLS & ABILITIES

- ✓ Experienced in contract management and evaluating contract requirements
- ✓ Able to facilitate medium to large groups of people at various organizational levels.
- ✓ Strong oral and written communication skills.
- ✓ Strong multi-tasking and organizational skills.
- ✓ Able to establish and maintain effective working relationships with stakeholders.
- ✓ Able to understand and interpret laws, policies, and procedures.
- ✓ Able to understand and apply rules, regulations, policies and procedures relating to operational and management analysis activities.
- ✓ Able to organize data into logical format for presentations reports, and documents.
- ✓ Able to conduct fact-finding research and work independently.
- ✓ Able to plan, organize and coordinate work assignments.
- ✓ Able to use Microsoft suite including Excel, Word, PowerPoint, and Outlook.

## PROFESSIONAL EXPERIENCE

### Department of Highway Safety and Motor Vehicles

Tallahassee, FL

#### *Operations Services Manager (2018 – present)*

- Manage policy and procedure development for motor vehicles.
- Responsible for development of management and leadership skills for direct reports.
- Plan, organize and conduct all meetings with members of the department, other agencies or stakeholders to identify and recommend new policies, procedures and forms.
- Prepare and submit unit's monthly statistical report for Program Manager and Bureau Chief.
- Document and submit requests for legal opinions on cases related to motor vehicle and driver license policy and procedure.

### Department of Highway Safety and Motor Vehicles

Tallahassee, FL

#### *Government Operations Consultant II (2012 – present)*

- Provided statewide oversight of the 24 DUI programs to ensure their compliance with statutory requirements.
- Planned and conducted 'site-visit' program audits of DUI programs and Ignition Interlock Device vendors.
- Documented and submitted written program compliance assessments in accordance with Florida Administrative Rule 15A-10.
- Provided statewide training to DUI program professionals including DUI evaluators, instructors and clinical supervisors.
- Planned, organized, and hosted the annual DUI program conference for program professionals.

**Guardian Ad Litem Program****Tallahassee, FL***Volunteer Supervisor II (2002 - 2012)*

- Managed 60 volunteers and evaluated their performance in accordance with their contractual responsibilities
- Provided guidance to volunteers for writing investigation plans with a high degree of accuracy and legal terminology.
- Provided creative leadership in recruiting, supervising, and maintaining program volunteers.
- Established and maintained effective working relationships with stakeholders in accordance with agency policy.
- Reported to the court and made recommendations in the best interest of children in the program.

**Florida State University****Tallahassee, FL***Graduate Research Assistant (1999-2002)*

- Developed and monitored compliance of federal grant funds.
- Prepared and presented monthly budget expenditure reports.
- Provided oversight and direction in research of statistical data for grants.
- Reviewed and monitored contractor's performance as it related to compliance with contract.
- Prepared and submitted required reports to Principal Investigator and Federal compliance office.

**EDUCATION**


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Florida State University – MS, Education Specialist, Counseling and Human Systems

Tallahassee, FL

Florida State University – BA Psychology and Humanities

Tallahassee, FL

**VOLUNTEER SERVICE**


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Florida State University School- Chairwoman, Vice Chairwoman and Chair of Policy Committee (2013-2018)

Guardian Ad Litem -Volunteer (2002-present)

Big Bend Hospice-Volunteer (2002-present)

The Character Center- Pivotal Enterprises - Board member and Vice Chairwoman (2013-2020)





**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
BOARD OF ADJUSTMENT AND APPEALS**

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

<b>Name:</b> Mrs. Nicole Kathleen Nicolas		<b>Date:</b> 4/28/2021 11:46:43 AM	
<b>Home Address:</b>	902 Barrie Ave Tallahassee, FL 32303	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 980-4446	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	niknic28@gmail.com	<b>How many years have you lived in Leon County?</b>	37

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Leon County Schools	<b>Work Address:</b>	800 Alabama St Tallahassee, FL 32303
<b>Occupation:</b>	Teacher		
<b>Work/Other Phone:</b>	(850) 617-5353		

**(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.

<b>Race:</b>	Hispanic or Latino	<b>Gender:</b>	F	<b>Age:</b>	37
<b>District:</b>	District III	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Jenn Powell	<b>Name:</b>	Christan Jackson
<b>Address:</b>	320 Skate Dr, Tallahassee FL 32312	<b>Address:</b>	3033 Harpers Ferry Dr, Tallahassee FL 32308
<b>Phone:</b>	(850) 445-3971	<b>Phone:</b>	(850) 322-1048

**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?\* **No**

Are you willing to complete a financial disclosure form 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 a resident, an owner of real property AND a taxpayer in Leon County.**

Are you a resident of Leon County? **Yes**

Are you a property owner and taxpayer in Leon County? **Yes**

**Members on this board must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics.**

Are you willing to file a Financial Disclosure Form? **Yes**

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

Signature: *Mrs. Nicole Kathleen Nicolas*

The application was electronically sent: 4/28/2021 11:46:43 AM

## Nicole “Nikki” Nicolas

902 Barrie Ave, Tallahassee, Florida 32303 | (850) 980-4446 | niknic28@gmail.com

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### EDUCATION

**2020 | University of Florida – Gainesville, Florida**

Master of Education in Education Leadership

**2005-2007 | Florida State University – Tallahassee, Florida**

Bachelor of Science in Studio Art

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### FLORIDA EDUCATOR CERTIFIED

- Reading Endorsement
  - ESOL Endorsement
  - Elementary Education K-6
  - ELA 5-9
  - Art K-12
  - Business Education K-12
  - LCS, District certification – Commercial Art @7 7G
  - Educational Leadership (All Levels)
- 

### LEADERSHIP EXPERIENCE

**2012-Present | Leon County Schools – Tallahassee, Florida**

- **ESOL Instructor, Online 2020-Present – District Professional Development**
  - Facilitates learning for other teachers in the District who look to obtain ESOL endorsement or complete the required ESOL professional development
  - Develops Leon County’s ESOL courses based on the new 2020-25 FDOE teacher standards for ESOL endorsement matrix
- **Department Chair, Special Programs, 2018-Present – Griffin Middle School**
  - Structures, calls and leads meetings for all teachers in the department (Physical Education, Foreign Language, Technology, Art, Journalism, Media Production, Performing Arts)
  - Disseminates information from Administration as needed
  - Facilitates inquiries and communicates grievances to administration for teachers in the department
  - Facilitates and conducts Professional Development opportunities for the department

- Leads special projects and presentations to faculty when called upon from Administration
- Develops partnerships with institutions of higher education and community practitioners to provide experiential learning opportunities for art and STEM students.
- **CTE Magnet Program Coordinator, 2018-Present – Griffin Middle School**
  - Connects with local Elementary schools in Griffin zone to recruit rising 6<sup>th</sup> graders
  - Facilitates and coordinates “Shadow Days” for rising 6<sup>th</sup> graders with current Griffin students
  - Creates flyers, emails, and pamphlets to advertise Griffin’s programs and class offerings
  - Communicates with parents and students to facilitate participation in special programs

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#### **2020 | The R.I.S.E. Institute Presents: Coding Camp for Middle School Girls, Tallahassee, FL**

- Partnered with Verizon Wireless and Tallahassee Community College to introduce block coding, with cap-stone project presentations
- Facilitated faculty-to-faculty discussions and curriculum alignment with higher education faculty

---

### **TEACHER EXPERIENCE**

#### **2012-Present | Teacher, Griffin Middle School, Leon County Schools – Tallahassee, FL**

- **Art, Technology and Journalism, 2015-present**
  - Prepares bi-weekly lesson plans
  - Facilitates learning for multiple different types of students and classes at once
  - Creates differentiated learning for students
  - Sponsors the art club as a weekly morning opportunity for all Griffin students
  - Helps to create two full wall murals in the cafeteria and guidance reception
- **21<sup>st</sup> Century Instructor, 2019-2020**
  - Implemented Art program within the 21<sup>st</sup> Century program at Griffin, starting Summer ‘19
  - Taught classes 3 days per week over the summer and after school to students enrolled in the program
  - Participated in and chaperoned enrichment field trips
- **Reading Teacher, 2012-2017**
  - Prepared bi-weekly lesson plans
  - Developed and implemented fluency reading strategies
  - Developed and implemented comprehension reading strategies
  - Created cross-disciplinary curricular lesson plans to emphasize reading across the curriculum

- Used science and history, auxiliary textbooks and REWARDS + curriculum to facilitate and support reading strategies for discipline-specific subject areas
- Earned the teacher bonus based on my VAM scores
- Implemented differentiated learning best practices for lowest 25% quartile
- Taught intensive level 1 students and “bubble” level 2 students
- **Language Arts Teacher, 2012-2015**
  - Facilitated afterschool writing bootcamps to improve student writing scores
  - Well-versed in Socratic Seminar – a strategies that fosters engagement and promotes critical thinking
  - Implemented Read 180 in 2-hour block reading/language arts classes
  - Implemented differentiated learning best practices for lowest 25% quartile
  - Taught intensive level 1 students and “bubble” level 2 students

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### **SELECTED ACCOMPLISHMENTS/SPECIAL PROJECTS**

- Participated in the creation of the “House System” at Griffin. This was a positive behavior intervention strategy (PBIS) brought back from a professional development conference at the Ron Clark Academy in Atlanta, Ga. I, along with the other 6 teachers who attended, spent the summer of 2019 adapting the House System to work at Griffin. I was the leader of the House of Ujasiri for the 19-20 school year. Moving forward, I am the Assistant Head of Households which means I can focus on the school-wide implementation of the PBIS program to benefit the students.
- Assisted in securing the grant for Project Lead the Way
- Secured a partnership with Tallahassee Community College which resulted in classroom furniture, technology, and murals for Griffin middle school students
- Assisted in securing technology partnership grant from Verizon Wireless and Tallahassee Community College to support the R.I.S.E. program
- Secured an additional separate partnership with Tallahassee Community College’s Eagles R.I.S.E. program – we were able to institute the middle school level entitled “Tigers R.I.S.E., which allows for the 8<sup>th</sup> grade technology class to participate in experiential learning facilitated by TCC faculty regarding real-life career choices in the IT world
- Secured a partnership with The Canvas Project and Jimmy Sherwood which resulted in local artists/entrepreneurs collaborating with and mentoring Art students at Griffin
- Raised support and coordinated community resources to provide a completely free field trip to the high school credit art class which visited local art installations and participated in public art, to include free swag from COCA and free lunch from Gaines Street Pies

---

### **ACADEMIC HONORS (SELECTED)**

- Florida Best and Brightest teacher recognition – 2017, 2018, 2019
  - Highly Effective or Effective teacher evaluations – 2012-2020
  - Griffin Middle School, Teacher of the Year – 2020
-



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
CANOPY ROADS CITIZENS COMMITTEE**

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

<b>Name:</b> Mr. Curtis Bradley Chapman		<b>Date:</b> 5/27/2020 6:13:57 PM	
<b>Home Address:</b>	12086 WATERFRONT DR Tallahassee, FL 32312	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	No
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(850) 274-1822	<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	chapmantoby66@gmail.com	<b>How many years have you lived in Leon County?</b>	56

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Retired Executive VP Flowers Foods Inc.	<b>Work</b>	Killearn Estates
<b>Occupation:</b>	Senior Management	<b>Address:</b>	Provided upon Request
<b>Work/Other Phone:</b>	(850) 284-0420		Tallahassee, FL 32312

**(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.

<b>Race:</b>	White	<b>Gender:</b>	M	<b>Age:</b>	63
<b>District:</b>	District IV	<b>Disabled?</b>	Yes		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Michelle Wycoff	<b>Name:</b>	Necole Stoev
<b>Address:</b>	Killearn Estates Provided upon Request ( security )	<b>Address:</b>	8251 Queen Ana Dr Tallahassee, FI 32312
<b>Phone:</b>	(850) 284-0420	<b>Phone:</b>	(850) 321-7706

**Resume Uploaded?** No

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.

I have a Bachelors of Business Administration ( Marketing) from Valdosta State University 1980. I have been a volunteer in the past with Volunteer Florida, and Volunteer Leon, ( Started the first cold weather shelter in Leon County) What was then Capital Area Chapter of American Red Cross ( Sharon Council Tyler) Road to Recovery of American Cancer Society ( Transported patients in need to and from their treatment) The Shelter ( when it was next to the bus station) FEMA ESF 15 C. Fugate) I will be glad to prepare a resume upon request.

**(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?\* **No**

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 a City or County resident.**

**Members should have expertise in one of the membership eligibility criteria listed below. Please indicate your area of expertise:**

☐ Forestry

☒ Local history

Please explain: *I have lived, fished, camped, and explored Leon County for 57 years. I live upon what was once part of RI Ireland ( Kate Ireland's Plantation and at one time was a principle in Merrily Plantation. All of the roads in this area are canopy roads. I was an advisor to the Army Corps of Engineers when they tried to burn the vegetation and we were able to show science that altered their strategy.*

☒ Live along a canopy road

Please explain: *I own land in Northern Leon County that is accessed only by canopy roads.*

☒ Have demonstrated a willingness to serve for the enhancement of the community

Please explain: *Previous decades of Volunteer Service to the State of Florida and Leon County*

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

Signature: *Mr. Curtis Bradley Chapman*

The application was electronically sent: 5/27/2020 6:13:57 PM



**From:** [Toby Chapman](#)  
**To:** [Mary Smach](#)  
**Subject:** Re: CRCC Vacancy  
**Date:** Friday, June 18, 2021 9:41:04 AM  
**Attachments:** [image001.png](#)

---

Yes, I am still interested in the position.

On Fri, Jun 18, 2021 at 9:23 AM Mary Smach <[SmachM@leoncountyfl.gov](mailto:SmachM@leoncountyfl.gov)> wrote:

Dear Curtis Chapman,

The County has a current vacancy on the [Canopy Roads Citizen Committee](#) (CRCC). We have your 2020 application on file (attached). Please let us know if you are still interested in being considered for an appointment as a CRCC member.

We ask that you please review your application for accuracy and if it is not current, please submit a new online application:

<https://www2.leoncountyfl.gov/Committees/Applicants/Application?CID=1094>

Regards,

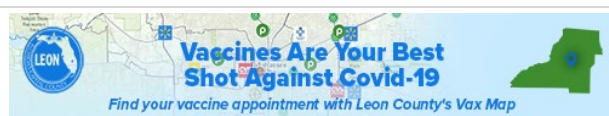


Mary Smach

Agenda Coordinator  
County Administration  
301 S. Monroe St. | Tallahassee, FL 32301  
(850) 606-5311 /work | (850) 606-5301 /fax  
[Smachm@leoncountyfl.gov](mailto:Smachm@leoncountyfl.gov)

*People Focused. Performance Driven.*

Please note that under Florida's Public Records laws, most written communications to or from County staff or officials regarding County business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.





**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
CANOPY ROADS CITIZENS COMMITTEE**

**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](mailto:smachm@leoncountyfl.gov). Applications will be discarded if no appointment is made after two years.**

<b>Name:</b> Mr. Mark Jones		<b>Date:</b> 10/28/2020 7:06:54 AM	
<b>Home Address:</b>	2313 ORLEANS DR Tallahassee, FL 32308	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	No
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(561) 735-1556	<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	mrjinv@gmail.com	<b>How many years have you lived in Leon County?</b>	40

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Self Employed	<b>Work Address:</b>	2313 Orleans Drive Tallahassee, FL 32308
<b>Occupation:</b>	Seafood Marketing		
<b>Work/Other Phone:</b>			

**(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.

<b>Race:</b>	White	<b>Gender:</b>	M	<b>Age:</b>	57
<b>District:</b>	District IV	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Bryan Desloge	<b>Name:</b>	Loranne Ausley
<b>Address:</b>	301 South Monroe Street Tallahassee, FL 32301	<b>Address:</b>	1001 The Capitol 402 South Monroe Street Tallahassee 32399
<b>Phone:</b>	(850) 606-5364	<b>Phone:</b>	(850) 717-5009

**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.

Although I don't serve on any local committees, I grew up in Tallahassee, and would take this responsibility very seriously. Local law enforcement needs input from the community, so that they may reflect the values that the community holds dear.

**(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.

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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?\* **No**

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 a City or County resident.**

**Members should have expertise in one of the membership eligibility criteria listed below. Please indicate your area of expertise:**

☐ Forestry

☒ Local history

Please explain: *I grew up in this area, and have raised my family here. I'd be honored to have a voice in helping the community evaluate the law enforcement agencies that work for the taxpayers.*

☐ Live along a canopy road

☐ Have demonstrated a willingness to serve for the enhancement of the community

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

Signature: *Mr. Mark Jones*

The application was electronically sent: 10/28/2020 7:06:54 AM

2313 Orleans Drive  
Tallahassee, FL 32308

Phone 561-735-1556  
E-mail mrjinv@gmail.com

# Mark R. Jones

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## Education

University of South Florida

Tampa, FL

**B.A. College of Arts and Sciences**

## Professional experience

1996 - Present

Alaska Seafood Marketing Institute Juneau, AK

### **Retail Marketing Representative**

- Assist Alaska seafood industry in increasing the economic value of Wild Alaska seafood.
- Develop close, collaborative relationships at corporate and regional retail chains, and seafood distributors to enhance market share and value of Alaska seafood products.
- Identify potential new clients and promotional partners to increase awareness, consumption, and value of Alaska seafood products.
- Organize and conduct training sessions on handling, merchandising and promoting fresh and frozen Alaska seafood products.

1994-1996

Cox's Wholesale Seafood

Tampa, FL

### **Accounts Manager**

- Set up quarterly shrimp and seafood merchandising programs for major SE retailers.
- Design Seafood department displays for client chains.
- Train seafood department managers and their associates.
- Procure, evaluate, and sell fresh and frozen shrimp and seafood.
- Develop and execute shrink and loss reduction procedures for client chains.

1989-1994

Bee Gee Shrimp

Lakeland, FL

### **Retail Sales Manager**

- Manage Florida based Foodservice accounts.
- Develop new products and labels.
- Manage retail accounts and broker network along East Coast of US and Canada.
- Increased retail sales from less than \$3 million to \$20 million.

## References

**Trident Seafoods 5303 Shilshole Ave NW Seattle, WA 98107**

**206-783-3818**

Joe Bundrant, CEO [joeb@tridentseafoods.com](mailto:joeb@tridentseafoods.com)

**Ocean Beauty Seafoods P.O. Box 70739 Seattle, WA 98127**

**206-285-6800**

Mark Palmer, CEO [mark.palmer@oceanbeauty.com](mailto:mark.palmer@oceanbeauty.com)

**Publix Supermarkets 3300 Publix Corp. Parkway Lakeland, FL 33811**

863-688-1188 ext. 55013

Guy Pizzuti, Seafood Director [Guy.pizzuti@publix.com](mailto:Guy.pizzuti@publix.com)

**Orca Bay Foods 2729 6<sup>th</sup> Ave S Suite 200 Seattle, WA 98134**

425-204-9100

Ryan Mackey, CEO [Ryan@orcabayfoods.com](mailto:Ryan@orcabayfoods.com)

**Costco Wholesale 999 Lake Drive Issaquah, WA 98027**

425-313-6317

Lyle French, Seafood Buyer [lfrench@costco.com](mailto:lfrench@costco.com)

## Objective

To use my broad-based Alaska seafood marketing knowledge, and trusted relationships with retailers and distributors across the U.S. to maintain and increase the awareness and value of Alaska Seafood.

**From:** [mrjinv](#)  
**To:** [Mary Smach](#)  
**Subject:** RE: FW: CRCC Vacancy  
**Date:** Friday, June 25, 2021 10:05:10 AM

---

Hi, Mary.

I was on vacation in June.

I'd still like to be considered if possible. We live adjacent to Miccosukee road.

Thanks,

Mark Jones

Sent via the Samsung Galaxy S10+, an AT&T 5G Evolution capable smartphone

----- Original message -----

From: Mary Smach <[SmachM@leoncountyfl.gov](mailto:SmachM@leoncountyfl.gov)>  
Date: 6/25/21 9:44 AM (GMT-05:00)  
To: [mrjinv@gmail.com](mailto:mrjinv@gmail.com)  
Subject: FW: CRCC Vacancy

We have not received a response for you, therefore, your application has been removed from consideration.

Thank you.



---

**From:** Mary Smach <[SmachM@leoncountyfl.gov](mailto:SmachM@leoncountyfl.gov)>  
**Sent:** Friday, June 18, 2021 9:24 AM  
**To:** [mrjinv@gmail.com](mailto:mrjinv@gmail.com)  
**Subject:** CRCC Vacancy

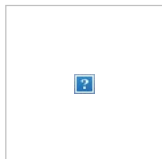
Dear Mark Jones,

The County has a current vacancy on the [Canopy Roads Citizen Committee](#) (CRCC). We have your 2020 application on file (attached). Please let us know if you are still interested in being considered for an appointment as a CRCC member.

We ask that you please review your application for accuracy and if it is not current, please submit a new online application:

<https://www2.leoncountyfl.gov/Committees/Applicants/Application?CID=1094>

Regards,



Mary Smach  
Agenda Coordinator  
County Administration  
301 S. Monroe St. | Tallahassee, FL 32301  
(850) 606-5311 /work | (850) 606-5301 /fax  
[Smachm@leoncountyfl.gov](mailto:Smachm@leoncountyfl.gov)

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**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
CANOPY ROADS CITIZENS COMMITTEE**

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<b>Name:</b> Mrs. Carolyn A Payne		<b>Date:</b> 5/12/2021 6:31:40 PM	
<b>Home Address:</b>	1527 Pine View Drive Tallahassee, FL 32301	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(813) 679-3208	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	cpaynarn@hotmail.com	<b>How many years have you lived in Leon County?</b>	7

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	BBH Retired	<b>Work</b>
<b>Occupation:</b>	RN	<b>Address:</b>
<b>Work/Other Phone:</b>	(850) 878-5310	

**(OPTIONAL)**

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<b>Race:</b>	White	<b>Gender:</b>	F	<b>Age:</b>	71
<b>District:</b>		<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Richard Chase	<b>Name:</b>	Laura Silvey RN
<b>Address:</b>	1528 Pineview Drive Tallahassee, FL 32301	<b>Address:</b>	
<b>Phone:</b>	(850) 443-1384	<b>Phone:</b>	(850) 570-3093

**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.

I am a retired High School Teacher who taught Health Science, CNA/PN Health Academy for 17.9 yr retired

White Hispanic Bilingual

**(COMMITTEE QUESTIONNAIRE)**

## IMPORTANT LEGAL REQUIREMENTS FOR COMMITTEE/BOARD/AUTHORITY MEMBERSHIP

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

Have you served on any previous Leon County committees?\* **No**

Are you willing to complete a financial disclosure form 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**

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**Members must be a City or County resident.**

**Members should have expertise in one of the membership eligibility criteria listed below. Please indicate your area of expertise:**

☐ Forestry

☐ Local history

☒ Live along a canopy road

Please explain: *Maintain a home on the corner of Pineview and Old St Augustine, the road services (commercial, residential homes, Apartments and State and Federal Businesses).*

☒ Have demonstrated a willingness to serve for the enhancement of the community

Please explain: *I continued to work as RN due to Covid19 but have recently retired.*

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

Signature: *Mrs. Carolyn A Payne*

The application was electronically sent: 5/12/2021 6:31:40 PM



## **Carolyn A Payne**

1527 Pineview Drive  
Tallahassee, FL 32301  
Phone: 813-679-3208 (cell)  
Alt Phone: 813-879-1637 (home)  
cpaynen@hotmail.com

### **Objective**

Using my bilingual skills to help in the care of my patients and families who do not understand the language as well as their own native tongue is a privilege for me. To use my nursing experiences and abilities to help the most needy in our society to get the kind of help that they need and deserve but often do not know that there are programs and services that can and will help. "Intelligence is not knowing everything; but knowing where to find the information or at least who to ask!" Making Case Management once of the most important areas of need and helping with cost containment in today's world.

### **Ability Summary**

Bilingual; helps creates success for many patients, families and students. Certified to teach CPR, First Aid and CERT as well as HIV/AIDS with a special interest in Diabetes, Rehabilitation, Strokes and Alzheimer's disease. CPR renewal 02/2021 & certificate to teach current 09/2016, RN license #2576982 expires 4/30/2023.

### **Employment History**

BBH (Big Bend Hospice) 06/2016 through 04/07/2021 Clinical Preceptor for 8 counties: Leon, Jefferson, Madison, Taylor, Gadsden, Liberty, Wakulla, and Franklin. Offering Clinical Education for Orientation of new employees and yearly. Reviewing nursing skills, procedures, CPR and Hospice related education and EMR. After moving to Tallahassee from Tampa.

SDHC Leto High School Temporary Assignment 08/2014 ending 01/07/2015  
Teacher returned to her classroom.

Well Care Health Plans, Inc. 11/2011 until end of 08/2014. Coordinating DME, Behavior Health and Services for our Members/Caregivers; keeping them closed case or opened to help with their needs. Philosophy disagreement in nurse-based-evidence and its interpretation brought the need for change.

Health Science Technology Education Teacher (HSTE) 17.9 years  
10/1994 - 06/2011 School District of Hillsborough County Tampa, FL  
I was the only instructor during 14 years of my teaching career at the high schools where I taught and only nurse to help with student needs. My duties included: teaching anatomy and physiology (Health Science 1), Core, Infection Control, Work Ethics, CPR and First Aid (Health Science 2), Nursing Assistant skills, procedures and patient care, and Medical Skills which is the exploration into the world of medical careers. I was also the

chair of the Advisory Committee in partnership with health care providers in the community. Being one of the few Bilingual Health Science Teachers in our county I also taught several years in the Caribe' Program in the evening helping our adults to secure jobs as nursing assistants. I worked with HOSA (co-curricular club with student involvement and community volunteering and raising money to help students compete in academic and skills events. It was not an easy decision to leave teaching but I wanted to leave before the new students arrived the new school year; and pursue my desire to be a nurse in another setting.

**Registered Nurse: Psychiatric**

05/2006 - 08/2007 Mental Health Care Inc. Tampa, FL

My duties included the ability to assess patient's physical health status and psychosocial health status. Having the ability to set priorities for identification of patient problems, patient health care goals and meet their needs. To develop and maintain working relationships with patients and families in uncomplicated situations as well as those more complex situations that require a more experience nurse. I coached other team members to reach their professional abilities. And I am continuing my professional development, medication administration, and phlebotomy, operation of medical equipment, risk management, age specific competencies and CPR.

**Registered Nurse (RN); Case Management**

05/2002 - 09/2002 Hillsborough County Health Department Tampa, FL.

The job including all aspects of TB Case Management. We were changing from our own county documents to State Documents to keep all counties in line with surveillance. Since the refugee population move around according to the groups it was very exciting to be part of the beginning. I enjoyed this project a great deal and was involved with Homeland Security (bioterrorism) and collection of data which mirrored TB cases.

**Registered Nurse; Oncology**

01/1991 - 12/1993 Moffitt Cancer Center Tampa, FL

Nursing duties included: assessing, giving direct patient care and education to families, death and dying intervention, administration of chemo therapy and acting as charge nurse with those duties and responsibilities. I floated to pediatrics, bone marrow and where a bilingual RN was needed.

**Education and Training**

Issuing Institution Qualification Course of Study

HCC and USF Associates Degree Nursing and Vocational Education

I also attended University of South Florida Vocational Education classes in order that I might teach in the Nursing Assistant Program and assist in the Licensed Practical program in the high school level and adults in the evening.

**Occupational Licenses & Certificates**

Certification Title Issuing Organization Completion Date Expiration Date

Registered Nurse State of Florida Division of Medical Qua 01/1991 04/2013

**Honors & Activities**

Volunteering and service in community year after year; not just for a day or season and have spent most of the last 17 years trying to spread those famous words. "Volunteer the more you give the better you will feel; everybody wins"! Awards for Volunteer Adult with HOSA for every year I taught.

I earned a scholarship to attend college to become an RN awarded by Saint Joseph's Hospital in 1990.

**Additional Information**

I am a team player, who enjoys hard-work and challenges and wants to help make life a little easier for the sick.

References Available on Request



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
CITIZEN COMMITTEE APPLICATION  
LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY**

**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.**

<b>Name:</b> Mrs. Rica Calhoun		<b>Date:</b> 2/12/2020 9:51:09 PM	
<b>Home Address:</b>	929 Parkview Drive Tallahassee, FL 32311	<b>Do you live in Leon County?</b>	Yes
		<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	Yes
<b>Home Phone:</b>	(321) 946-2513	<b>Do you own property in the Tallahassee City Limits?</b>	Yes
<b>Email:</b>	rica.calhoun@famu.edu	<b>How many years have you lived in Leon County?</b>	2

**(EMPLOYMENT INFORMATION)**

<b>Employer:</b>	Florida A&M University	<b>Work Address:</b>	1700 Lee Hall Drive Tallahassee, FL 32311
<b>Occupation:</b>	Chief Compliance and Ethics Officer		
<b>Work/Other Phone:</b>	(850) 412-7520		

**(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.

<b>Race:</b>	Black or African American	<b>Gender:</b>	F	<b>Age:</b>	
<b>District:</b>	District V	<b>Disabled?</b>	No		

**(RESUME AND REFERENCES)**

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

<b>Name:</b>	Richard Givens	<b>Name:</b>	LaTonya Baker
<b>Address:</b>	3017 Southshore Circle, Tallahassee, FL 32312	<b>Address:</b>	1700 Lee Hall Drive, Tallahassee FL 32307
<b>Phone:</b>	(850) 322-6690	<b>Phone:</b>	(850) 524-9914

<b>Resume Uploaded?</b>	Yes
<p>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.</p>	

**(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?\* **No**

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 on this Authority must be resident of Leon County.

At least one member must be a trustee, director, officer or employee of an institution for higher education in Leon County.

Are you a trustee, director, officer or employees of an institution for higher education? **Yes**

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics

Are you willing to file a Financial Disclosure Form? **Yes**

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

Signature: *Mrs. Rica Calhoun*

The application was electronically sent: 2/12/2020 9:51:09 PM

## Rica Hudson Calhoun

(321) 946-2513

929 Parkview Drive Tallahassee, FL 32311

[rica.calhoun@gmail.com](mailto:rica.calhoun@gmail.com)

### BAR ADMISSION

Illinois

### EXPERIENCE

#### **Office of Compliance and Ethics, Florida A&M University, Tallahassee, Florida**

##### Chief Compliance and Ethics Officer

March 2018-present

Designed and implemented the compliance and ethics program for the University; provides consultation to the University's Senior Leadership Team and Board of Trustees; coordinates consistency between compliance units across the University community to support a culture of compliance and ethical decision making; responsible for ensuring that compliance risks are identified, prioritized, and managed appropriately; supports a control environment, level of accountability and ethical framework that promotes commitment to the highest standards of ethics, integrity, and lawful conduct; conducts internal monitoring, investigations, and compliance reviews.

#### **Office of the General Counsel, Western Illinois University, Macomb, Illinois**

##### General Counsel

July 2015-February 2018

Provided legal advice to the President and Board of Trustees; supported the University in all legal matters, including litigation, contracts, employment, construction and administrative federal and state complaints of discrimination and harassment (including disability); responsible for management and the allocation of duties within the Office of the General Counsel; coordinated and managed external legal support as needed; served as the Chief Freedom of Information Officer; served as the Ethics Officer for the University.

Provided counsel to a number of university functions to ensure compliance and defend the interests of the university; particularly, the Office of Equal Opportunity and Access and the Student Disability Resource Center in matters regarding accommodation, policy, and external complaints of discrimination and harassment based on disability. Conducted training as needed in conjunction with the Office of Equal Opportunity and Access.

#### **Associate Vice President for Student Services Office (AVPSS), Western Illinois University, Macomb, Illinois**

##### Interim Associate Vice President for Student Services

January 2015-June 2015

Responsible for the assessment of personnel needs for all aspects of recruitment and selection of direct reports and associates of staff in the following areas:

- |   |   |
|---|---|
| a. Director of Student Judicial Programs    | f. Director of Casa Latina                      |
| b. Director of Student Legal Services       | g. Director of Gwendolyn Brooks Cultural Center |
| c. Director of Disability Resource Center   | h. Director of Women's Center                   |
| d. Director of Student Publication Services |   |
| e. Director of Career Development Center    |   |

Responsible for providing leadership and supervision of the performance of routine administrative functions as per various director's job descriptions; served as acting Vice President for Student Services in his absence as requested; facilitated and maintains quality/cooperative working relationships with other divisional areas within the University community. Relevant experience providing counsel and guidance to the Student Disability Resource Center regarding reasonable accommodation and compliance with applicable law and policy.

#### **Office of Equal Opportunity and Access, Western Illinois University, Macomb, Illinois**

##### Assistant Director

June 2011-December 2014

Law and Policy: Ensured compliance with federal nondiscrimination and retaliation laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with

# Rica Hudson Calhoun

(321) 946-2513

929 Parkview Drive Tallahassee, Florida 32311

rica.calhoun@gmail.com

## EXPERIENCE (continued)

Disabilities Act (ADA), the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act (ADEA). Composed the institution's Gender Transition Guidelines. Drafted the institution's Non-Discrimination and Sexual Misconduct policies to replace the existing Anti-Harassment Policy. Created the institution's Affirmative Action Plan and subsequent annual updates regarding women and minorities, veterans, and individuals with disabilities. Utilized data collected from reports to work with administrative departments to focus diversity efforts. Conducted legal research and composes necessary memoranda of law. Composed legal briefs for arbitration related to the institution's collective bargaining agreements. Collaborated extensively with external counsel to resolve state and federal complaints of discrimination and harassment through correspondence, participating in fact finding conferences and mediations. Drafted answers to state and federal agency complaints.

Faculty Recruitment and Training: Developed training presentations regarding harassment, discrimination, affirmative action, and cultural sensitivity which I presented to faculty, students, and staff. Trains search committees in their hiring process to enforce equal opportunity guidelines and employment laws and regulations. Facilitated search committees throughout their search to identify a diverse pool of candidates.

Compliance: Enforced federal and state nondiscrimination laws and university policy by investigating internal employee and student complaints of discrimination. Lead Title IX investigator. Submitted and discussed final reports upon the resolution of the investigation with the appropriate Vice President and the President. Collaborated with all levels of administration, union representation, as well as faculty and students to explain issues regarding federal and state nondiscrimination and equal opportunity laws. Facilitated the accommodation process for employees with disabilities.

Committee Work: Served as Chair of the Affirmative Action Administrative Internship Committee to help provide a more diversified pool of applicants for administrative positions through training and mentorship. Served as a member of the Gender Equity Committee (Title IX and athletics), University Diversity Council, ADA Advisory Committee, and the Interpersonal Violence Prevention Initiative (IVPI).

## EDUCATION

**William & Mary School of Law**, Williamsburg, Virginia

Juris Doctor, May 2011

Honors and Activities: *William and Mary Journal of Women and the Law*  
Public Service Fund  
Student Legal Services  
Law Firm Diversity Pipeline Program (Street Law Initiative) Veterans  
Benefits Clinic  
Domestic Violence Clinic

**Florida State University**, Tallahassee, Florida

Master of Science, International Affairs, December 2006

Honors and Activities: Comprehensive Exam: Passed with Distinction  
Leslie N. Wilson Graduate Research Assistantship

Study Abroad:

Dubrovnik, Croatia  
Presenter at the *Conference on Security and Cooperation in Southeast Europe*-  
"Millennium Challenge Account: The Benefit of Aid to Southeast European  
Countries"

**University of Central Florida**, Orlando, Florida

Bachelor of Arts, Political Science, Psychology minor, *Cum Laude*, May 2005

Charles B. Rangel International Relations Scholar

## **Rica Hudson Calhoun**

(321) 946-2513

929 Parkview Drive Tallahassee, Florida 32311

rica.calhoun@gmail.com

### **COMMUNITY SERVICE**

Big Brothers Big Sisters of Warren and McDonough Counties, Board Member, Macomb, Illinois (2015-2017)  
University Park Townhome Owner's Association, Secretary, Macomb, Illinois (2012-2018)  
Samaritan Well Shelter, Board Member, Treasurer, Macomb, Illinois (2011-2015)  
Housing Authority of McDonough County, Hearing Officer, Macomb, Illinois (2012-2015)

### **PROFESSIONAL MEMBERSHIPS AND CERTIFICATIONS**

National Association of College and University Attorneys  
Illinois Bar Association  
Certified Compliance and Ethics Professional (CCEP)  
Society of Corporate Compliance and Ethics (SCCE)



***LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY***

**Committee Member Name:** Rica Calhoun

12/4/2020	4/14/2021
X	X

*X – Member in attendance.*

*A – Member absent*

*A/E – Member absent/excused*

*MC – Meeting cancelled*

*TE- Term Expired*

**Additional Information or Remarks:**

Rica Calhoun has attended the two meetings that were held since her appointment to the LCEFA.

BOARD CHAIR  
Georgia "Joy" Bowen

BOARD VICE CHAIR  
Darryl Jones



BOARD MEMBERS Attachment #7  
Alva Striplin Page 1 of 2  
DeeDee Rasmussen  
Rosanne Wood

SUPERINTENDENT  
Rocky Hanna

June 16, 2021

Russell Snyder, Administrator, Land Use Planning  
Tallahassee-Leon County Planning Department  
Frenchtown Renaissance Center, Third Floor  
Tallahassee, FL 32301

RE: Representative for the Tallahassee-Leon County Planning Commission for 2021-2023

Dear Mr. Snyder:

On June 15, 2021, the Leon County School Board unanimously approved the appointment of LaRoderick McQueen as their representative for the Tallahassee-Leon County Planning Commission for 2021-2023.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Danny Allbritton', is written over a light blue horizontal line.

Danny Allbritton  
Director of Facilities & Construction

DA/kmc

3420 Suite#100 W. Tharpe Street • Tallahassee, Florida 32303 • Phone (850) 617-5907 • Fax (850) 617-5901 • [www.leonschools.net](http://www.leonschools.net)

*"The Leon County School District does not discriminate against any person on the basis of sex (including transgender status, gender nonconforming and gender identity), race, age, color, ethnicity, national origin, religion, pregnancy, marital status, military status, disability, sexual orientation, or genetic information."*

**Building the Future Together**

**Agenda Item Details**

Meeting	Jun 15, 2021 - Business Meeting
Category	19. Items for Consideration
Subject	19.10 Tallahassee - Leon County Planning Commission Representative for 2021-2023
Type	Action

**STAFF MEMBER REPORTING THIS ITEM/PHONE:** Dr. Michelle Gayle and Danny Allbritton (487-7177)

**ACTION REQUESTED:** The Superintendent recommends the appointment LaRoderick McQueen to serve as the Leon County School Board representative on the Tallahassee-Leon County Planning Commission.

**ITEM SUMMARY:** The Tallahassee-Leon County Planning Commission was duly established by virtue of an interlocal agreement dated September 26, 1967, between the County of Leon and the City of Tallahassee. This agreement designates the Planning Commission as the entity responsible for comprehensive area wide planning within the City of Tallahassee and Leon County. The Planning Commission is also the duly designated Local Planning Agency (LPA) and Land Development Regulation Commission pursuant to Chapter 163, Florida Statutes and the Transportation Planning Advisory Committee (TPAC) to the Metropolitan Planning Organization pursuant to Chapter 339, Florida Statutes. Duties and responsibilities of the Planning Commission are set forth in the interlocal agreement, the Planning Commission Bylaws, and the ordinances of the City of Tallahassee and Leon County. The Planning Commission is composed of three members appointed by the Board of County Commissioners of Leon County, three members appointed by the City Commission of the City of Tallahassee and one member selected by the School Board of Leon County and appointed by the City and County Commissions. Planning Commissioners shall serve for a term of three years, unless terminated as provided in the by-laws, and may be reappointed. The Planning Commission shall hold regular meetings in accordance with a calendar, which is approved by the Planning Commission each November. All meetings shall be open to the public. The Planning Commission shall be responsible for comprehensive area-wide planning. There will be a vacancy on the commission which is to be filled by an individual designated by the school board.

**WILL SUBMITTER BE DELIVERING SIGNATURE DOCUMENTS TO BOARD SECRETARY?** No



# LEON COUNTY BOARD OF COUNTY COMMISSIONERS CITIZEN COMMITTEE APPLICATION PLANNING COMMISSION

**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](mailto:smachm@leoncountyfl.gov). Applications will be discarded if no appointment is made after two years.**

<b>Name:</b> Mr. LaRoderick E McQueen		<b>Date:</b> 6/9/2021 3:35:36 PM	
<b>Home Address:</b>	[REDACTED]	<b>Do you live in Leon County?</b>	Yes
	[REDACTED]	<b>Do you live within the City limits?</b>	Yes
		<b>Do you own property in Leon County?</b>	No
<b>Home Phone:</b>	[REDACTED]	<b>Do you own property in the Tallahassee City Limits?</b>	No
<b>Email:</b>	[REDACTED]	<b>How many years have you lived in Leon County?</b>	51

## (EMPLOYMENT INFORMATION)

<b>Employer:</b>	Leon County School Board	<b>Work</b>	3420 W Tharpe Street, Suite 100
<b>Occupation:</b>	Certified Building Official/Director	<b>Address:</b>	Tallahassee, FL 32303
<b>Work/Other Phone:</b>	(850) 617-5912		

## (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.

<b>Race:</b>	Black or African American	<b>Gender:</b>	M	<b>Age:</b>	51
<b>District:</b>	District V	<b>Disabled?</b>	No		

## (RESUME AND REFERENCES)

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

<b>Name:</b>	Darryl Jones	<b>Name:</b>	Sean Pittman
<b>Address:</b>	324 Chastain Lane Tallahassee, FL 32305	<b>Address:</b>	1028 E. Park Ave. Tallahassee, FL 32301
<b>Phone:</b>	(850) 300-7567	<b>Phone:</b>	(850) 216-1002

**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?\* **No**

Are you willing to complete a financial disclosure form 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 on this committee must be a resident of Leon County.

Members on this Authority must file a Financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to file a Financial Disclosure Form? **Yes**

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

Signature: *Mr. LaRoderick E McQueen*

The application was electronically sent: 6/9/2021 3:35:36 PM

LaRoderick E. McQueen

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## Summary of Qualifications

27 years of comprehensive training and experience in the planning, development and construction of major and minor projects. My experience extends to: organizing, planning and directing of the activities of design and construction services including evaluation and preparation of plans, estimates and specifications; code compliance plans review and inspections; hiring and directing activities of consulting architects and engineers; managing construction and construction budgets, to include authorizing of payments to consultants and contractors and provision of drafting services. Supervise staff and coordinate schedule of inspection activities as outlined by Federal and statutory regulations. Consistently participate in the selection of outside consultants and in the negotiation of contract terms and the award, and the administration of contracts for professional services. Sole liaison with professional consulting firms; consulting with executive level personnel concerning organizational construction needs and master plans. Provisions for exceptional customer service responding to inquiries and complaints relative to renovations and construction projects. Manage and coordinate economic developmental efforts for local small, minority and women owned businesses throughout the Big Bend Community.

## Professional Experience

**October 2014 – Present** **Leon County School Board** **Tallahassee, FL**  
Certified Building Official/Director

- Serve as the Code Enforcement Administrator responsible for the review of plans and construction inspections for compliance with the Florida Building Code and Leon County Schools Policies and Procedures.
- Responsible for the issuance of building permits, certificates of completion, certificates of occupancy.
- Responsible for the sanitation, causality and fire safety inspection of School Board owned and leased properties, including auxiliary and ancillary facilities.
- Provide direct oversight of certified building inspectors, plan reviewers, fire official and administrative support staff.
- Responsible for outreach, training and promotion of opportunities for local small, minority and women owned enterprises conducting business with Leon County Schools and other local agencies.

**August 2019- Present** **Florida A&M University** **Tallahassee, FL**  
Adjunct Professor (Part-time)

- Adjunct Professor for the School of Architecture and Engineering Technology. Teaching Construction Contracts, Codes and Law

**May 2005 - October 2014** **Leon County School Board** **Tallahassee, FL**  
Construction Project Coordinator

- Served as a Coordinator on construction related matters of several Leon County Schools, major (budgeted over \$1,000,000) and minor (budgeted under \$1,000,000) projects.
- Assisted in the design and construction functions of Leon County Schools' for programming, planning, design and construction management & administration.
- Assisted in approving requisitions for payment to architects, engineers and contractors, based upon the fulfillment of their contractual obligations.
- Consulted with the Superintendent's Executive staff, school principals and City and County officials, as appropriate on matters regarding the management of design and construction projects.

**Oct 1999 – Apr 2005    Florida A&M University    Tallahassee, FL**

Construction Coordinator/Project Manager

- Served as a Construction Coordinator on construction related matters of several University major (budgeted over \$1,000,000) and minor (budgeted under \$1,000,000) projects.
- Assisted in the design and construction function of the University for programming, planning, design and construction management and administration.
- Consulted with the President's Executive staff, deans, and directors as appropriate on matters regarding the management of design and construction projects.
- Responsible for authorizing the distribution of over \$10,000,000 of capital budgets.

**Sept 1993 – Oct 1999    FL Department of Corrections    Tallahassee, FL**

Construction Projects Administrator

- Served as a Construction Coordinator on construction related matters of several correctional facilities (List of Projects, enclosed).
- Reviewed and approve shop drawings, specifications, cost estimates and bid documents.
- Assisted in approving requisitions for payment to architects, engineers and contractors based upon the fulfillment of their contractual obligations.
- Assisted in the preparation and coordination of preventative maintenance programs and construction schedules.

**Education/Certifications**

**1987– 1992    Florida A&M University, Tallahassee, FL**

- B.S., Construction Engineering Technology.
- Minor - Civil Engineering Technology and Architectural Design.
- State Requirement for Educational Facilities (SREF) Certification (2005, 2007, 2009, 2011 & 2014)
- Building Code Administrator License - #BU-1919

**Activities/Skills/Interests**

Member of Building Officials Association of Florida (BOAF) – Big Bend and State Chapters; Past Member of the City of Tallahassee's Municipal Code Enforcement Board, (Chairman - 2012/2013 and 2013/2014); Past Member of the City of Tallahassee's MWBE/SBE/DBE Advisory Committee, (Chairman – 2012/2013 – 2015/2016); Member of the City of Tallahassee, Community Redevelopment Agency (CRA) Citizens Advisory Committee; Member of the Big Bend Minority Chamber of Commerce, Construction Council, (Chairman - 2013/2014 - 2015/2016); Member of Capital City Chamber of Commerce; Member of Tallahassee Urban League; Member of Tabernacle M.B. Church; Free & Accepted Modern Masons (Universal Brotherhood, Lodge #444); Member of Leon County Chapter of the FAMU National Alumni Association; Member of Rotary Club of Tallahassee, Southside; Member of Greater Tallahassee, Leadership Tallahassee (Class #39); Computer Skills - Microsoft Office Suite; Construction Scheduling Software Systems; Conventional & Computerized Drafting Skills; Construction Administration; Public Relations; athletic and recreational sports.





## LEON COUNTY GOVERNMENT PUBLIC RECORDS EXEMPTION REQUEST

Florida law allows eligible persons and their employing agencies to request in writing that a non-employing agency maintain as exempt from public disclosure certain identification and/or location information contained in records within the agency's custody. If an employing agency is requesting for the employee, add agency name, and requester's name and title, to the signature line.

**NOTE:** The officer, employee, justice, judge, other person entitled to the exemption, or employing agency of the designated employee, must submit this written request directly to the public records custodian for the agency to maintain the exemption for the records in its custody. For records in the custody of the Leon County Board of County Commissioners and County Commission Departments (collectively "the County"), please return this completed form or a signed written request directly to: Leon County Attorney's Office, Attn: Legal Records Manager, Leon County Courthouse, 301 S. Monroe Street, Ste. 202, Tallahassee, FL 32301 or by email to [BOCCPublicRecordsRequests@leoncountyfl.gov](mailto:BOCCPublicRecordsRequests@leoncountyfl.gov). To have an exemption maintained in the records in the custody of any other agency, please contact that agency directly for information on how to make a written request.

If your spouse and/or children are subject to your exemption (not applicable for victim\* of battery, abuse, harassment, or stalking or for participant\* in address confidentiality program), please check here ☐ and attach a page with the name, date of birth, and relationship of each to assist in identifying each person in any public records within the custody of the County.

***I hereby request exemption maintenance by the County based on the following category/categories for which I qualify (Check appropriate box):***

Department(s) known to possess records (if applicable): \_\_\_\_\_

<input checked="" type="checkbox"/> Code Enforcement Officer. Dept. of Business and Prof. Reg. investigators and inspectors. † <input checked="" type="checkbox"/>	<input type="checkbox"/> County Tax Collector. † Inspector general or internal audit dept. personnel whose duties include auditing/investigating waste, fraud, abuse, theft, exploitation, or activities that could lead to criminal prosecution or admin. discipline. †
<input type="checkbox"/> Dept. of Children and Family Services personnel whose duties involve investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities.	<input type="checkbox"/> Judicial or quasi-judicial officer (general/special magistrate, judge of compensation claims, administrative law judge of the Div. of Admin. Hearings, and child support enforcement hearing officer). †
<input type="checkbox"/> Dept. of Health personnel whose duties support the investigations of child abuse or neglect.	<input type="checkbox"/> Law enforcement personnel, including correctional officers and correctional probation officers.
<input type="checkbox"/> Dept. of Health personnel whose duties include, or result in, the determination/adjudication of eligibility for social security disability benefits, investigation/prosecution of complaints filed against health care practitioners, or inspection of health care practitioners or health care facilities licensed by the Dept. of Health. †	<input type="checkbox"/> Juvenile probation officers, juvenile probation supervisors, detention superintendents, assistant detention superintendents, juvenile justice detention officers I/II, juvenile justice detention officer supervisors, juvenile justice residential officers, juvenile justice residential officer supervisors I II, juvenile justice counselors, juvenile justice counselor supervisors, human services counselor administrators, senior human services counselor administrators, rehabilitation therapists, and social services counselors of the Dept. of Juvenile Justice.
<input type="checkbox"/> Dept. of Financial Services personnel whose duties include the investigation of fraud, theft, workers' compensation coverage requirements and compliance, other related criminal activities, or state regulatory requirement violations.	<input type="checkbox"/> Dept. of Revenue personnel or local government personnel whose duties include revenue collection and enforcement or child support enforcement.



<input type="checkbox"/> Prosecutor (state attorney, assistant state attorney, statewide prosecutor, assistant statewide prosecutor).	<input type="checkbox"/> Public defenders and criminal conflict and civil regional counsel (includes assistant public defenders, assistant criminal conflict and assistant civil regional counsel).
<input type="checkbox"/> U.S. Attorney or Assistant U.S. Attorney, U.S. circuit judge, U.S. district judge, or U.S. magistrate judge. †	<input type="checkbox"/> Justice of Florida Supreme Court; or judge of district court of appeal, circuit court, or county court.
<input type="checkbox"/> Firefighter certified in compliance with s. 633.408, F.S.	<input type="checkbox"/> Guardian ad litem as defined in s. 39.820, F.S. †
<input type="checkbox"/> Emergency medical technicians or paramedics certified under chapter 401, F.S. †	<input type="checkbox"/> Member of U.S. Armed Forces, reserve component of U.S. Armed Forces, or National Guard who served after 9/11/2001. †
<input type="checkbox"/> Human resource, labor relations, or employee relations director; assistant director, manager, or assistant manager of any local government agency or water management district whose duties include hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties.	<input type="checkbox"/> <b>Victim* of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence— Please attach official verification that crime occurred—Exemption for 5 years from date of this request.</b>
<input type="checkbox"/> Impaired practitioner consultant, retained by an agency, whose duties result in determination of person's skill and safety to practice licensed profession (includes consultant's employees). †	<input type="checkbox"/> <b>Certified Participant* in Address Confidentiality Program under s. 741.403, F.S.—Exemption applies only to participant's name, address, and telephone number in voter registration and voting records—Please attach copy of certification or renewal.</b>

Printed name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Home Address: \_\_\_\_\_

Signature (and Title, if app.) of Requester: †  Date: 06/24/2021

† If specially indicated category selected, person also certifies, by signature herein, that he or she has made reasonable efforts to protect information from being publicly accessible through other means available to the public.

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #37**

# Leon County Board of County Commissioners


## Agenda Item #37

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** First and Only Public Hearing for the “Leon County Fulfillment Center” Type “C” Site and Development Plan Application



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	Ryan Culpepper, Director, Development Services Division Shawna Martin, Development Services Administrator Ana Richmond, Principal Planner, Development Services Division

### **Statement of Issue:**

This item requests the Board conduct the first and only public hearing, and seeks conditional Board approval of the “Leon County Fulfillment Center” Type “C” site and development plan application. The project site is located within the High-Intensity Urban Activity Center (AC) zoning district at the Mahan Drive and I-10 interchange which allows the proposed fulfillment center as a permissible use and requires review and approval by the Board at a public hearing. The project includes only one recommendation for a deviation to the Land Development code, related to the County’s sign code.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Conduct the first and only Public Hearing for the “Leon County Fulfillment Center” Type “C” site and development plan application, approve the request for deviation to the sign code (Chapter 10, Article IX), and approve the application with conditions (Attachment #1), based on the findings of fact and conclusions of law included herein and those established within the Development Review Committee’s record, as well as any evidence received at the Public Hearing.

## **Report and Discussion**

### **Background:**

This item requests the Board conduct the first and only public hearing and seeks conditional Board approval of the “Leon County Fulfillment Center” Type “C” site and development plan application (Attachment #1) based on the recommendations of the Development Review Committee (Attachment #2). The project site is located within the High-Intensity Urban Activity Center (AC) zoning district at the Mahan Drive and I-10 interchange which allows the proposed fulfillment center as a permissible use and requires review and approval by the Board at a public hearing. The project also includes a request to deviate from the County’s sign code (Chapter 10, Article IX).

The applicant is proposing the development of a fulfillment center on a 111.7 +/- acre portion of the property which totals 170 +/- acres. The proposed facility is five (5) stories, with a total height of 100 feet, a building footprint of 634,812 square feet (SF) and a gross floor area (GFA; all 5 floors total) of 2,849,278 SF. The project site consists of the fulfillment center building, associated employee parking and truck loading areas. The overall property is comprised of five (5) separate parcels that will undergo a boundary line adjustment to result in the project site and three additional out-parcels to be developed in the future.

The project site is located within the High-Intensity Urban Activity Center (AC) Zoning District and designated High-Intensity Urban Activity Center on the Future Land Use Map of the Tallahassee-Leon County Comprehensive Plan (Policy 2.2.9, Land Use Element). A small portion of parcel ID# 1218202120000 has a designation of Mahan Gateway Node (Policy 2.2.22, Land Use Element). The parcels received their current zoning and future land use designations in 2012 (PCM120104) when the property owner requested a Future Land Use Map Amendment and rezoning from low-intensity commercial and residential zoning districts to the high-intensity urban activity center zoning district and future land use. The 2012 rezoning to the AC district was based on the findings of fact that the area was inside the Urban Service Area (USA) and had the necessary infrastructure available to support the greater densities and intensities that would be allowed in the district over the planning horizon.

The Land Development Code requires a Type “C” review for projects that are for more than 500,000 SF of commercial development in the AC zoning district. Type “C” reviews require a minimum of three (3) public meetings/hearings: the Application Review Meeting (ARM), a Development Review Committee (DRC) meeting, and a Board of County Commission (Board) Public Hearing. The Board makes the final disposition on projects that qualify for Type “C” review. Type “C” reviews can only proceed through the Final Design Plan Approval (FDPA) review track as outlined in subsection 10-7.402.5(b) of the Land Development Code (LDC), which requires a site and development plan and an Environmental Management Permit (EMP) be reviewed and approved concurrently.

### **Analysis:**

A Permitted Use Verification (PUV, #VC2000231) which determined the fulfillment center use to be an allowable use within the AC zoning district was issued as conditional on December 21, 2020.

The AC district allows for minor, neighborhood, community, highway and regional commercial development. The use was determined to be classified as a regional commercial use, which allows a maximum gross floor area of 4,000,000 SF for a single structure, single site or single quadrant. The proposed 2,871,830 SF facility meets the maximum gross floor area allowance for a regional commercial use.

The applicant requested an optional pre-submittal meeting with staff, which was held on March 24, 2021. A Natural Features Inventory with floodplain (NFI, #LEA21018) was conditionally approved on April 21, 2021. A Type “C” site and development plan application (#LSP21018) and the associated EMP (#LEM21047) were filed on May 12, 2021 and reviewed at the first required public meeting (ARM) on May 26, 2021. The Application Review Committee (ARC) found the application sufficiently complete and recommended the project proceed to the DRC for review.

The DRC reviewed the plans and held a public meeting on June 16, 2021. Findings of fact were presented to the DRC demonstrating that the site and development plan is consistent with the Comprehensive Plan and in compliance with the applicable provisions of the LDC, provided the conditions and deficiencies outlined in the staff reports are sufficiently addressed.

At the meeting, eleven members of the public spoke on the record and voiced concerns regarding the following issues: the use and intensity being allowable in the zoning district; stormwater and flooding; sound, air and light pollution; traffic and parking; and buffering. The ARC presented information to the DRC of how these concerns were being addressed as part of the project review as detailed below.

#### *Transportation Concurrency*

All proposed development must undergo a concurrency review to determine if adequate capacity is available within the transportation network to accommodate the impact of the proposed development while maintaining adopted level of service standards. The applicant submitted a Traffic Impact Analysis (TIA), as required by the Leon County Concurrency Management Policies and Procedures Manual for projects generating in excess of 100 p.m. peak hour trips. The TIA determined that the project required mitigation for twelve (12) roadways segments, one of which was in the County and eleven (11) of which were in the City. The proportionate fair share mitigation cost for all impacted segments was calculated to be \$1,912,924. The project proposes a four-lane, divided public roadway through the site (‘Leon Blvd’ used a placeholder in the Site Development Plan for northern extension of Vineland Drive) which will connect Mahan Drive to Thornton Road. The TIA only warranted a two-lane roadway to serve the development; however, two extra lanes are being proposed for the Vineland Drive extension to accommodate future development within the area. The applicant will be required to design and construct the roadway to County standards. An intersection cut for the Vineland Drive extension was constructed in 2013 with six lanes (including turn lanes) and a median in anticipation of future development as part of FDOT widening US 90.

The proposed Vineland Extension is a transportation facility improvement that will provide traffic congestion relief to Thornton Road. Policy 6.2.5(3)(b) of the Leon County Concurrency Management System Policies and Procedures Manual allows a transportation facility improvement

to be made that improves traffic flow, connectivity, or mobility within the Comprehensive Traffic Analysis Network (CTAN). The proposed Vineland Extension is located within the CTAN; therefore, the improvement may be accepted as a credit in lieu of direct payment. The City of Tallahassee has agreed to accept the credit for the proposed Vineland extension for the segments within their jurisdiction that require concurrency mitigation. Leon County Concurrency Management recommends accepting the credit for the County segment as well.

The proposed Vineland Drive (extension north) and Thornton Road right-of-way intersection improvements (with the Vineland Drive extension) shall be completed and accepted prior to issuance of a Certificate of Occupancy for the building. The costs associated with the roadway construction have been calculated to be \$6,801,330, which will provide traffic concurrency credit for the impacted segments and fulfill all mitigation requirements.

A Notice of Intent to Negotiate a Concurrency Agreement has been signed by the applicant and a Preliminary Certificate of Concurrency has been issued for the project. A Concurrency Agreement is required to be recorded with the Leon County Clerk of Courts prior to final site plan approval and prior to issuance of a Final Certificate of Concurrency.

*Traffic Circulation (Ingress and Egress)*

Access to the site will be provided via two full-access driveway connections on Mahan Drive, one at the existing intersection of Vineland Drive and one at the proposed Voyage Drive. The Vineland Drive (extension north) will extend through the subject property to support the development and will connect to a full-access connection at Thornton Road.

Employee traffic will enter and exit the site from the Vineland Drive extension and Thornton Road. Truck traffic will enter and exit the site from Voyage Drive, the proposed private drive from Mahan Road that extends to the rear of the building. The only exception will be during fourth quarter peak season where truck traffic will be allowed to exit the site along the proposed Vineland Drive extension south to Mahan Drive. The peak season exit will be signed and designed to direct truck traffic south on the extension drive by narrowing the radius of the turn to preclude trucks from turning towards Thornton Road.

Voyage Drive is approximately a half mile long and can accommodate queuing of at least 33 trucks at one time before reaching Mahan Drive. The expected stacking for this facility at any given time is nine trucks. Between the truck gate house and Levi Lane connector road (proposed between Voyage Drive and Vineland Drive extension) there is capacity for 20 trucks assuming a single lane; however, two lanes are being proposed along this section of the road. During the anticipated peak hour (9 a.m. – 10 a.m.), there will be approximately 29 trucks entering the site, therefore, stacking is not anticipated to reach Mahan Drive.

The TIA analyzed five existing intersections, along with the proposed Vineland Drive extension, and determined that operations at all intersections are expected to meet the adopted level of service requirements. The TIA only warranted one operational improvement, which is an ingress westbound right-turn deceleration lane at the Voyage Drive connection to accommodate the projected truck traffic. Additionally, the signal timings of the traffic lights at the intersection of

Mahan and Vineland Drive will be adjusted, as is standard practice for operations, to accommodate the additional traffic projected from the site.

Although not warranted through the TIA or by Florida Department of Transportation (FDOT), the existing left turn lane from Mahan Drive onto the new Vineland Drive extension will be extended to optimize capacity and improve operations at the intersection. FDOT has provided conceptual approval of the project and is in support of the additional improvements to the roadway.

#### *Parking and Loading*

The LDC does not provide a pre-determined standard for parking for the proposed fulfillment center. The code acknowledges, however, that the list of uses in Schedule 6-2 is not exhaustive and thus provides, in Section 10-7.545(b), that the County Administrator or designee (the Director of the Development Services Division) may determine the parking requirements using generally accepted traffic engineering practices and standards. Since the use is unique and limited data is available in the Institute of Traffic Engineering (ITE), a commonly used guide for engineering data and standards, the applicant provided a parking study based on four similar facilities in the U.S. The parking analysis concluded that the proposed use required a total of 1,218 regular parking spaces. In addition, a total of 32 accessible parking spaces and 25 bicycle spaces are being provided along with 49 loading docks and 265 truck/trailer parking spaces which meet the loading zone requirements for the site. The applicant is also providing, at the request of the ARC, eight electric vehicle (EV) ready charging stations for trucks, two additional powered EV charging spaces in the truck and loading area and five electric vehicle (EV) ready charging stations in the employee parking area. Additionally, the applicant has identified a location and has committed to constructing a bus shelter along the Vineland Drive extension road to accommodate transit if/when StarMetro routes are extended to this area. The conclusions of the parking study have been accepted, thus finding the parking appropriate to serve the needs of the proposed use.

#### *Landscape Buffers*

A Type “C” landscape buffer is required where the project site is adjacent to residential uses. The site plan shows a 30-foot Type “C” landscape buffer along Thornton Road and along the western property boundary of the project site, adjacent to an existing single-family residence. In addition to the landscape buffer area, the project also contains natural area between the existing residence on the west and the truck loading area. The existing home is 250 +/- feet from the property boundary of the project site and approximately 1,000 feet from the proposed building.

A landscape buffer was not required adjacent to Interstate-10; however, the applicant is also providing a 30-foot Type “C” buffer in this area to help mitigate the visual impacts related to the truck loading area and to help reduce the overall mass and scale of the development. Additionally, a 30-foot Type “C” buffer is being provided along Voyage Drive where adjacent to proposed outparcels 3 and 4 to mitigate any potential impacts of truck traffic along this roadway. The applicant has also provided enhanced landscaping along the proposed Vineland Drive extension that will minimize the impact of parked cars in the employee parking area from the public right-of-way.

*Conservation Easement (Wetlands and Floodplains) and Natural Area*

As a condition of the NFI approval, a Conservation Easement (CE) is required to be established, covering the wetland and floodplain system. The CE shall ultimately be recorded with the Leon County Clerk of Courts prior to issuance of a Certificate of Occupancy for the building. Along with the CE, a management plan is also required, which will establish the necessary activities to improve the conditions in this sensitive natural area and ensure the long-term protection of its environmental features.

The project is required to place 25% of the project site into natural area. The applicant has chosen to set aside natural area not only for the project site but also for the overall property and has provided 42.56 acres of natural area, which is slightly more than the 25% required. All future developments on the three out-parcels would therefore use this allocation to meet their respective natural area requirements.

*Stormwater Controls, Pollutant Removal and Low Impact Development (LID) Techniques*

The property is located in the I-10 Watershed and Lake Lafayette Drainage Basin and is encumbered with wetlands, floodplain and floodways. The project provides two wet detention stormwater management facilities (SWMFs) which closely mimic natural conditions for removing pollutants from surface waters (wetlands) in order to meet the minimum water quality standards of the Environmental Management Act (EMA). Wet detention facilities are very effective at removing pollutants from surface waters (wetlands). In addition, the proposed SWMFs provide pre-post discharge rate control for storm events up to the 100-year critical storm, which exceeds the minimum requirements of the EMA.

To help mitigate the impact of the large parking fields and impervious surface created, the applicant also incorporated low impact development (LID) techniques, namely bioretention areas, into the employee parking area. LID is a comprehensive land planning and engineering design approach with a goal of maintaining and enhancing the predevelopment hydrologic conditions of developing watersheds. The basic premise of LID is to decentralize stormwater treatment by reducing runoff and designing infiltration techniques before the runoff reaches the stormwater facility. The bioretention swales also provide additional area for landscaping and shading of the parking fields.

*Site Lighting*

A lighting and photometric plan, while not required, was recommended to ensure compatibility with adjacent residences. The photometric plan shows the location of all light poles on site as well as proposed building lighting. The maximum light pole height to be utilized on the site is 30 feet. Based on the placement of all lighting, a photometric plan was developed to show the spread of light on the site and how it dissipates as you move away from the light source. The photometric plan demonstrates that light levels dissipate to zero on the western property boundary where adjacent to the nearest existing home at 2769 Thornton Road, as well as along the boundary of Thornton Road.



### *Noise Study*

While not required by code, staff recommended the applicant provide a noise study to assess the potential impacts to adjacent residences. The noise study utilizes SoundPLAN prediction software, a widely accepted engineering software program used worldwide for over 30 years to analyze and predict noise levels at noise-sensitive areas.

The study documented existing noise conditions on the project site with noise measurements being conducted at two separate locations which were closest to existing residential areas. The study anticipated car and truck movements (including truck air brakes, engine idling, back up alarms, engine ignition and acceleration) to be the dominant sources of noise from the fulfillment center. Additional noise sources which include steady sounds being generated from rooftop heating, ventilation and air conditioning units were also included. Noise scenarios from delivery truck operations were modeled and analyzed at the proposed site representing the worst-case traffic conditions based on provided traffic data. These worst-case scenarios analyzed conditions based on 41 delivery truck arrivals and departures during nighttime hours and 58 delivery truck arrivals and departures during daytime hours. The SoundPLAN-predicted noise levels at the closest noise-sensitive land uses around the site are anticipated to range between 41 dB(A) and 53 dB(A) during daytime hours and between 40 dB(A) and 53 dB(A) during nighttime hours. To put this in context normal interior noise levels from air flowing to a home or refrigerator is equivalent to approximately 53 dB(A); a dishwasher is approximately 55 dB(A); an air conditioner 60 dB(A); and two people having a conversation is approximately 65 dB(A).

The existing conditions determined the average daytime noise on the site closest to the residence at 2769 Thornton Road is 62.1 dB(A) and the average nighttime noise level is 60.6 dB(A). The noise anticipated from the fulfillment center is not expected to increase the onsite noise levels to those which would require mitigation. FDOT’s standards for noise impacts to a residential land use before mitigation levels are considered is 67 dB(A) +/- 1 decibel. Furthermore, the noise study did not account for any site improvements such as landscape buffering or natural area that may help further dissipate noise from the site.

### *Building and Site Layout Design*

The applicant’s architects worked closely with the Design Works Studio on site layout, building design and landscaping. While not required, color 3-D renderings and perspective drawings were provided depicting the building elevation from all sides of the project site (Attachment #3). Architectural features, including changes in materials and patterns, were incorporated to create visual interest and break up the mass and scale of the building. A ground-floor outdoor seating area and walking plaza was also provided on the front of the building to provide a sense of place and create a pedestrian-oriented atmosphere along the main access to the site. A viewing platform and seating area has been added to the south side of the eastern SWMF as a site amenity for employees. Sidewalk connections have been incorporated throughout the project site connecting streets and parking areas to the building and to site amenities. The landscape plan incorporates evergreen species to provide visual screening of the site year-round. The architect picked a variety of species at varying sizes and then used the existing topography of the site to provide more natural spacing and growth height at the time of planting. These additional building and site design features have not been incorporated at any other locations owned by the applicant.

### *Sign Deviation Request*

The applicant has submitted a sign deviation request which would allow for three wall signs: two on the south elevation (front of the building) and one on the north elevation (adjacent to I-10) for a combined maximum of 750 SF. The LDC only allows for one ground and one wall sign for each premise with a maximum aggregate surface area of 200 SF for each roadway frontage. The fulfillment center will have three roadway frontages: Thornton Road, I-10 and Vineland Drive (extension north). Therefore, the maximum aggregate surface area allowed for all signs on-site would be limited to 600 SF.

The Board is the approval authority for granting any requested deviations to a Type “C” site and development plan upon demonstration of compliance with the standards outlined in Section 10-1.106(c) of the LDC. The DRC determined that the proposed wall signs are proportionate and appropriate in relation to the size of the building and that the request meets the criteria outlined in Section 10-1.106(c) of the LDC for granting a deviation. The DRC therefore recommended that the Board approve the sign deviation request to allow three wall signs for a combined maximum of 750 SF.

The criteria the Board is to consider for this deviation request is as follows:

1. The deviation will not be detrimental to the public’s health, safety, or welfare or to the surrounding property;
2. There are exceptional topographic, soil or other environmental conditions unique to the property;
3. There are unusual conditions which are not ordinarily found in the area;
4. The deviation requested would provide a creative or innovative design alternative to substantive standards and criteria;
5. The strict application of the requirements of Chapter 10 of the LDC will constitute a substantial hardship to the applicant; and
6. The granting of the deviation is consistent with the intent and purpose of Chapter 10 of the LDC and Comprehensive Plan.

### *Preferred Design Alternatives Implemented*

The applicant implemented numerous design alternatives recommended by the ARC in order to improve the design and layout, aesthetics and functionality of the site, as well as to assess any potential impacts to neighboring residential properties. While many have already been described thus far, a summary of these is included below to highlight the applicant’s efforts to go beyond the LDC requirements.

- A lighting and photometric plan is provided that demonstrates zero light spill from the site onto neighboring residential properties.
- A noise study is provided utilizing SoundPLAN prediction software, a widely accepted engineering software program used worldwide for over 30 years to analyze environmental,

industrial and transportation noise. The study concluded that noise mitigation measures do not need to be included in the project.

- The project proposes a four-lane, divided public roadway through the site (Vineland extension north) which will connect to Thornton Road. The TIA only warranted a two-lane roadway to serve the development; however, two extra lanes are being proposed to accommodate future development anticipated along the roadway.
- Although not required by the TIA or by Florida Department of Transportation, the existing left turn lane from Mahan Drive onto the new Vineland Drive extension will be extended to optimize capacity and improve operations at the intersection.
- Low Impact Development techniques, namely bioretention areas, were incorporated into the employee parking area which help to reduce and treat runoff before it reaches the stormwater facility. The bioretention swales also provide additional area for landscaping and shading of the parking areas.
- Design of wet detention SWMFs that closely mimic natural conditions and are more effective at removing pollutants from surface waters (wetlands) than a dry detention facility with a filter, which is also permissible by code.
- Total natural area (42.56 +/- acres) to be preserved on-site is slightly more than the 25% required by code.
- Total landscaped area provided for the site (29.97 acres) exceeds code requirements by 32%, providing for an additional 7.9 acres.
- Total landscaping within vehicular use areas exceeds code requirements by providing an extra 4,800 SF of landscaped islands. Additionally, this increases canopy coverage (tree shading) which mitigates the heat island affect typically associated with large parking fields and minimizes the visual impacts of parked cars from the public right-of-way.
- A 30-foot Type “C” buffer has been proposed along I-10 to help mitigate the visual impacts related to the mass and scale of the development. Additionally, a 30-foot Type “C” buffer is being provided along Voyage Drive where adjacent to proposed outparcels 3 and 4 to mitigate any potential impacts of truck traffic along this roadway.
- The landscape plan incorporates evergreen species to provide visual screening of the site year-round. The architect selected a variety of species at varying sizes and then used the existing topography of the site to provide more natural spacing and growth height at the time of planting.
- Electric Vehicle-ready charging stations are being provided both in the truck and loading area as well as the employee parking area.
- A bus shelter will be constructed along the Vineland Drive extension road to accommodate transit if/when StarMetro routes are extended to this area.
- Color 3-D renderings and perspective drawings were provided depicting the building elevation from all sides of the project site. Architectural features, including changes in

materials and patterns, were incorporated to create visual interest and break up the mass and scale of the building.

DRC Recommendation to the Board

On June 16, 2021, the DRC recommended that the Board approve the sign deviation request to allow three wall signs for a combined maximum of 750 SF. At the same meeting, the DRC made a unanimous decision to recommend that the Board conditionally approve the site and development plan, subject to the conditions listed below (Attachment #2). The DRC found that with the exception of minor deficiencies which could be resolved through the imposition of the recommended conditions, the application satisfies the criteria necessary for approval.

The conditions of site and development plan approval recommended by the DRC are as follows and shall be completed according to the noted deadlines:

1. Concurrency: A Concurrency Agreement shall be recorded with the Leon County Clerk of Courts prior to final site plan approval and prior to a final Certificate of Concurrency being issued.
2. Boundary Settlement: A Boundary Settlement Affidavit shall be recorded into the public record along with the proposed parcel surveys and legal descriptions prior to final site plan approval.
3. Environmental Management Permit (EMP): The FDPA Track requires concurrent review and approval of the site plan and EMP. All EMP deficiencies shall be addressed prior to final site plan approval.
4. Conservation Easement: The Conservation Easement shall be recorded with the Leon County Clerk of Courts prior to issuance of a Certificate of Occupancy for the building.
5. Completion of Vineland Drive Extension: The proposed Vineland Drive (extension north) and Thornton Road right-of-way improvements shall be completed and accepted prior to issuance of a Certificate of Occupancy for the building.
6. Utilities: The applicant shall obtain approval of the proposed utility service plan from the City of Tallahassee. A copy of the approval must be on file with Development Services prior to final site plan approval.
7. Addressing and Street Naming: A Street Naming Application shall be submitted and approved for Voyager Drive prior to final site plan approval. A Street Naming Application shall be submitted and approved prior to the issuance of the EMP for the proposed roadway extension (north of Vineland Drive).
8. Outstanding Deficiencies and Technical Revisions: The site plan submittal shall be revised to address all remaining deficiencies and technical amendments identified in the ProjectDox markups and in the attached staff reports from the Application Review Committee.

#### Public Notification

Notice of the Public Hearing on the proposed site and development plan application was provided consistent with legal requirements (Attachment #4).

#### Legal Considerations

The review of this item is quasi-judicial in nature, and, therefore, ex parte communications should be avoided. Should a Commissioner receive any ex parte communication, such communication must be placed on the record. If any verbal ex parte communications are received, a memorandum stating the substance of the verbal communications received, and the verbal response made, shall be placed on the record. Disclosure can also be made on the record at the public hearing before the Board takes action on the item.

The deadline to submit documentary evidence for consideration by the Board is Friday, July 9, 2021 at noon pursuant to the LDC. All documentary evidence submitted after this deadline should not be considered by the Board or made part of the record. Documentary evidence for this purpose is defined as evidence in a physical or digital form, including, but not limited to, expert reports, photographs, documents, affidavits, memoranda, graphs/charts, maps aerial photographs, and surveys. Notice of this deadline has been provided to interested parties on the DRC’s Recommended Order.

In approving, approving with conditions, or denying the application, the Board is to determine that the application is or is not consistent with procedural requirements of 10-7.402(5) and the following criteria:

1. Whether the applicable zoning standards requirements have been met.
2. Whether the applicable provisions of the Environmental Management Act have been met.
3. Whether the requirements of the LDC and other applicable regulations or ordinances which impose specific requirements on site and development plans and development have been met.

Should the Applicant prevail in meeting all procedural requirements as well as showing that the application is consistent with the Comprehensive Plan, any denial of the application must **include a determination that maintaining the existing conditions furthers a legitimate public purpose and must be supported by competent substantial evidence placed on the record.** “Competent substantial evidence” is that which is “sufficiently relevant and material that a reasonable mind would accept it as adequate to support the conclusion reached.” *De Groot v. Sheffield*, 95 So. 2d 912, 916 (Fla. 1957). Further, evidence relied upon must be fact-based, real, material, pertinent and relevant.

Upon approval, approval with conditions, or denial of this application, a written final determination of the Board will be rendered with the Clerk to the Board.

**Options:**

1. Conduct the first and only Public Hearing for the “Leon County Fulfillment Center” Type “C” site and development plan application, approve the request for deviation to the sign code (Chapter 10, Article IX), and approve the application with conditions (Attachment #1), based on the findings of fact and conclusions of law included herein and those established within the Development Review Committee’s record, as well as any evidence received at the Public Hearing.
2. Conduct the first and only Public Hearing for the “Leon County Fulfillment Center” Type “C” site and development plan application, do not approve the request for deviation to the sign code (Chapter 10, Article IX) and do not approve the application with conditions, based on the findings of fact and conclusions of law included herein and those established within the Development Review Committee’s record, as well as any evidence received at the Public Hearing
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Site and Development Plan for the “Leon County Fulfillment Center”
2. DRC Recommended Order
3. Building elevation renderings and perspective drawings
4. Notice of Public Hearing

Attachment #1, Site and Development Plan for the “Leon County Fulfillment Center”, has not been attached to this item due to the voluminous size of the electronic file. However, it may be accessed through the following link:

[https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item37\\_Attachment01.pdf](https://www2.leoncountyfl.gov/coadmin/agenda/book/210713/Item37_Attachment01.pdf)



# Leon County

## Board of County Commissioners

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Development Support and Environmental  
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NICK MADDOX  
At-Large

VINCENT S. LONG  
County Administrator

CHASITY H. O'STEEN  
County Attorney

June 16, 2021

Jason Lewis, P.E. (Agent)  
Kimley-Horn and Associates, Inc.  
2615 Centennial Blvd., Suite 102  
Tallahassee, FL 32308

RE: DRC Recommended Order of Approval with Conditions  
Leon County Fulfillment Center (LSP21018)  
Type "C" Site and Development Plan, FDPA Track  
Parcel ID#s: 12-18-20-001-0000; 12-18-05-000-0110; 12-18-20-007-0000;  
12-18-20-202-0000; 12-18-20-212-0000

Dear Mr. Lewis:

This letter shall serve as the recommended order of the Leon County Development Review Committee (DRC) in accordance with the procedures set forth in Section 10-7.405 of the Leon County Land Development Code (LDC). On Wednesday, June 16, 2021, the DRC made a unanimous decision to recommend that the Board of County Commissioners (BOCC) conditionally approve the above-referenced site and development plan. Leon County Application Review Committee (ARC) completed the review process for the Leon County Fulfillment Center application in accordance with the Type "C" Site and Development Plan (FDPA Track) review requirements outlined in Section 10-7.405 of the LDC. The DRC's recommended order of approval with conditions is supported by the findings of fact listed in the ARC staff reports (attached).

The DRC also voted to approve a driveway connection variance, pursuant to its authority outlined in the Driveway and Street Connection Guidelines and Procedures Manual (DSCGPM), Section VI.A.10. The approved variance allows for four driveway connections to the proposed Vineland Drive extension road (north of Mahan Drive). Additionally, the DRC forwarded a recommendation to the BOCC for approval of a sign deviation request that would allow for three (3) wall signs, based on the criteria outlined in Section 10-1.106(c) of the LDC.

The BOCC shall review the application at a public hearing noticed in accordance with applicable provisions of the state statutes. The BOCC shall review the application for compliance with the criteria set out in section 10-7.402(5), and render a final decision regarding the application. Documentary evidence submitted by noon on the Friday preceding the week of the scheduled public hearing by the applicant or interested parties shall be considered by the BOCC and made a part of the record. Documentary evidence submitted after the aforementioned deadline shall not be considered by the BOCC nor made a part of the record.

*People Focused. Performance Driven.*



For the purposes of this section, documentary evidence shall mean evidence in a physical or digital form, including, but not limited to, expert reports, photographs, documents, affidavits, memoranda, graphs/charts, maps, aerial photographs, and surveys.

Should the BOCC approve the Type "C" site and development plan subject to conditions, the applicant shall furnish for review and verification by the BOCC or designee, a revised application, demonstrating compliance with all the conditions listed below and all deficiencies listed in the ARC staff reports.

**Conditions of Approval:**

These conditions of approval shall be completed according to the deadlines noted below.

1. **Concurrency:** A Concurrency Agreement shall be recorded with the Leon County Clerk of Courts prior to final site plan approval and prior to a final Certificate of Concurrency being issued.
2. **Boundary Settlement:** A Boundary Settlement Affidavit shall be recorded into the public record along with the proposed parcel surveys and legal descriptions prior to final site plan approval.
3. **Environmental Management Permit (EMP):** The FDPA Track requires concurrent review and approval of the site plan and EMP. All EMP deficiencies shall be addressed prior to final site plan approval.
4. **Conservation Easement:** The Conservation Easement shall be recorded with the Leon County Clerk of Courts prior to issuance of a Certificate of Occupancy for the building.
5. **Completion of Vineland Drive Extension:** The proposed Vineland Drive (extension north) and Thornton Road right-of-way improvements shall be completed and accepted prior to issuance of a Certificate of Occupancy for the building.
6. **Utilities:** The applicant shall obtain approval of the proposed utility service plan from the City of Tallahassee. A copy of the approval must be on file with Development Services prior to final site plan approval.
7. **Addressing and Street Naming:** A Street Naming Application shall be submitted and approved for Voyager Drive prior to final site plan approval. A Street Naming Application shall be submitted and approved prior to the issuance of the EMP for the proposed roadway extension (north of Vineland Drive).
8. **Outstanding Deficiencies and Technical Revisions:** The site plan submittal shall be revised to address all remaining deficiencies and technical amendments identified in the ProjectDox markups and in the attached staff reports from the Application Review Committee.

The revised site and development plan shall be submitted to the BOCC or designee within 90 days of the date of the approval entity's action; however, the applicant may, upon demonstration of good faith effort and hardship that is not self-created, be granted a 90-day extension by the BOCC or designee. Subsequent 90-day extensions may be requested and granted, based on the same criteria. Failure to comply with these time limits shall render the site and development plan application approval expired.

**AN AGGRIEVED OR ADVERSELY AFFECTED PERSON MAY REQUEST A QUASI-JUDICIAL HEARING PURSUANT TO SECTION 10-7.405 OF THE LDC.**

Pursuant to Section 10-7.405 of the Leon County Land Development Code, a Notice of Intent (NOI) to file an appeal of the recommended order of the DRC shall be filed with the Clerk of the DRC within 15 calendar days of the written recommended order. If a NOI is filed within 15 days of the written recommended order of the DRC, the BOCC review of the DRC recommended order shall be placed in abeyance pending review and receipt of a recommended order from a special master. Final hearings before the BOCC shall follow the procedures set out in Section 10-7.415 of the Land Development Code. Subsequent to the filing of a NOI, a Petition must be filed within 30 calendar days from the date of issuance of the DRC recommended order.

Leon County Fulfillment Center | LSP21018  
June 16, 2021  
Page 3

Petitions shall be made in writing and directed to the Clerk of the DRC, and shall include the project name, application number, a description of the facts upon which the recommendation is challenged, and all allegations of inconsistency with the Comprehensive Plan and land development regulations, and any argument in support thereof. Failure to timely file a NOI and a Petition is jurisdictional and will result in waiver of a hearing before a special master on the application. Hearings shall be conducted in accordance with the procedures outlined in Sections 10-7.414 and 10-7.415 of the LDC. A NOI and Petition may be filed by the applicant, or a person qualified as a party, as defined in Section 10-7.414 who had filed comments in response to subsection (4) of Section 10-7.405 of the LDC.

This recommendation for approval with conditions is preliminary, was based on the information presented at the DRC meeting, and is intended to meet the procedural requirements of the Leon County Code of Laws. As such, it does not waive any other applicable local, state, or federal regulations.

If you have any questions, please do not hesitate to contact Ana Richmond of our office at (850) 606-1321 or send email to [RichmondA@leoncountyfl.gov](mailto:RichmondA@leoncountyfl.gov).

Sincerely,



Barry Wilcox, Development Support & Environmental Management Director  
Chairman, Development Review Committee

Encl. Application Review Committee Staff Reports

cc: Project Dox File LSP21018 [ARM Staff and DSEM Site Plan Public Groups]  
Gary Hunter (Via email at [GaryH@hgslaw.com](mailto:GaryH@hgslaw.com))  
Craig Brown (Via email at [cbrown302@msn.com](mailto:cbrown302@msn.com))  
Terry Sherraden (Via email at [terrysherraden@gmail.com](mailto:terrysherraden@gmail.com))  
Lisa Cashulette (Via email at [lcash2005@comcast.net](mailto:lcash2005@comcast.net))  
Austin Hofmeister (Via email at [hof0112@gmail.com](mailto:hof0112@gmail.com))

I hereby certify that this order was rendered unto me this 16th day of June, 2021.



Pam Scott  
Clerk of the Development Review Committee



**LEON COUNTY-**  
Department of Development  
Support & Environmental  
Management

**DEVELOPMENT REVIEW COMMITTEE MEETING**  
**Hybrid In-person and Virtual Meeting**  
**June 16, 2021 at 10:00 a.m.**

**STAFF RECOMMENDATION: Approval with Conditions**

<b>DSEM COORDINATOR:</b>	Ana Richmond, Principal Planner, Development Services Division
<b>PROJECT NAME:</b>	Leon County Fulfillment Center
<b>PROJECT ID NUMBER:</b>	LSP21018
<b>PARCEL ID NUMBER:</b>	12-18-20-001-0000; 12-18-05-000-0110; 12-18-20-007-0000; 12-18-20-202-0000; 12-18-20-212-0000
<b>ACREAGE:</b>	111.7 +/- acres (project area); 170.36 +/- acres (entire site)
<b>LEVEL OF REVIEW:</b>	Type "C" Site and Development Plan, FDPA Review Track
<b>APPLICANT:</b>	Seefried Industrial Properties
<b>APPLICANT'S AGENT:</b>	Jason Lewis, P.E., Kimley-Horn and Associates, Inc.  jason.lewis@kimley-horn.com   863-701-8702
<b>CURRENT ZONING:</b>	High-Intensity Activity Center (AC)
<b>FUTURE LAND USE:</b>	High-Intensity Urban Activity Center and Mahan Gateway Node
<b>INTENSITY:</b>	5,683 SF/acre; (634,812 SF building)
<b>LOCATION:</b>	2533 and 2635 Thornton Rd, 6720 Mahan Rd and 6450 Sahano Acres Mahan Drive (Principal Arterial Roadway) and Thornton Road (Major Collector Roadway); proposed Vineland Drive (north extension; future construction under separate permit)
<b>ROADWAY ACCESS:</b>	
<b>UTILITY PROVIDER:</b>	City of Tallahassee Utilities (electric, water, sewer and gas)
<b>APPROVAL BODY:</b>	Board of County Commissioners (BOCC), in accordance with the provisions of Section 10-7.406 of the Land Development Code

**VARIANCE AND DEVIATION REQUESTS (EACH A SEPARATE MOTION)**

1	<p><b>Driveway Connection Variance:</b> The applicant applied for a variance from the Driveway and Street Connection Guidelines and Procedures Manual (DSCGPM) Section VI.A.10., as codified in Section 10-15.105(d), which allows a maximum of two driveway connections per parcel. Variances for a Class 3 (major connection) driveway connection requires the approval of the Development Review Committee.</p> <p><b>Staff Recommendation:</b> <i>The DRC approve the requested variance to allow for four driveway connections to the proposed Vineland Drive (north extension).</i></p>
2	<p><b>Sign Deviation:</b> The applicant applied for a deviation from the sign code (Article IX, Chapter 10, LDC) which allows a maximum of one wall sign and one ground sign per premise. The entity with the authority to approve, approve with conditions, or deny a site and development plan may grant a deviation upon demonstration of compliance with the standards outlined in Section 10-1.106(c) of the LDC. The BOCC is the approval authority for Type "C" site and development plans.</p> <p><b>Staff Recommendation:</b> <i>The DRC forward a recommendation of approval to the BOCC for the sign deviation request to allow for 3 wall signs based on the criteria outlined in Section 10-1.106(c) of the LDC.</i></p>

**CONDITIONS OF APPROVAL (ONE MOTION)**

1	<b>Concurrency:</b> A Concurrency Agreement shall be recorded with the Leon County Clerk of Courts prior to final site plan approval and prior to a final Certificate of Concurrency being issued.
2	<b>Boundary Settlement:</b> A Boundary Settlement Affidavit shall be recorded into the public record along with the proposed parcel surveys and legal descriptions prior to final site plan approval.
3	<b>EMP:</b> The FDPA Track requires concurrent review and approval of the site plan and EMP. All EMP deficiencies shall be addressed prior to final site plan approval.

4	<b>Conservation Easement:</b> The Conservation Easement shall be recorded with the Leon County Clerk of Courts prior to issuance of a Certificate of Occupancy for the building.
5	<b>Completion of Vineland Drive Extension:</b> The proposed Vineland Drive (extension north) and Thornton Road right-of-way improvements shall be completed and accepted prior to issuance of a Certificate of Occupancy for the building.
6	<b>Utilities:</b> The applicant shall obtain approval of the proposed utility service plan from the City of Tallahassee. A copy of the approval must be on file with Development Services prior to final site plan approval.
7	<b>Addressing and Street Naming:</b> A Street Naming Application shall be submitted and approved for Voyager Drive prior to final site plan approval. A Street Naming Application shall be submitted and approved prior to the issuance of the EMP for the proposed roadway extension (north of Vineland Drive).
8	<b>Outstanding Deficiencies and Technical Revisions:</b> The site plan submittal shall be revised to address all remaining deficiencies and technical amendments identified in the ProjectDox markups and in the attached staff reports from the Application Review Committee.

## PROJECT SUMMARY

### PROPERTY HISTORY.

The project site is located within the High-Intensity Urban Activity Center (AC) Zoning District and are designated High-Intensity Urban Activity Center on the Future Land Use Map of the Tallahassee-Leon County Comprehensive Plan (Policy 2.2.9, Land Use Element). A small portion of Parcel ID# 1218202120000 has a designation of Mahan Gateway Node (Policy 2.2.22, Land Use Element). The parcels received their current zoning and future land use designations in 2012 (PCM120104) when the property owner requested a Future Land Use Map Amendment and rezoning from low-intensity commercial and residential zoning districts to the AC Zoning District and future land use. The current zoning allows for minor, neighborhood, community, regional and highway commercial development, office uses, medium and high-density residential uses, light industrial and passive and active recreation. The high intensity of this zoning district requires that urban services and utilities are available to serve the development.

### PROPOSED SCOPE OF WORK.

The applicant is proposing the development of a fulfillment center with mixed retail goods (634,812 SF) on a 110 +/-acre portion of the site. The proposal will also reconfigure the 5 existing parcels to result in the project site (Parcel 1) and three additional parcels (Parcels 2-4) which may be developed in the future. The project site consists of the fulfillment center building, associated truck parking and loading areas which are gated in the rear of the building, and employee parking areas in front of the building.

The applicant has submitted a Traffic Impact Analysis (TIA) for review by the County, City and State (FDOT) to determine the traffic impacts associated with the proposed development and necessary improvements, if any, required to support the use. The applicant also submitted a Parking Study due to the unique use of the property and necessary parking and loading areas required to support the use. The applicant is requesting a deviation to the number (wall and ground) of allowable signs on-site and has also requested a variance to the number of driveway connections allowed to the site. A noise study and lighting and photometric plan were also submitted as part of the application. These studies were not required by code but were requested by staff to better understand any anticipated impacts on neighboring residential properties so that, if warranted, potential mitigation measures might be employed.

## OVERVIEW OF DEVELOPMENT REVIEW TYPE

Pursuant to Section 10-7.402, Table 10-7.1, the proposed fulfillment center would require review through the County's Type "C" site and development plan review process. The threshold for Type "C" reviews in the AC zoning district is the development of 500,000 gross building square feet or more. Type "C" reviews require a minimum of three (3) public meetings/hearings: the Application Review Meeting (ARM), a Development Review Committee (DRC) meeting, and a Board of County Commission (BOCC) Public Hearing. The BOCC makes the final disposition on projects that qualify for Type "C" review. Type "C" reviews can only proceed through the Final Design Plan Approval (FDPA) review track as outlined in subsection 10-7.402.5(b) of the LDC, which requires a site and development plan and an Environmental Management Permit be reviewed and approved concurrently.

Site Plan Review Process	Status
Permitted Use Verification (PUV; VC2000231)	Issued as Conditional on December 21, 2020
Optional and Informal Pre-Submittal Meeting	Held with Staff on March 24, 2021
Natural Features Inventory with floodplain (NFI; LEA21018)	Conditionally Approved on April 21, 2021
Type "C" Site and Development Plan Application <u>Public</u> Meetings Required: <ul style="list-style-type: none"> <li>Application Review Meeting (ARM)</li> <li>Development Review Committee (DRC)</li> <li>Board of County Commissioners (BCC)</li> </ul>	Held on May 26, 2021 <b>Today's Meeting June 16, 2021</b> <b>TBD – Future Public Hearing to be advertised</b>

## SUBDIVISION AND SITE AND DEVELOPMENT PLAN REGULATIONS

The Leon County Land Development Code requires that a site and development plan comply with three general standards (in addition to compliance with Sections 10-7.107 and 10-7.108), which include:

- Whether the applicable zoning standards and requirements have been met;
- Whether the applicable provisions of the Environmental Management Act have been met; and
- Whether the requirements of Chapter 10 and other applicable regulations or ordinances which impose specific requirements on site and development plans and development have been met.

## APPLICATION REVIEW COMMITTEE STAFF FINDINGS

**Finding #1 – Activity Center (Comprehensive Plan, Policy 2.2.9, FLU); Land Use Element Policy 1.1.12; and Mobility Element 1.4.1:** The application has been determined consistent with the applicable objectives, goals, and policies of the Tallahassee-Leon County Comprehensive Plan. Please refer to the memorandum from Tallahassee-Leon County Planning Department (Attachment #1).

**Finding #2 (Further Action Required\*) – Concurrency (Section 10-3.105a):** Sufficient capacity of concurrency facilities must be determined viable to meet level of service standards for the existing population, vested development, and for the proposed development. The applicant submitted a Traffic Impact Analysis (TIA), as required by the Leon County Concurrency Management Policies and Procedures manual for projects generating more than 100 PM peak hour trips. The TIA determined that the project tripped twelve (12) roadway segments, one of which was in the County and 11 which were in the City. The project proposes the construction of a public roadway (Vineland extension north) which will provide traffic concurrency credit for the impacted segments. A Notice of Intent to Negotiate a Concurrency Agreement has been signed by the applicant and a Preliminary Certificate of Concurrency has been issued for the project. Please refer to the memorandum from Ryan Guffey, Concurrency Management Planner (Attachment #2).

**\*Condition of Approval:** A Concurrency Agreement shall be recorded with the Leon County Clerk of Courts prior to final site plan approval and prior to a final Certificate of Concurrency being issued.

**Finding #3 (Further Action Required\*) – Environmental Management (Article IV):** As a condition of the NFI approval, a Conservation Easement (CE) is required to be established, covering the wetland and floodplain system. The CE area is shown on the site and development plan. The CE shall be recorded with the Leon County Clerk of Courts prior to issuance of a Certificate of Occupancy for the building. Along with the CE, a management plan is also required, which will establish the necessary activities to improve the conditions in this sensitive natural area and ensure the long-term protection of its environmental features.

The project is required to place 25% of the project site into natural area. The applicant has chosen to set aside natural area not only for the project site but also for the overall property and has provided 42.56 acres of natural area, which is slightly more than the 25% required. All future developments on the three out-parcels would therefore use this allocation to meet their respective natural area requirements.



The application has been determined consistent with the Environmental Management Act, provided the revisions outlined in the Environmental Services memorandum (Attachment #2) and in the ProjectDox markups are reflected in the final site plan and EMP submittals. Additionally, the driveway connection variance request shall receive an approval or approval with conditions from the DRC.

**\*Driveway Connection Variance Request:** The applicant applied for a variance from the Driveway and Street Connection Guidelines and Procedures Manual (DSCGPM) Section VI.A.10., as codified in Section 10-15.105(d), which allows a maximum of two driveway connections per parcel. A variance for a Class 3 (major connection) driveway connection permit requires the approval of the DRC. The Environmental Services Division recommends that the DRC approve the requested variance to allow for four driveway connections to the proposed Vineland Drive (north extension). **Please refer to the Driveway Connection Variance Memo from Environmental Services (Attachment #2).**

**\*Conditions of Approval:**

1. All EMP deficiencies shall be addressed prior to final site plan approval; and
2. The Conservation Easement shall be recorded with the Leon County Clerk of Courts prior to issuance of a Certificate of Occupancy for the building.

**Finding #4 – High-Intensity Urban Activity Center (AC) Zoning District (Section10-6.614) Development Standards and Commercial (Section10-6.619) Site Location Standards:** The property is zoned High-Intensity Urban Activity Center (AC), is located within the Urban Service Area (USA), is not located within a recorded or unrecorded subdivision, and proposes connection to City of Tallahassee central sanitary sewer and potable water. The fulfillment center is an allowable use within the AC zoning district and the proposed intensity (gross floor area) is within the range allowed for regional commercial uses.

The proposed fulfillment center is meeting the minimum building setbacks, maximum height, maximum impervious area and intensity standards, as outlined below. The site plan (Sheet C-300) includes a data table outlining the cumulative gross square footage of development in this AC district which will be updated as future development occurs on the remaining outparcels.

DEVELOPMENT STANDARDS		
Minimum Setbacks (feet)	Building/Parking	Provided
Front	20 feet/20 feet	347 feet/20 feet
Side Corner	20 feet/20 feet	767 feet/335 feet
Side Interior	5 feet/5 feet	927 feet/124 feet
Rear	20 feet/10 feet	326 feet/129 feet
Adjoining Lower Intensity Zoning District	50 feet/20 feet	748 feet/133 feet
Maximum Floor Area – 4,000,000 (per site, quadrant, single-structure and total location)		634,812 SF
Maximum Impervious Surface Area – 75%		28.87 %
Building Height – 40 feet at building envelope with 4 feet of additional height being allowed for each additional 1-foot setback, not to exceed 120 feet.		100 feet

**Finding #5 – General Layout and Design Standards:** Streets shall interconnect within a development and with adjoining development, and the street system of a proposed development shall be designed to coordinate with any existing or proposed streets outside of the development. The project will be constructing (under separate permit) the extension of Vineland Drive north (Leon Blvd), connecting to Thornton Road. Employee traffic will enter and exit the site from the Vineland Drive extension (Leon Blvd) and Thornton Road. Truck traffic will access the site solely from Brickell Boulevard (Voyage Drive)

and will only exit the site along the proposed Vineland Drive extension (Leon Blvd) during peak season demand. Trucks leaving the site onto Vineland Drive Extension (Leon Blvd) will only be allowed to turn left and will not be allowed to enter or exit onto Thornton Drive. Notes have been placed on the site plan detailing this restriction of truck access.

Please refer to the memorandum from Leon County Public Works (Attachment #4) for technical revisions required. The Florida Department of Transportation (FDOT) has provided conceptual approval for access and drainage permits with some revisions required (Attachment #5).

**Finding #6 – Landscape Buffers (Section 10-7.522):** A Type “C” landscape buffer is required where the project site is adjacent to residential uses. The site plan shows a 30-foot Type “C” landscape buffer along Thornton Road and along the western property boundary of the project site, adjacent to an existing single-family residence. In addition to the required buffer, there is natural area between the existing residence on the west and the truck loading area.

It should be noted that while landscaping was not required adjacent to Interstate-10, the applicant is also providing a 30-foot Type “C” buffer in this area to help mitigate the visual impacts related to the mass and scale of the development. Additionally, a 30-foot Type “C” buffer is being provided adjacent to Brickell Boulevard (Voyage Drive) where adjacent to proposed outparcels 3 and 4 to mitigate any potential impacts of truck traffic along this roadway.

**Finding #7 – Solid Waste (Section 10-7.502):** The site plan shows the location of a compactor and recycling container on the west side of the building, adjacent to the truck loading docks. These resources are located more than 750 feet away from the western property boundary.

**Finding #8 – Sidewalks (Section 10-7.529):** Nonresidential development is required to provide safe and efficient sidewalk linkages between building entrances and parking areas, adjacent portions of the development, and adjacent rights-of-way. At least one accessible route in accordance with the Florida Accessibility Code shall connect buildings to parking areas and adjacent rights-of-way. Pedestrian paths/sidewalks are being provided throughout the employee parking area through to the building and the adjacent ROW of the proposed Vineland Drive extension (Leon Blvd). The site plan includes sidewalks along Thornton Road for the extent of the project. While not part of this site plan submittal, sidewalks are also being proposed along both sides of the Vineland Drive extension (Leon Blvd) from Mahan Drive to Thornton Road.

**Finding #9 – Parking and Loading Zones (Sections 10-7.545; 10-7.546 and 10-7.547):** The application provides 49 loading docks along with 265 truck/trailer parking spaces meeting the loading zone requirements for the site.

Schedule 6-2 (Section 10-7.545 of the LDC; Number of off-street parking spaces) does not provide any pre-determined standards for parking for the proposed use as a fulfillment center. The code acknowledges however that the list of uses in Schedule 6-2 is not exhaustive and thus provides in Section 10-7.545(b) that the County Administrator or designee (the Director of the Development Services Division) may determine the parking requirements using generally accepted traffic engineering practices and standards. Since the use is unique and limited data is available in the Institute of Traffic Engineering (ITE), a commonly used guide for engineering data and standards, the applicant provided a parking study for consideration based on four similar facilities in the U.S. The parking analysis concluded that the proposed use required a total of 1,218 regular parking spaces. Additionally, a total of 32 ADA spaces and 25 bicycle spaces have been provided. ADA spaces are required consistent with Florida Statutes and are calculated based on a percentage of regular parking spaces required. The Director of the Development Services Division has accepted the conclusions of the parking study, thus finding the parking appropriate to serve the needs of the proposed use.

**Finding #10 – General Principles of Design (Section 10-7.502):** This section provides general guidelines and site design approaches that take into consideration the potential impacts on nearby streets and property owners.

Lighting and Photometric Plan: A lighting and photometric plan, while not required, was recommended to assess the potential impacts to adjacent residences. The photometric plan shows the location of all light poles on site as

well as building lighting proposed. The maximum light pole height to be utilized on the site is 30 feet. Based on the placement of all lighting, a photometric plan was developed to show the spread of light on the site and how it dissipates as you move away from the light source. The photometric plan demonstrates that light levels dissipate to zero on the western property boundary where adjacent to the nearest existing home at 2769 Thornton Road as well as along the boundary of Thornton Road. This home is an additional 250 +/- feet from the property boundary of the project site and is also heavily wooded.

Noise Study: A noise study, while not required, was also recommended to assess the potential impacts to adjacent residences. The study documented existing noise conditions on the project site with noise measurements being conducted at two separate locations. Noise levels anticipated for the proposed fulfillment center were evaluated by the applicant using SoundPLAN, a program that computes predicted noise levels at noise-sensitive areas. The study anticipated car and truck movements (including truck air brakes, engine idling, back up alarms, engine ignition and acceleration) to be the dominant sources of noise from the fulfillment center. Additional noise sources which include steady sounds being generated from rooftop heating, ventilation and air conditioning units were also included. Noise scenarios from delivery truck operations were modeled and analyzed at the proposed site representing the worst-case traffic conditions based on provided traffic data. These worst-case scenarios analyzed conditions based on 41 delivery truck arrivals and departures during nighttime hours and 58 delivery truck arrivals and departures during daytime hours. The SoundPLAN-predicted noise levels at the closest noise-sensitive land uses around the site are anticipated to range between 41 dB(A) and 53 dB(A) during daytime hours and between 40 dB(A) and 53 dB(A) during nighttime hours. The predicted noise levels were determined to be below the noise level goals of the end-user which are 55 dB(A) [10 pm – 7 am] and 60 dB(A) [7 am – 10 pm] at the closest noise-sensitive (residential) land uses. Therefore, the study concluded that noise mitigation measures do not need to be included in the project.

**Finding #11 (Further Action Required\*) – Boundary Settlement**: The project requires the adjustment of common boundary lines between parcels which requires review and approval of a Boundary Settlement Application.

\*Condition of Approval: Prior to final site plan approval, an Affidavit for Boundary Settlement shall be recorded into the public record along with the proposed parcel surveys and legal descriptions.

**Finding #12 (Further Action Required\*) – Public Water, Sanitary Sewer and Electric Service (Sections 10-7.523-526)**: The applicant shall obtain conceptual approval of the proposed utility service plan from the City of Tallahassee. See Attachment #6 from COT Underground Utilities.

\*Condition of Approval: A copy of the approved concept utility plan must be on file with Development Services prior to final site approval.

**Finding #13 – Fire Protection Facilities (Section 10-7.527)**: The City of Tallahassee Fire Department has provided approval of fire protection facilities (Attachment #7).

**Finding #14 (Further Action Required\*) – On-Site Signs (Article IX, Chapter 10)**: Pursuant to Section 10-9.201(a)(3) of the LDC, only one ground sign and one wall shall be allowed for each premise. Section 10-9.201(a)(2) states the aggregate surface area of all signs shall not exceed two square feet of area for each foot of building frontage occupied by the business displaying signs, or one square foot of area for each foot of frontage of property occupied by the building whichever is greater. The maximum aggregate surface area allowed for each frontage is 200 square feet. The fulfillment center will have three roadway frontages: Thornton Road, I-10 and Vineland Drive (extension north). Therefore, the maximum aggregate surface area allowed for all signs on-site (one wall and one ground) would be 600 SF. Only one ground monument sign is proposed and at staff's recommendation the height of the sign has been reduced to 7 feet.

\*Deviation Request: Only one wall sign is allowed by code. The applicant has submitted a sign deviation request (Attachment #8) to allow for a total of 3 wall signs: two on the south elevation (front of the building) and one on the north elevation (adjacent to I-10). The two wall signs on the south elevation are proposed at 300 SF (end-user



name and logo) and 150 SF above the employee entrance to the building. The wall sign on the north elevation is proposed at 300 SF (end-user name and logo). All of the wall signs will be internally illuminated but will not be facing residential land uses. The wall signs, as proposed, are proportionate and appropriate in relation to the size of the building and will serve to orient users to the site and to the employee entrance.

The entity with the authority to approve, approve with conditions, or deny a site and development plan may grant a deviation upon demonstration of compliance with the standards outlined in Section 10-1.106(c) of the LDC. The BOCC is the approval authority for Type "C" site and development plans. **Staff recommends that the DRC forward a recommendation of approval to the BOCC for the sign deviation request to allow for a total of 3 wall signs based on the criteria outlined in Section 10-1.106(c) of the LDC.**

**Finding #15 – Aquifer Protection (Article X, Div. 1):** The Aquifer Protection Division has provided clearance for the project (Attachment #9).

**Finding #16 (Further Action Required\*) – Uniform Street Naming and Property Numbering System (Article XI):** Street names, subdivision names, and a uniform numbering system for the assignment of address numbers to properties shall be approved by the DSEM Addressing Unit prior to site plan approval. Street names require the submittal and approval of a street naming application.

**\*Condition of Approval:** A Street Naming Application shall be submitted and approved for Voyager Drive prior to final site plan approval. A Street Naming Application shall be submitted and approved prior to the issuance of the EMP for the proposed roadway extension (north of Vineland Drive). Please see the attached memorandum from the Addressing Unit (Attachment #10).

**Finding #17 (Further Action Required) – Technical Deficiencies:** Please make the requested revisions outlined above and in the attached memorandums from other reviewing agency staff. Additionally, please review the site plan markups from reviewing staff in ProjectDox. Please contact Ana Richmond, the Project Coordinator, at 850-606-1321 if you need assistance viewing these markups.

## PUBLIC NOTIFICATIONS AND RESPONSES

### NOTIFICATIONS

Agenda posted on County website	06.03.2021
Legal advertisement in the Democrat	06.09.2021
Signs posted on property	06.07.2021
Notification mailed to property owners*	06.04.2021
*Property owners and HOAs/business associations (registered with the county) within 1000 feet of the proposal site	
<b>MAILING STATS</b>	
Notices mailed	112
Notices returned	0
<b>Responses: See Attachment #11</b>	3
*All public comments have also been uploaded to the project file in ProjectDox	

## AN AGGRIEVED OR ADVERSLEY AFFECTED PERSON MAY REQUEST A QUASIJUDICIAL HEARING PURUSANT TO SECTION 10-7.405 OF THE LDC

Pursuant to Section 10-7.405 of the Leon County Land Development Code, a Notice of Intent (NOI) to file an appeal of the recommended order of the Development Review Committee (DRC) shall be filed with the Clerk of the DRC within 15

calendar days of the written recommended order. Subsequent to the filing of a NOI, a Petition must be filed within 30 calendar days from the date of issuance of the DRC recommended order. Petitions shall be made in writing and directed to the Clerk of the DRC, and shall include the project name, application number, a description of the facts upon which the recommendation is challenged, and all allegations of inconsistency with the Comprehensive Plan and land development regulations, and any argument in support thereof. Failure to timely file a NOI and a Petition is jurisdictional and will result in waiver of a hearing before a special master on the application. A NOI and Petition may be filed by the applicant, or a person qualified as a party, as defined in Section 10-7.414 who had filed comments in response to subsection (d) of Section 10-7.405 of the LDC.

## REPORT ATTACHMENTS

1. Memorandum from the Tallahassee Leon County Planning Department (TLCPD)
2. Memorandum from Concurrency Management
3. Memorandum from the Environmental Services Division (and Variance Request)
4. Memorandum from the Leon County Public Works Department
5. Email from the Florida Department of Transportation (FDOT)
6. Memorandum from the City of Tallahassee Underground Utilities Department
7. Memorandum from the City of Tallahassee Fire Department
8. Sign Deviation Request
9. Memorandum from Aquifer Protection Division
10. Memorandum from Leon County Addressing
11. Public Comments



## MEMORANDUM

**TO:** Leon County DRC Members

**THRU:** Russell Snyder, Administrator, Land Use Planning Division, Tallahassee-Leon County Planning Department

**FROM:** Mary Jean Yarbrough, Senior Planner

**DATE:** June 10, 2021

**SUBJECT:** Leon County Fulfillment Center (LSP21018)  
Type C Site and Development Plan (FDPA Track)  
Leon County Development Review Committee Meeting – June 16, 2021

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**AGENT:** Kimley-Horn & Associates, Jason Lewis. P.E.

**PARCEL ID:** 12-18-20-001-0000; 12-18-05-000-0110 and 12-18-05-007-0000;  
12-18-20-202-0000; & 12-18-20-212-0000

**ZONING:** Activity Center (AC)

**FUTURE LAND USE:** Activity Center (AC)

### Findings:

1. Located on 110 acres +/- on Mahan Drive approximately 680 feet east of the intersection of Thornton Road and Mahan Drive, the proposed project is to construct a 634,812-square foot mixed retail goods fulfillment center with associated parking, and stormwater management facilities. The proposal will place 27.7 acres in natural/conservation area with the remaining acreage being reconfigured into three (3) lots for future development.
2. The project is consistent with the Activity Center future land use category [Future Land Use Element Policy 2.2.9 [L] of the *Tallahassee-Leon County Comprehensive Plan*.
3. Land Use Element Policy 1.1.12 of the Tallahassee-Leon County Comprehensive Plan requires that development on the subject parcels address the following objectives:

- (a) Provide opportunities for a “main street” component that allows on street parking;

The project narrative states, “The site plan and landscape plan have been designed to incorporate several “main street” elements. Elements such as pedestrian scaled amenities and landscape have been proposed to further implement the “main street” sense of place within the Activity Center. Outdoor seating and pedestrian scale features have been added on the front of the building facing the main access points to the site. Special attention has been paid to the landscape along the two main access driveways leading up from the new spine road north into

the site. A street tree plan has been provided to accommodate street trees within the new spine road right of way. On-street parking cannot be accommodated with this particular request due to safety and liability concerns with the end user.”

Staff concur and add that since the future tenants on the other vacant parcels are unknown, it would be difficult to determine an appropriate location for on-street parking that would be utilized on a regular basis.

- (b) Provide landscaping, buffering, and screening or any of the three options for aesthetic enhancements if building facades are not oriented towards Thornton Road and US 90;

The project narrative states, “The subject project area does not front on Mahan Drive [US 90]. However, a 20-foot pedestrian scale landscape buffer has been proposed along the new spine road street frontage of the subject parcel including a sidewalk for pedestrian connection. Landscape focal points have been provided at the Mahan Drive entrance onto Brickell Drive. An incompatible 30-foot landscape buffer has been provided along the west and northwest boundary of the project area, along Thornton Road.”

Staff concur.

- (c) Incorporate stormwater management facilities and natural features as amenities into the overall project’s design concept;

The project narrative states, “Stormwater management facilities have been incorporated into the site plan and designed to appear to be natural features. The existing natural areas within the floodplain and floodway have been preserved on the east side of the site. Additional natural areas in the upland areas of the site have been preserved along the perimeters of the site. Onsite bioretention (i.e. bioswales) areas are proposed within the parking lots running north to south in between the rows of parking to provide for additional stormwater areas and opportunities for landscape.”

The revised site plan submitted on June 2, 2021 reflects seating areas and a viewing platform at the southern end of the stormwater facility located on the eastern side of the building. Staff finds that the addition of these amenities along with the native plantings in both facilities meets this objective.

- (d) Incorporate a consistent design theme for freestanding signage throughout the property;

The agent’s narrative states, “A master sign plan has been provided as part of the architecture set addressing a consistent design for freestanding signage throughout the property. These signs are specific to the end-user. Any future signs will need to be consistent with the master sign plan submitted herein.”

Staff concur and has determined that the proposed development meets this objective.

- (e) Coordination of appropriate location for mass transit stops and pedestrian connections to development on the property at the time of development;

The project narrative states, “StarMetro does not currently serve this part of the County along Mahan Drive, however a future transit stop has been proposed on the site plan. Pedestrian connections have been proposed along the new spine road beginning at Mahan and Thornton and extending north and east into the subject project area. Sidewalks have been incorporated throughout the project site area from the parking areas to the building, specifically to the pedestrian entrances to the building. Bicycle parking has also been provided at the facility.”

Staff concur and has determined that the proposed development meets this objective.

- (f) Buildings will incorporate architectural features and patterns that provide visual interest such as building facades that are not uniform in mass or scale and height and pedestrian scale façade treatments such as canopies, overhangs, arcades, gabled entryways, and porticos.

The project narrative states, “The proposed building has been designed to incorporate architectural features and patterns that provide visual interest including building facades that are not uniform in mass or scale and height and pedestrian scale facade treatments such as canopies, overhangs, arcades, and porticos. The applicant and architect have been meeting with the Tallahassee-Leon County Planning Department’s Design Works Studio to help explore concepts and ideas for the site layout and design prior to filing applications with Leon County.”

Staff has approved the architectural design renderings dated 6/2/21 and, therefore, the application meets this objective.

- 4. The Mobility Element Policy 1.4.1 of the Tallahassee-Leon County Comprehensive Plan also requires that development provide vehicular, pedestrian, and bicycle interconnections between adjacent, compatible developments.

The project narrative states, “The applicant will be constructing (under separate permit) the extension of Vineland Drive north (now Leon Boulevard), connecting to Thornton Road. This new public roadway will provide for the intended interconnection between adjacent and compatible developments. In addition to the Tractor Supply site, as parcels 2 and 3 are developed in the future, they will also be accessed from the new Leon Boulevard (formerly Vineland Drive north extension).”

Staff concur.

- 5. The parcels are located inside the Urban Service Area (USA) and are subject to the City of Tallahassee-Leon County Water and Sewer Agreement.
- 6. The proposed project will be accessed via Mahan Drive and Thornton Road, which are owned/maintained by the State of Florida and Leon County, respectively.

**Deviation to Development Standards:**

The applicant has requested a deviation to Section 10-9.109 for on-site signs to allow three (3) additional wall signs.

**Staff Recommendation:**

The proposed deviation is consistent with the Tallahassee-Leon County Comprehensive Plan, including the Activity future land use category, and Land Use Policy 1.1.12.

**Variance to Leon County Driveway and Street Connection Guidelines and Procedures Manual:**

The applicant has requested a variance to the Leon County Driveway and Street Connection Guidelines and Procedures Manual in order to allow two additional access points in addition to the currently allowed one access point.

**Staff Recommendation:**

The proposed variance is consistent with the Tallahassee-Leon County Comprehensive Plan, including the Activity future land use category and Mobility Element Policy 1.4.10 which states that access points to developments shall be the minimum necessary to provide reasonable access.

**Parking Standards Request:**

Since Sec. 10-7.545 of the Leon County Code of Laws does not provide parking standards for the fulfillment center use or a similar use, the applicant has submitted a parking study.

**Staff Recommendation:**

The parking study indicates that the fulfillment center will employ 1,508 and will operate 24 hours a day with two shift changes (754 employees per shift). The proposed number of parking spaces includes the two shifts along with additional spaces (approximately 30% increase) needed for operations during the peak season. The total number of required parking spaces is 1,247; however, due to some employees carpooling, bicycling, or eventually using transit, that number has been reduced to 1,218 spaces. The proposal also includes approximately 24 bicycle parking spaces, 12 more than a commercial use would require.

In order to mitigate for the location of the large parking lot between the building and the street, the application proposes substantial screening between the parking lot and the street by providing street trees and landscaping. Additionally, bioretention areas that include shade trees are proposed to be located throughout the parking lot and will run north to south between the rows of parking.

Based on the above findings, staff recommend approval of the requested number of parking spaces based on the parking study.

**Planning Department Recommendation:**

The Planning Department recommends approval with no conditions.



# Leon County Government

## INTEROFFICE MEMO

**DATE:** June 15, 2021

**TO:** Anastasia Richmond, Principal Planner

**FROM:** Ryan Guffey, AICP CTP, Concurrency Management Planner

**SUBJECT:** Fulfillment Center

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Concurrency Management has reviewed the Fulfillment Center Traffic Impact Analysis (TIA) and associated concurrency analysis. Leon County Concurrency Management and the City of Tallahassee agreed to the TIA methodology.

The proposed project requires transportation concurrency mitigation for roadway segments located in both Leon County and the City of Tallahassee. The applicant will be constructing the Vineland Drive extension road that will be dedicated to the County as a public roadway. Therefore, the County and City will be providing concurrency credit for the roadway construction and have determined that no additional transportation concurrency mitigation is required.

Concurrency Management has issued a Preliminary Certificate of Concurrency, based on the applicant submittal of a "Notice of Intent to Negotiate a Concurrency Agreement". A Concurrency Agreement shall be recorded with the Leon County Clerk of Courts prior to final site plan approval and prior to a final Certificate of Concurrency being issued.





# Leon County Government

## INTEROFFICE MEMO

**DATE:** June 14, 2021

**TO:** Anastasia Richmond, Principal Planner

**FROM:** Audra Hayden, P.E. CFM, Sr. Environmental Engineer

**THROUGH:** Nawfal R. Ezzagaghi, P.E., Director  
Environmental Services

**SUBJECT:** Fulfillment Center  
LSP21018 ~ Response 6/2/2021 ~ DRC Site Plan Submittal  
Parcel ID No.: 12-18-20-007-0000, 12-18-20-212-0000,  
12-18-20-001-0000, 12-18-20-202-0000, and 12-18-05-000-0110

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Environmental Services has conducted a review of the resubmittal, Response to Comments (received 6/2/2021), for the referenced project for its consistency with the EMA requirements found in Section 10 of the Leon County Land Development Code (LDC). The following are the Environmental Services Division findings and recommendations. All other requirements of the code, although not mentioned hereon, are still applicable.

***General:***

Prospective development of the 634,812 SF fulfillment Center with supporting infrastructure.

***Environmental Review Process:***

- Natural Features Inventory (NFI) with flood plain was approved. Ref LEA21018.
- Environmental Management Permit (EMP) is currently under review. Ref LEM21027.

***Findings:***

1. Natural Feature Summary:
  - a. Natural Area required (25%): 42.23 Acres  
Natural Area Proposed: 42.56 Acres - **Acceptable**
  - b. Landscaped Area Total Required (20%): 22.06 Acres  
Landscape Area Total Proposed: 29.97 Acres – **Acceptable**
  - c. Landscape Islands within UVA Required: 145  
Landscape Islands within UVA Proposed: 157 – **Acceptable**.
  - d. Canopy Coverage Required for parking areas: 81,285 SF  
Canopy Coverage Proposed: 82,036 SF – **Acceptable**
  - e. Reforestation Required Tree Credits: 4,411 Credits  
Canopy Coverage Proposed: 4,549 – **Acceptable**
2. Stormwater Summary (Values taken from Current EMP Engineering Analysis Report):
  - a. Stormwater Management Wet Detention Facility 1
    - i. Drainage Basin Area: 22.90 Acres
    - ii. Required Treatment in Inches (LDC10-4.301(b)(1)): 1.50"

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# Leon County Government

## INTEROFFICE MEMO

- iii. Required Treatment Volume: 227,275 Cubic Feet
- iv. Treatment Provided: 268,716 Cubic Feet **Acceptable**
- v. Pre vs Post Development Discharge Rates within CE adequate for all storms up to and including the 100-year 24-hour storm. (LDC10-4.301(f)): **Acceptable**
- b. Stormwater Management Wet Detention Facility 2
  - i. Drainage Basin Area: 36.14 Acres
  - ii. Required Treatment in Inches (LDC10-4.301(b)(1)): 1.50"
  - iii. Required Treatment Volume: 196,783 Cubic Feet
  - iv. Treatment Provided: 216,011 Cubic Feet **Acceptable**
  - v. Pre vs Post Development Discharge Rates within CE adequate for all storms up to and including the 100-year 24-hour storm. (LDC10-4.301(f)): **Acceptable**
- c. Two nuisance flooding compensation ponds are proposed along Either Side of Leon Blvd, East of Thornton Road to accommodate the existing low stormwater runoff area.
- d. Additional stormwater treatment provided by Bioswales.

### ***Environmental Division Variance Related Requests:***

1. See attached Driveway Connection Variance.

### ***Site Plan Deficiencies:***

1. Prior to Final Site Plan approval, the EMP, which is currently in review, will require final approval. Ref. LEM21-047. Any deficiencies identified during the EMP review that impact the site plan will need to be addressed prior to final approval.
2. As a stipulation of the NFI, "*A conservation easement is required to be recorded with the Leon County Clerk of Courts to ensure long-term protection of the environmental features.*" Please see NFI conditional approval in regard to the Conservation Easement (C.E.) and submit the referenced required draft (not recorded) C.E. for review. A draft C.E. has not been submitted with the EMP.
3. Several of the drainage pipe locations and sizes have changed between the EMP submittal and the most recent Site Plan Submittal. Please submit an updated EMP plan set.
4. On page C-319 of the Site Plan, please include the Conservation Easement.
5. One of the East Thornton Road Depressions is currently proposed to extend into the County Right of Way.
6. Correct/respond to all markups within the Site Plan on Projectdox.

### ***Environmental Services Division Recommendation:***

All Environmental Services Site Plan comments have been adequately addressed, and thus the following Environmental Service Recommendation:

We recommend the DRC accepts the submitted plan, and proceeds with a recommendation for approval to the Board of County Commissioners.

AHH

**DATE:** May 24, 2021

**TO:** Audra Hayden, P.E.  
Senior Environmental Engineer.

**FROM:** Nawfal R. Ezzagaghi, P.E.  
Director, Environmental Services

**SUBJECT:** Driveway Connection ~Variance  
Parcel ID. No.: 12-18-20-001-000 0  
LEM21047

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We have reviewed the driveway variance request, and the following is our finding/determination, in accordance with Article XI of the Leon County Driveway and Street Connection Guidelines and Procedures Manual:

The proposed development daily vehicle trips exceed 1,000 daily trips, and thus the Development Review Committee (DRC) is the entity referenced within Article XI with the authority to grant the requested variance.

The proposed development, with a building footprint of 634,812 square feet, is expected to employ 1,508 individuals. The facility will be operating on 24 hours a day cycle, with two shifts of approximately 754 employees each. This number is projected to increase during seasonal peaks (example: end of year holidays), with the number of employs totaling 2,078 (or 1,039 per shift).

We concur with the following findings:

- The additional egress and ingress points are critical for safety, especially during emergencies where the ability to move such a large number is critical.
- The additional access point will improve mobility and reduce conflicting vehicular & pedestrian traffic.
- The connection serving truck traffic during the seasonal peaks, will be a dedicated exit route during such time, and will help streamline exiting truck traffic. All of which will increase safety.

We recommend the DRC approves the requested variance, and grant approval for the proposed three connections onto the Vineland Drive Extension.

**DATE:** June 11, 2021

**TO:** Development Review Committee  
Barry Wilcox, AICP, LEED ND, DSEM Director  
Brent Pell, PE, Public Works Director  
Russell Snyder, AICP, Administrator Land Use Planning

**FROM:** Nawfal R. Ezzagaghi, P.E.  
Director, Environmental Services

**SUBJECT:** Driveway Connection ~Variance  
Fulfillment Center  
Parcel ID. No.: 12-18-20-001-000 0  
LEM21047

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The proposed development, with a building footprint of 634,812 square feet, is expected to employ 1,508 individuals. The facility will be operating on 24 hours a day cycle, with two shifts of approximately 754 employees each. This number is projected to increase during seasonal peaks (example: end of year holidays), with the number of employs totaling 2,078 (or 1,039 per shift).

The applicant is proposing four driveway connections onto the road extension (i.e. Vineland Drive Extension), which exceed the two-connection max per parcel, as set in the adopted Driveway and Street Connection Guidelines and Procedures Manual (DSCGPM) Section VI.A.10.

However, based on the process as established in Sec. XI of the DSCGPM, the applicant has requested a variance, with the following justifications:

- The additional egress and ingress points are critical for safety, especially during emergencies where the ability to move such a large number is critical.
- The additional access point will improve mobility and reduce conflicting vehicular & pedestrian traffic.
- The connection serving truck traffic during the seasonal peaks, will be a dedicated exit route during such time, and will help streamline exiting truck traffic. All of which will increase safety.

We concur with the presented information, and recommend the DRC approve the requested variance, thereby allowing the proposed four connections onto the Vineland Drive Extension.



# Leon County Government

## INTEROFFICE MEMO

**DATE:** June 14, 2021

**TO:** Anastasia Richmond, Principal Planner

**FROM:** Charley M. Schwartz, P.E., Senior Design Engineer (phn: 850-606-1562)

**SUBJECT:** Fulfillment Center Mahan Dr ~ (LSP21018)  
PID: 12-18-20-001-0000, etc.  
Review Comments for June 16, 2021 Development Review Committee Meeting

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Public Works has reviewed the subject site plan and recommends approval of the project with the following conditions. We have also provided a brief summary of traffic findings.

#### Traffic Summary

- Thornton Rd is a County maintained Major Collector road (Major Collector per TLC PD : Urban Local per FDOT TDA). One full access connection is proposed from the new Leon Blvd roadway (fka Vineland Dr extension).
- Mahan Dr (Hwy 90) is a State maintained Principal Arterial road. A new southbound right turn lane into Voyage Drive (semi-truck access route) and an extension of the existing northbound left turn lane into proposed Leon Blvd are proposed.
- General Note 20 on Sheet C-300 reads: "Truck traffic is to primarily use Voyage Drive. Trucks to only use Leon Blvd during holiday peak demand. Truck traffic not to use Thornton Rd."
- An Engineering Traffic Impact Analysis has been supplied by Kimley-Horn evaluating roadway intersections from Thornton Rd at Miccosukee and Mahan to I-10 at Mahan. All roadway intersections maintain the required level of service.

#### Comments

- 1) Address cleanup items on the Projectdox Site Plan markup layer.
- 2) The associated boundary settlement shall be completed prior to final site plan approval.
- 3) Any improvements within or discharge to FDOT ROW (ex. turn lane and intersection improvements) must be conceptually approved by FDOT prior to final site plan approval. The FDOT intersection and turn lane improvements need to be within this site plan or the associated roadway plans.
- 4) Address timing and responsibility for construction and maintenance of future Star Metro pull-off with shelter (not County).
- 5) Confirm proposed "Emergency Access" route to adjacent museum parcel is capable of sustaining the weight of emergency vehicles or maintenance vehicles. Otherwise adjust labeling to reflect type of connection proposed and any vehicle restrictions. Ensure all notes for the route are consistent (ex. current notes conflict, No access vs maintenance access and emergency access).
- 6) Coordinate with Public Works and the County Attorney's Office to resolve location, callouts and language for depicted easements and any associated legal agreements (see Sheet C-319). Easement documents and agreements including exhibits shall be provided for review and approval prior to final site plan approval. Off-site easements or construction agreements must be recorded prior to final site plan approval.
- 7) Consistent with the supplied response to comments, heavy duty pavement will be provided

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# Leon County Government

## INTEROFFICE MEMO

- on Leon Blvd to support holiday peak demand fulfillment center truck traffic.
- 8) Provide a pedestrian crossing of Leon Blvd at the Thornton Rd intersection with a landing and connection to Leon Blvd sidewalk on the southeast side of the intersection. Show all striping and signage.
  - 9) Show and label type of curb ramps for pedestrian crossings. Ensure grading for all sidewalks is complete and the proposed ADA route is ADA & FDOT compliant.
  - 10) Provide typical sections for the stabilized emergency access route and speed humps/bumps/tables. Identify number of lifts and lift thicknesses within the asphalt pavement detail.
  - 11) Utilities within the proposed public right of way shall be located consistent with the Approved County Utility Placement Guide and reflected within the roadway plans. Existing utilities and relocation along Thornton Rd shall be addressed in the roadway plans.
  - 12) Any road or lane closure of Thornton Rd will require a permit from Public Works per policy No. 17-1 and will need a MOT plan.
  - 13) On the Circulation Map (C-313) address the impact of the WB-67 encroachment into the Voyage Drive middle lane on truck traffic and queuing with a site plan note. Address WB-67 body path conflicts shown at Voyage Drive connection at Mahan. Address WB-67 conflict with opposing travel lane at intersection of Leon Blvd and Levi Ln. Adjust body path shading so that underlying lanes are visible.
  - 14) Address maintenance of culverts that pass beneath and extend out of the public ROW. Address maintenance of the East Thornton Depression if receiving flow from the public drainage system. (See Sheet C-403 markup layer)
  - 15) Address proximity of the 72" bypass pipe to the public ROW and impact of future maintenance on improvements within the ROW.
  - 16) All drainage improvements shall be supported by engineering calculations within the associated environmental management permit (LEM21047). Any additional EMP comments will be provided under separate cover and resolved prior to EMP approval.

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## Shawna Martin

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**From:** Williams, Michello <Michello.Williams@dot.state.fl.us>  
**Sent:** Tuesday, June 15, 2021 10:59 AM  
**To:** Shawna Martin  
**Cc:** Gammons, Alphonza  
**Subject:** Project Mango

Shawna,

Pursuant to Project Mango, the Department has given conceptual approval for access and drainage permits for the project. The right turn lane addition for the truck access and roadside swell reconfiguration are the major points of discussion at this point.

Sincerely,

*Michello Williams*

Maintenance Manager / Permits  
FDOT Midway Operations  
17 Commerce Blvd.  
Midway, Florida 32343  
(850) 245-7991

## **MEMORANDUM**

**TO:** Anestasia Richmond, Principal Planner, Development Services  
Division, Leon County Growth Management

**FROM:** Joshua J. Logan, P.E.  
Program Engineer – City of Tallahassee Water Utility  
Development Review and Construction Inspection

**DATE:** June 3, 2021

**SUBJECT:** Leon County Fulfillment Center  
(12-18-20-001-0000, 12-18-20-202-0000, 12-18-20-212-0000, 12-  
18-20-0070-000 and 12-18-05-000-0110)  
Leon County Development Review Committee – June 16, 2021

I. Project Description:

The subject property is identified in the Leon County Property Appraiser's database as parcel Nos. 12-18-20-001-0000, 12-18-20-202-0000, 12-18-20-212-0000, 12-18-20-0070-000 and 12-18-05-000-0110. The proposed site is located in a High-Intensity Urban Activity Zone on the Future Land Use Map of the Tallahassee-Leon County Comprehensive Plan and is sited between Interstate-10 and Thornton Road east of Tallahassee, FL. The site comprises approximately 170 acres and the closest intersection is Mahan Drive and Vineland Drive. The purpose of the application is to construct a new 634,812 square foot mixed-retail goods fulfillment center with associated parking and supporting infrastructure.

II. Standards of Review:

- 1) Water Utility reviews utility concept plans for compliance with, the Water and Sewer Agreement, The City of Tallahassee Design Specifications for Water and Sewer, Florida Department of Environmental Protection (FDEP) F.A.C. Section 62-555, The American Water Works Associations Manual of Practice "M31", FDEP F.A.C. Section 62-604, and FDEP MOP 9, as well as sound engineering practice.

II. Findings of Fact:

- 1) Water and sewer are available to the site per the requirements of the Leon County/City of Tallahassee Water and Sewer Agreement.
- 2) Connection to the water and sewer infrastructure is required.



- 3) All costs for extension of the existing utilities to serve the proposed Project will be the responsibility of the developer.

IV. Conditions of Approval:

- 1) The utility construction plans must be stamped approved by Water Resources Engineering prior to holding the pre-construction conference.
- 2) DEP Permits for water and sewer will be required.
- 3) The site plan proposes connection to a system that has not been constructed. Approvals for all mains supplying the proposed development must be in place prior to construction plan approval.
- 4) A "Letter of Agreement" will be required prior to construction plan approval and permitting.
- 5) All construction must be in accordance with the latest edition of the "City of Tallahassee Technical Specification for Water and Sewer Construction".
- 6) Backflow prevention will be required.

Water Utility Engineering Contact Information

Joshua J. Logan, P.E.  
Joshua.logan@talgov.com  
891-6191

Mailing Address:  
300 S. Adams St. B-26  
Tallahassee, Fl. 32301



### **TALLAHASSEE FIRE DEPARTMENT SITE PLAN REQUIREMENTS**

Project Name: Fulfillment Center  
Parcel ID # 12-18-20-007-0000  
LSP 21018  
AGENT: Kimley Horn  
PLANNER: Anastasia Richmond  
MEETING DATE: June 15, 2021

1. The required width of a fire department access road shall not be obstructed in any manner, including the parking of vehicles. *NFPA 1, 18.2.4.1.1, Seventh Edition of the Florida Fire Prevention Code*. Please include this note on the site plan with the approved site plan conditions.
2. If unsupervised and isolated above ground fuel storage tanks are to be located on the property prior to or during construction, City of Tallahassee Plans Review staff must be contacted prior to tank installation. *NFPA 1, 66.21.7.2.1 and 66.21.7.2.2, Seventh Edition of the Florida Fire Prevention Code*. Please include this note on the site plan with the approved site plan conditions.
3. During the building plan review process, location and requirements of proposed fire protection components may be amended including, but not limited to, coordination with fire sprinkler contractors. Please contact Babette Ferris at (850) 891-7196 in Fire Plans Review for additional information.

Gary Donaldson  
Tallahassee Fire Department  
435 N. Macomb St. – 1<sup>st</sup> Floor  
Tallahassee FL 32301  
(850)891-7179  
Gary.Donaldson@talgov.com



## MEMORANDUM

To: Anastasia Richmond, Principal Planner  
Department of Development Support and Environmental Management  
Date: May 12, 2021  
Revised June 2, 2021  
**Subject: Project Mango Signage Deviation**

### Project Information

The project includes the development of a vacant parcel into a fulfillment center. The development is expected to employ 1,508 people. This facility will be operating 24-hours a day with two shifts a day of employees. A deviation is being requested from Section 10-9.201 Standards for on-site signs, in regard to the permitted signage for the project.

(2) Aggregate surface area of all signs.

**b. Maximum aggregate surface area allowed for each frontage is 200 square feet.**

(3) Maximum number and placement of signs. **Only one ground sign and one wall, mansard, marquee, canopy, projecting, or roof sign shall be allowed for each premises.** Lots that have frontage on more than one street may utilize up to the maximum sign surface area allowed for each frontage. Transfers of allowable area may be made provided the maximum allowable area is not exceeded. Allowable signage may be placed at any location on the premises.

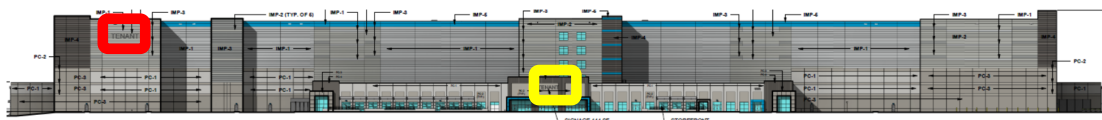
The applicant is proposing one (1) monument sign on site in addition to three (3) wall signs, for a total of four (4) signs over the 200 square foot maximum.

### Wall Signs

Three (3) monument signs are proposed for the proposed fulfillment center building. The wall signs will reflect the name of the end user and/or the end user logo.

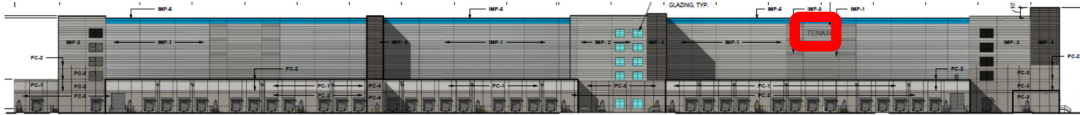
#### 1. South Elevation:

- The building identification sign on the south elevation will be located at the west corner of the building, identified in red on the image below. The wall sign, facing the new spine road, is 300 square foot sign and will be internally illuminated.
- The entrance "logo" sign on the north elevation will be located central to the building, above the main entrance into the building and is identified in yellow on the image below. The wall sign is 150 square feet in size and will be internally illuminated.



2. North Elevation:

- a. The building identification sign on the north elevation will be located on the west side of the building and will face Interstate 10 as indicated in red on the image below. This wall sign is a total of 300 square feet in size and will be internally illuminated.



**Monument Sign**

One (1) monument sign is proposed at the entrance into the employee parking area along the new spine road now identified as Leon Boulevard. The monument sign will be 6-feet in height excluding a 1-foot base. The sign is nine (9) feet wide at its widest point and has been designed with three panels providing for the name of the end user, directional signage and the building address. The monument sign base will be heavily landscaped with a palette consistent with the landscape found throughout the site.

**Criteria for Granting A Deviation from Development Standards**

The entity with the authority to approve, approve with conditions, or deny a site and development plan may grant a deviation under this section only upon demonstration that:

- (1) The deviation will not be detrimental to the public's health, safety, or welfare or to the surrounding properties;

The proposed signs will not be detrimental to the public's health, safety or welfare. The signs are directional in nature and provide guidance for visitors where to access the building. The lighting from the signs will not be facing residential land uses. The lighting from the sign facing I-10 will be consistent with other signs along the I-10 corridor. The additional signs proposed for the development are critical for safety to be sure employees and visitors have a clear direction of where they are going to access the building. The illumination of the signs will meet the strict requirements of code section 10-9.107 Illuminated Signs.

- (2) There are exceptional topographic, soil, or other environmental conditions unique to the property;

There are unique topographic and environmental conditions to the property including a wide range of elevations from the front to back of the site as well as an existing flood plain and wetland area on the east side of the site.

- (3) There are unusual conditions which are not ordinarily found in the area;

The applicant is developing the northern most portion of the Activity Center, farthest away from Mahan Drive. Mahan Drive will be the major transportation corridor utilized by employees, visitors and trucks to access the site, via Brickell and Leon Boulevard. Signage is not proposed for the project along Mahan Drive. The building identification signs proposed on the north and south facades will allow for drivers to see the facility from Mahan Drive and from I-10 and will also provide for a branding opportunity.

- (4) The deviation requested would provide a creative or innovative design alternative to substantive standards and criteria;

The deviation request provides for a creative and innovative way to provide signage without adding more signage to Mahan Drive. Mahan Drive is overly signed in many locations throughout Leon County. With future development being proposed on Parcel 3 and Parcel A, the applicant would like to avoid additional sign “clutter” at the Brickell entrance. However, signage is still required to guide employees, visitors and truck deliveries to the site. Wall signs of this size are required to be visible from Mahan Drive and Interstate 10.

- (5) The strict application of the requirements of this chapter will constitute a substantial hardship to the applicant; and

Section 10-9.201, *Standards for on-site signs* strict interpretation allows one ground sign and wall sign per premises, without consideration of the size of the site or the project. A one-acre, 10,000 SF commercial project is permitted the same signage opportunity as the subject project that encumbers over 100 acres and over 600,000 SF of commercial building space.

Furthermore, the sign code also permits wall signs to be larger when larger setbacks are provided to the right-of-way line of the abutting street. When wall signs are at least 100 feet from the adjacent right of way they are permitted to multiply their surface area by four (4) and when they are over 400 feet from the adjacent right of way they are permitted to multiply their surface area by five (5). The south facing building identification sign is over 2,000 linear feet from Mahan Drive. The north facing building identification sign is over 300 feet from Interstate 10. The applicant cannot take advantage of this allowance because the signs proposed are already above the aggregate surface area allowed for each frontage (200 SF) and because they are proposing one other type of sign (monument sign).

- (6) The granting of the deviation is consistent with the intent and purpose of this chapter and the Comprehensive Plan.

The comprehensive plan does not speak to permitted signage and therefore the granting of the deviation is consistent with the intent and purpose of the comprehensive plan. The chapter of this code allows for deviations for signs and therefore this request is consistent with the Land Development Code of Leon County.

## Aquifer Protection Site Review Clearance Form

City of Tallahassee  
Your Own Utilities™



### Site Information Site Name: **Fulfillment Center**

Team: Aquifer Protection

Location: Mahan Dr & I10

Tax ID: 12-18-20-001-0000

Status: PRE-SUBMITTAL

Agenda Date:

Date of Site Visit: Thursday, June 3, 2021

Inspected by: Justin Sutton

*Important: It is the permittee's responsibility to provide the documentation indicated in the checked sections below. Aquifer Protection Clearance will be issued only after the required documentation is provided to: Aquifer Protection Section, 4505-A Springhill Road, Tallahassee, FL, 32305-6502; Phone (850)891-1200; Fax (850)891-1062. If additional wells, borings, or Regulated Substances not described below are discovered by the permittee during site clearing or other permitted activities, the permittee shall comply with the appropriate provisions in Leon County Land Development Code Article XIV and shall notify the Aquifer Protection Section of actions taken to comply with these provisions.*

### Aquifer Protection Items Found on Site And Action Required:

☐ Unused Well(s) Number Of Wells: 0

*The unused well(s) must be properly abandoned by a licensed well contractor following Northwest Florida Water Management District guidelines ((850)539-5999). The NWFWM inspection report will be required as proof of proper abandonment. [Authority -- Leon County Code Section 10-1957(a)(1) and Chapter 40A-3.531(1), (2)(b), (4), and (5), Florida Administrative Code.]*

☐ Geotechnical Borings

*The geotechnical borings must be properly abandoned. Borings less than 25 feet deep may be back-filled with the original or other clean soil. Borings deeper than 25 feet shall be grouted with neat cement from bottom to top. A signed statement from the geotechnical consultant that the borings have been properly abandoned will be considered adequate proof of action completion. [Authority -- Leon County Code Section 10-1957(b)]*

☐ Regulated Substances/Waste

*The on-site waste described above must be disposed of properly. On-site waste which could present a hazard to water resources if improperly handled (including solvents, paints, pesticides, waste oil, batteries, fluorescent lights or other mercury containing devices, etc.) must be removed from the site by either a Department of Environmental Protection-approved hazardous waste transporter, recycler, or in many cases may be transported by the permittee to the Leon County Hazardous Waste Center, located at the Leon County Landfill. If the Hazardous Waste Center is used, they must be contacted for approval and delivery scheduling (922-0400) prior to the contractor removing the waste from the site. Regardless of the approved method of disposal chosen the permittee must obtain receipts documenting the proper disposal of the waste. Copies of waste receipts will be required as proof that action was properly completed. [Authority -- Leon County Code Section 10-1959.]*

☒ Other:

The applicant has submitted their site plan and supporting documents for the above project for the June 16th DRC meeting. Aquifer Protection clearance is granted for permitting purposes and is contingent on this site obtaining a required demolition permit which involves completion of a hazardous waste inspection, and mitigation of any issues prior to site work. If a well, spring, or sinkhole is found on site please contact Aquifer Protection at 850-363-0961 (Cory Seay) or 850-891-1227.

### Aquifer Protection Clearance

*This Clearance form will be signed by a member of the Aquifer Protection Section when all actions identified above have been completed. The final environmental inspection will not be conducted and the permit will not be issued until the Aquifer Protection Clearance is completed.*

Aquifer Protection Clearance: Justin Sutton

\_\_\_\_ Date: 6/3/2021

LSP21018



# Leon County Government

## INTEROFFICE MEMO

**DATE:** June 14, 2021

**TO:** Anastasia Richmond, LC Development Services Division

**FROM:** Lisa Scott, LC Addressing Program

**SUBJECT:** LSP21018 - Fulfillment Center

Parcel ID: 1218200010000; 1218050000110; 1218200070000;  
1218202020000; 1218202120000

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### **Second Review Findings:**

1. This overall project proposes to develop five (5) parcels into commercial space for a mix retail goods fulfillment center. ***“Sahano Acres”*** is within the scope of this proposed boundary settlement. As a result, with the approval of the boundary settlement this private street would no longer meet criteria as an approved street. As such upon approval of this project this street name will be rescinded, and the existing structure addressed to Thornton Road.
2. ***“Voyage Drive”*** has been proposed in place of the previous name of ***“Brickell Blvd”*** which is identified on page C-300 of this preliminary survey. As requested in the previous review the applicant must submit the required Street Name Application before the official street name can be placed on reserve list pending approval of this project.
3. Also identified on page C-300, a replacement street name of ***“Leon Boulevard”*** has been submitted in place of the proposed street of ***“Vineland Drive”***. The use of Leon Boulevard cannot be used for this location because it violates the Addressing Ordinance by creating a duplicate name, which could create confusion during an emergency situation. Potential street names can be verified before submitting the application by calling the Addressing Unit at (850) 606-1300.

### **Criteria for Street Naming (Section 10-11.106):**

- Names should be easy to spell and pronounce, and not be confused when spoken or written with other existing street names previously approved.
- 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).
- Names phonetically similar to other street names are not allowed.
- Streets with the same name, but different suffixes, are not allowed unless they are adjoining (abutting).



# Leon County Government

## INTEROFFICE MEMO

- *Street names shall not be used which will duplicate or can be confused with the names of existing or proposed streets.*
- 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.
- All streets names shall have a suffix. Suffixes can only be used as a true suffix. Suffixes to street names will be assigned according to the definitions in section 10-11.103.

D-16) [Street Name Approval Application](#)

4. Connection to Mahan Drive will require additional review by FDOT.
5. Contact the United States Postal Service (USPS) for their mail Delivery Policy at the USPS Headquarters Blue Page or by contacting the Gulf Atlantic District Growth Management Coordinator via email at [GFAOPPROGSUPPORT@usps.gov](mailto:GFAOPPROGSUPPORT@usps.gov)

*Additional information can also be obtained through the local USPS Stations:*

Adams Street Post Office  
West Side Station Post Office  
Centerville Station Post Office  
Lake Jackson Station Post Office



**Anastasia Richmond**

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**From:** terry sherraden <terrysherraden@gmail.com>  
**Sent:** Thursday, June 3, 2021 1:41 PM  
**To:** Anastasia Richmond  
**Subject:** Project Mango  
**Attachments:** 2020-11-20.jpg

This is a picture taken at the Jacksonville Amazon fulfillment center published on the internet. Are we prepared for this?? Where is a long line of semis supposed to wait to get into our center as currently planned?

Terry Sherraden  
2471 Thornton Rd



## Anastasia Richmond

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**From:** Craig Brown <cbrown302@msn.com>  
**Sent:** Wednesday, June 9, 2021 1:56 PM  
**To:** Leon County Commissioner Kristin Dozier  
**Cc:** Anastasia Richmond; Chasity OSteen  
**Subject:** Project Mango Amazon Fulfillment Center  
**Attachments:** NoiseStudyAnalysisKimleyHorn.docx; ProjectMangoNoiseMemoKimelyHorn20210517.pdf

Dear Ms. Dozier,

As one of your District 5 constituents, I want to thank you for keeping us informed with your newsletter about the highly confidential Project Mango Amazon Fulfillment center.

Since this is such a huge project with a far and long-reaching effect on the citizens who will live around it, I think it is great that **any communication about the project will be** included in the **public record including all emails you receive and respond to**.

My first contribution to the project documentation is an analysis of the memo from the engineering firm hired by Amazon that was referred to as a "Noise Study" during the ARM on May 26, 2021. This memo is a report of sound measurement of the empty field with a software projection **showing the projected noise level will actually decrease after the fulfillment center is built!** As we all know, it is impossible to lower noise with the addition of a warehouse being serviced by commercial diesel trucks. The professional engineer who wrote this memo works in Lakeland and could have actually driven 7 miles from his office to the Lakeland Amazon Fulfillment Center and measured the actual noise level from one of these operations in order to provide factual noise data, but chose not to provide a realistic noise analysis instead.

A proper noise study needs to be conducted for this project by an impartial third-party before it gets any further consideration for placement in a residential area. The Amazon fulfillment center in Lakeland is almost exactly the same size and layout as the Project Mango fulfillment center and would be an excellent candidate for gathering factual noise data. I would also like to point out the Lakeland Amazon Fulfillment Center is located in a commercial warehouse district and does not border any residential areas.

In order to help county staff develop an impartial study of the noise impact of this project, I have attached a breakdown of the issues with the Kimley Horn memo that is being referred to as a "noise study" by the county. The Kimely Horn noise memo is also attached in case it has not been reviewed. I know the county would never dismiss the noise impact to residents or rush a project like this through review, so please include the attached document in the analysis and review of this project by the Leon County Development Review Committee (DRC) prior to the June 16th meeting and make it part of the public record so other interested individuals may review it.

I would be willing to discuss the noise study or any aspect of the project at your convenience.

Thanks,  
Craig Brown  
850-942-2668  
cbrown302@msn.com

## Noise Analysis Memo from Kimley Horn

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The memo provided to Leon County on May 17, 2021 by Mr. Jason Lewis, P.E. employed by Kimley Horn in support of the "Project Mango" Amazon Fulfillment Center was repeatedly referred to as a "Noise Study" during the May 26<sup>th</sup> Application Review Meeting (ARM) in Tallahassee.

Unfortunately, this is not a study of the noise impact of the proposed "Project Mango" Amazon Fulfillment Center, it is a report detailing the sampling of current ambient noise in the empty field where the center will be constructed. Had Mr. Lewis of Kimley Horn wanted to provide an accurate study of the noise impact for this project, he could have driven seven miles from his office in Lakeland to measure the noise at the Lakeland Amazon Fulfillment Center instead of measuring the current ambient noise in an empty field in Tallahassee. By a strange coincidence, the Lakeland Amazon Fulfillment Center is very close to the size, layout and design for the "Project Mango" Amazon Fulfillment Center planned for Tallahassee.

These are facts documented in the Kimley Horn memo:

1. Noise measurements collected from April 26, 2021 to April 27, 2021 obtained in the empty field ranged between 49 dB(A) and 64 dB(A).
2. Doubling the sound pressure results in a three decibel change in the noise level.
3. Average noise from a truck based on the "Common Environmental Noise Levels" chart provided in the Kimley Horn memo state 100 dB is a good estimate and that level of noise is "Very Loud."
4. The memo points out that Leon County Code of Ordinances does not impose noise standards.

Let's accept these facts and examine the assumptions and conclusions made in the Kimley Horn memo.

These are assumptions made in the Kimley Horn memo:

1. "Project Mango" Amazon Fulfillment Center has established project noise level goal of 55 dB(A) during nighttime hours (10:00 pm to 7:00 am) and 60 dB(A) during daytime hours (7:00 am to 10:00 pm) with the noise meter behind a closed window.
2. A maximum of forty-one (41) truck trips in the peak nighttime hour (1:00 to 2:00 am) and fifty-eight (58) truck trips in the peak daytime hour (9:00 to 10:00 am) is projected.
3. The SoundPLAN-predicted maximum noise levels (software generated) at the closest noise-sensitive land uses around the site are anticipated to range between 41 dB(A) and 53 dB(A) during daytime hours and between 40 dB(A) and 53 dB(A) during nighttime hours.
4. Results: Daytime and nighttime noise levels are anticipated to be below the noise level goals established by end user, noise mitigation measures do not need to be included in the project design.

These are the issues with the assumptions made in the Kimley Horn memo:

## Noise Analysis Memo from Kimley Horn

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1. The "Project Mango" Amazon Fulfillment Center project noise level goals of 55 dB(A) during nighttime hours and 60 dB(A) during daytime hours are achieved with the noise meter **behind a closed window**.

Issue: This is not a reasonable expectation because the residents surrounding this site will open their windows, will go outside, will enjoy their yards. Some will be attempting to sleep with windows open during the fall, winter and spring months. This is why we live in Florida.

2. The "Project Mango" Amazon Fulfillment Center projects a maximum of forty-one **(41) truck trips in the peak nighttime hour (1:00 to 2:00 am)** and fifty-eight (58) truck trips in the peak daytime hour (9:00 to 10:00 am).

Issue: The Kimley Horn memo does not estimate the truck traffic during other hours of nighttime operations for this 24-hour facility. This means there could be 40 truck trips every hour between the hours of 9:00 PM to 8:00 AM **(440 trucks total during prime sleeping hours)** and the level of truck traffic would still meet the stipulations in this memo.

3. The SoundPLAN-predicted maximum noise levels (software generated) at the closest noise-sensitive land uses around the site are anticipated to range between 41 dB(A) and **53 dB(A)** during daytime hours and between **40 dB(A)** and 53 dB(A) during nighttime hours.

Issue 1: Commercial semi-trucks are loud **(100 db according to the chart provided in the Kimley Horn memo)** and many used a compression release braking system (known as a Jake brake) when exiting a highway. This is the roar followed by the staccato "machine gun" sound that can be heard when these large trucks decelerate. Many municipalities have enacted ordinances to make it illegal to use Jake brakes within populated areas because the noise disturbs residents (Leon County does not have such an ordinance in place).

Issue 2: The **backup alarms** on commercial semi-trucks are louder than the trucks (in order to be heard above the sound of the truck engine, airbrakes, etc.). These alarms will sound each time a truck backs its trailer into the unloading dock.

Issue 3: The **trash compactor** outside the warehouse for compressing packing material will be loud and its contribution to the noise level is not addressed.

Issue 4: The **backup generators** powered by diesel engines for power backup will be loud and their contribution to the noise level is not addressed.

Issue 5: **Forklift noise**, Forklift backup alarms, and dock hydraulic lift gate noise level is not addressed.

Issue 6: Kimley Horn software SoundPLAN-predicted maximum noise levels around the site between 41 dB(A) and 53 dB(A) cannot be accurate and portray a result that is not possible. Kimley Horn measured current ambient sound in the empty field between 49 dB(A) and 64 dB(A) and then makes the assumption the addition of the "Project Mango" Amazon Fulfillment Center will decrease the noise level in same physical location to between 41 dB(A) and 53 dB(A)?

## Noise Analysis Memo from Kimley Horn

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4. Results: Daytime and nighttime noise levels are anticipated to be below the noise level goals established by end user (**53 to 60 dB** according to the chart provided), noise mitigation measures do not need to be included in the project design.

Issue 1: **Commercial semi-trucks cannot be operated below 60 dB**, it is impossible with today's technology. The reality is multiple heavy diesel semi-trailer trucks with backing alarms, air brakes, hydraulic loading ramps and the additional noise contributing equipment noted above running 24-hours-a-day and reverberating off concrete will be extremely loud and **will not meet the requirements of Chapter 12, Article II of the Leon County Code of Ordinances.**

Issue 2: The Kimley Horn memo points out that the Leon County Code of Ordinances does not impose noise standards. When the "Project Mango" Amazon Fulfillment Center greatly exceeds the project goal of 60 db, **nothing can be done about it.**

There are too many issues and unrealistic assumptions in the Kimley Horn noise memo from May 17, 2021 for it to be considered a valid analysis of the noise impact from a "Project Mango" Amazon Fulfillment Center being constructed next to residential areas. Leon County needs to put a hold on this project until a proper assessment can be conducted. A more accurate study would have been to measure noise produced by the Lakeland Amazon Fulfillment Center. It would also be more reliable if a disinterested third-party conducted the noise testing.

May 17, 2021

Jason Lewis, P.E.  
116 South Kentucky Avenue  
Lakeland, FL 33801

**Subject:**        ***Project Mango Fulfillment Center Noise Analysis  
Tallahassee, Florida***

### **Executive Summary**

The purpose of this technical memorandum is to summarize the evaluated noise levels associated with the on-site operations at the proposed Project Mango Fulfillment Center in Tallahassee, FL. The proposed fulfillment center is approximately 9 miles northeast of downtown Tallahassee, 6 miles south of Bradfordville, and 9 miles west of Lloyd. The site is generally located southwest of Interstate 10 (I-10), east of Thornton Road, and northwest of Mahan Drive (US-90). The site will be located on vacant land with commercial land uses to the south. However, there are intermittent residential land uses all around the site. The location of the proposed fulfillment center is shown in **Figure 1**.

### *Analysis Findings*

- The site will be located on vacant land with commercial land uses to the south. Residential land uses are located intermittently around the site, and the closest residence is approximately 450 feet northwest of the truck trailer parking area west of the proposed building. Applicable noise goals, as measured at the noise-sensitive receptor are 60 dB(A) during daytime hours and 55 dB(A) during nighttime hours. A violation of Chapter 12, Article II of the Leon County Code of Ordinances is subject to a fine not to exceed \$500. Unmitigated daytime noise levels were estimated to range from 41 dB(A) to 53 dB(A), and unmitigated nighttime noise levels were estimated to range from 40 dB(A) to 53 dB(A) at the closest noise-sensitive uses around the site. Noise abatement is not recommended.*

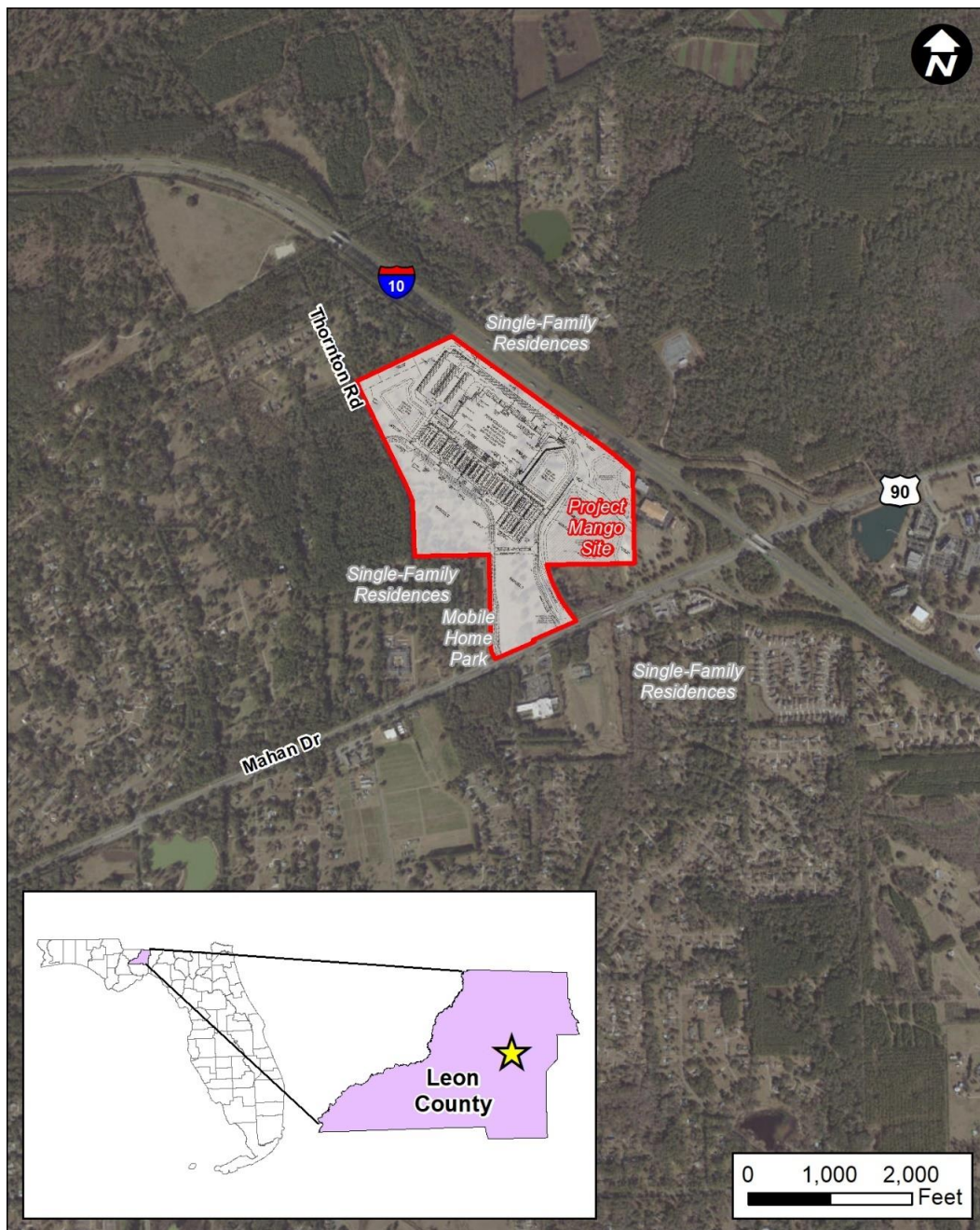
### **Project Description**

The proposed development will consist of an approximately 634,800 square-foot fulfillment center building located east of Thornton Road, and northwest of Mahan Drive (US-90). Guests, employees, and deliveries will access the site via driveways off Mahan Drive and Thornton Road.

Once on site, delivery trucks will travel to the loading docks on the northern and western façades of the building, and employees/guests will travel to the parking area on the southern façade of the building.

Operations at the site are anticipated to occur throughout the majority of a day with three peak periods occurring between 5:00-6:00 am, 6:30-7:30 am, and 5:30-6:30 pm. Throughout the remainder of the day, intermittent heavy trucks and employee/guest vehicles will arrive to and depart from the fulfillment center. The truck and employee/guest trips will utilize Mahan Drive and Thornton Road as well as internal circulation roads on the site. The speed limit on the site was assumed to be 15 miles per hour (mph) for employee/guest vehicles and 10 mph for trucks.

Figure 1: Site Location and Vicinity





### Characteristics of Noise

Noise is generally defined as unwanted sound. It is emitted from many natural and man-made sources. Sound pressure levels are usually measured and expressed in decibels (dB). The decibel scale is logarithmic and expresses the ratio of the sound pressure unit being measured to a standard reference level. Most sounds occurring in the environment do not consist of a single frequency, but rather a broad band of differing frequencies. The intensities of each frequency add together to generate sound. Because the human ear does not respond to all frequencies equally, the method commonly used to quantify environmental noise consists of evaluating all of the frequencies of a sound according to a weighting system. It has been found that the A-weighted decibel [dB(A)] filter on a sound level meter, which includes circuits to differentially measure selected audible frequencies, best approximates the frequency response of the human ear.

The degree of disturbance from exposure to unwanted sound – noise – depends upon three factors:

1. The amount, nature, and duration of the intruding noise
2. The relationship between the intruding noise and the existing sound environment; and
3. The situation in which the disturbing noise is heard

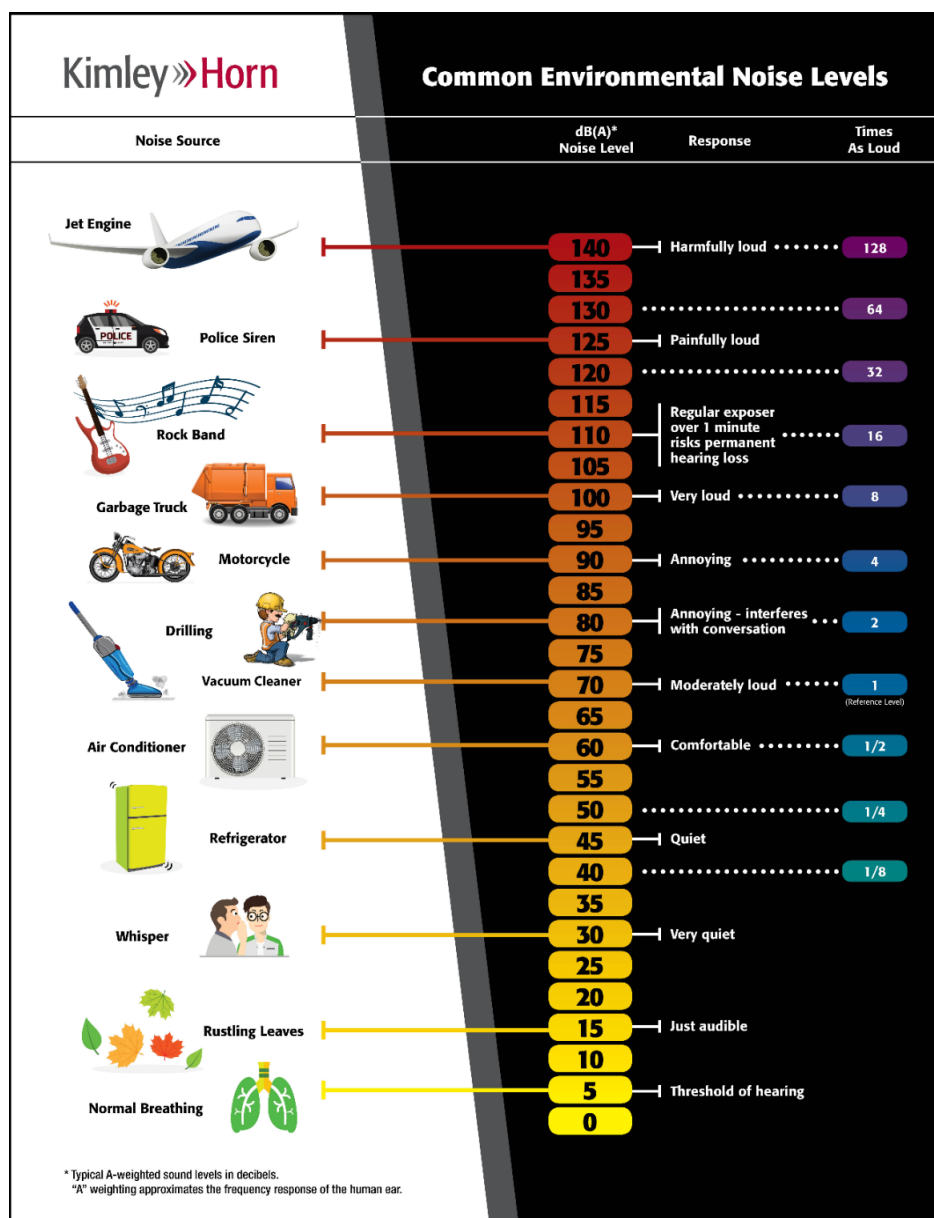
In considering the first of these factors, it is important to note that individuals have varying sensitivity to noise. Loud noises bother some people more than other people, and some individuals become increasingly upset if an unwanted noise persists. The time patterns and durations of noise(s) also affect perception as to whether or not it is offensive. For example, noises that occur during nighttime (sleeping) hours are typically considered to be more offensive than the same noises in the daytime.

With regard to the second factor, individuals tend to judge the annoyance of an unwanted noise in terms of its relationship to noise from other sources (background noise). A car horn blowing at night when background noise levels are low would generally be more objectionable than one blowing in the afternoon when background noise levels are typically higher. The response to noise stimulus is analogous to the response to turning on an interior light. During the daytime an illuminated bulb simply adds to the ambient light, but when eyes are conditioned to the dark of night, a suddenly illuminated bulb can be temporarily blinding.

The third factor – situational noise – is related to the interference of noise with activities of individuals. In a 60 dB(A) environment such as is commonly found in a large business office, normal conversation would be possible, while sleep might be difficult. Loud noises may easily interrupt activities that require a quiet setting for greater mental concentration or rest; however, the same loud noises may not interrupt activities requiring less mental focus or tranquility.

As shown in **Figure 2**, most individuals are exposed to fairly high noise levels from many sources on a regular basis. To perceive sounds of greatly varying pressure levels, human hearing has a non-linear sensitivity to sound pressure exposure. Doubling the sound pressure results in a three decibel change in the noise level; however, variations of three decibels [3 dB(A)] or less are commonly considered “barely perceptible” to normal human hearing. A five decibel [5 dB(A)] change is more readily noticeable. A ten-fold increase in the sound pressure level correlates to a 10 decibel [10 dB(A)] noise level increase; however, it is judged by most people as only sounding “twice as loud”.

Figure 2: Common Noise Levels



Over time, individuals tend to accept the noises that intrude into their lives on a regular basis. However, exposure to prolonged and/or extremely loud noise(s) can prevent use of exterior and interior spaces and has been theorized to pose health risks.

### Existing Conditions

The site is generally located southwest of Interstate 10 (I-10), east of Thornton Road, and northwest of Mahan Drive (US-90). The site will be located on vacant land with commercial land uses to the south. However, there are intermittent residential land uses all around the site.

The predominant source of noise in the vicinity of the proposed fulfillment center is anticipated to be traffic along I-10, Mahan Drive, and Thornton Road. Other sources of noise include ambient environmental noise, which includes wind, birds chirping, insects, household appliances, lawn mowers, etc.

The proposed fulfillment center is approximately 12 miles northeast of the Tallahassee International Airport; therefore, airplane noise events may occur on an intermittent basis.

To assess existing noise conditions at noise-sensitive land uses near the Project Mango site, long-term noise measurements were collected for 24-hour durations from April 26, 2021 to April 27, 2021. Norsonic NOR140 ANSI Type 1 integrating sound level meters were set up at two long-term monitoring locations: one near the northwest corner of the proposed trailer parking area and one south of the proposed guest/employee parking area. Long-term noise measurement hourly Leq values obtained in the field ranged between 49 dB(A) and 64 dB(A). The long-term noise field data of each monitoring site is shown in **Table 1**.

**Table 1. Long-term Noise Measurement Data**

Setup	Location Description	Measurement Time	24-hr Leq Noise Level [dB(A)]	Average Daytime Leq Noise Level [dB(A)]	Average Nighttime Leq Noise Level [dB(A)]
LT 1	End of an access driveway adjacent to a City of Tallahassee water pump station. Near the proposed Vineland Drive extension.	1:00 PM (4/26) to 1:00 PM (4/27)	53.9	54.4	53.0
LT 2	Near the edge of the proposed truck trailer parking area adjacent to I-10 and near the residence at 2769 Thornton Road.	1:00 PM (4/26) to 1:00 PM (4/27)	61.6	62.1	60.6

The measurements were taken using the A-weighted scale and are reported in decibels [dB(A)]. Data collected by the noise meters included time, average noise level (Leq), maximum noise level (Lmax), and instantaneous peak noise level (Lpk) for each interval. Hourly average noise levels (Leq(h)) were derived from the Leq values. The existing noise measurements were collected under meteorologically acceptable conditions and were conducted based on the acceptable collection of existing noise level readings. Pictures of each field monitoring setup are shown in **Table 2**, and the locations of the monitoring sites are shown in **Figure 3**.

Table 2. Long-term Noise Measurement Setup Pictures

LT1: Facing South	LT2: Facing Northeast
	

Figure 3: Measurement Site Locations



### Noise Regulations and Goals

The Project Mango site is located in Leon County, FL. Chapter 12, Article II, Section 12-55 of the Leon County, FL Code of Ordinances states that:

*No person shall make, continue, or cause to be made or continued:*

- 1. Any unreasonably loud or raucous noise;*
- 2. Any noise which unreasonably disturbs, injures, or endangers the comfort, repose, health, peace, or safety of reasonable persons of ordinary sensitivity, within the unincorporated areas of the county; or*
- 3. Any noise which is so harsh, prolonged, unnatural, or unusual in time or place as to occasion unreasonable discomfort to any persons within the neighborhood from which said noises emanate, or as to unreasonably interfere with the peace and comfort of neighbors or their guests, or operators or customers in places of business, or as to detrimentally or adversely affect such residences or places of business.*

The end user has established project noise level goals of 55 dB(A) during nighttime hours (10:00 pm to 7:00 am) and 60 dB(A) during daytime hours (7:00 am to 10:00 pm) at a noise-sensitive receptor with the windows closed. The Project Goals at a proposed site will be the more stringent threshold between the end user desired levels and the local/county/state noise regulations.

The Leon County Code of Ordinances does not impose noise standards; therefore, the end user nighttime and daytime project noise goals of 55 dB(A) and 60 dB(A), respectively, were used for the Project Mango fulfillment center.

### Noise Analysis

Noise levels from the proposed fulfillment center were evaluated using SoundPLAN. This program computes predicted noise levels at noise-sensitive areas through a series of adjustments to reference sound levels. SoundPLAN also accounts for topography, groundcover type, and intervening structures. Sound levels generated from car and truck movements are anticipated to be the dominant source of noise from the proposed fulfillment center. Additional noise sources will also include steady sound from rooftop heating, ventilation, and air conditioning (HVAC) units.

It should be noted that noise from surrounding roadways was not included in this analysis, although I-10, Mahan Drive, and Thornton Road are anticipated to contribute to the ambient noise environment throughout the entire day. Since the proposed fulfillment center will operate throughout the majority of a day, it may be a more noticeable generator of noise during nighttime hours.

#### *Rooftop HVAC Units*

Rooftop HVAC equipment generates steady, unvarying noise that can create issues when located near noise-sensitive uses. It was assumed that HVAC units would be equally dispersed on the rooftop of the new building. The reference sound level for each HVAC unit was assumed to be 60 dB(A) at 50 feet without any reductions from shielding. The noise from the simultaneous operation of the rooftop HVAC units was calculated at noise-sensitive receptors using SoundPLAN.

Noise generated from the HVAC units are not anticipated to significantly contribute to the operational site noise and is expected to be kept in control by the shielding provided by the roof edge as well as distance. Noise mitigation measures for rooftop HVAC units do not need to be considered unless the installed equipment is not acoustically similar to the assumed equipment (i.e., 60 dB(A) at 50 feet).

#### *Employee/Guest Vehicles*

Noise from employee/guest vehicle movements on the proposed site were modeled in SoundPLAN. Most of the employee/guest vehicles accessing the site are anticipated to occur during normal daytime hours; however, some employee/guest trips will also occur during nighttime hours (e.g., between the hours of 10:00 pm and 7:00 am).

According to the site-specific traffic volumes prepared for Project Mango, the daytime peak hour is expected to occur from 5:30 to 6:30 pm with a maximum of nine hundred seventy-nine (979) employee/guest vehicles accessing the site. The nighttime peak hour is expected to occur from 5:00 to 6:00 am with a maximum of four hundred twelve (412) employee/guest vehicles accessing the site.

To account for the worst-case noise scenario from employee/guest trips at the site, a total of 979 vehicles were modeled for daytime hours and a total of 412 vehicles were modeled for nighttime hours as a combination of line sources of noise at 15 mph along the site access roads as well as area sources of noise within the designated parking area on the southern façade of the building. This represents the worst-case peak daytime and nighttime traffic conditions based on provided traffic volume data.

#### *Delivery Trucks*

Noise from the proposed fulfillment center will involve truck deliveries (i.e., mobile noise source) and truck loading/unloading (i.e., stationary noise source) during on-site operations. According to the site-specific traffic volumes prepared for Project Mango, truck deliveries are anticipated to occur during daytime and nighttime hours, with a maximum of forty-one (41) truck trips in the peak nighttime hour (1:00 to 2:00 am) and fifty-eight (58) truck trips in the peak daytime hour (9:00 to 10:00 am).

Delivery trucks are anticipated to access the site from a driveway off Mahan Drive and travel to the truck courts located on the northern and western façades of the building for loading and unloading. The primary noise sources associated with delivery trucks are the air brakes, engine idling, back up alarms, engine ignition, and acceleration. Noise associated with truck delivery operations was modeled in SoundPLAN.

To account for the worst-case noise scenario from delivery truck operations, 41 delivery truck arrivals and departures were modeled for nighttime hours, and 58 delivery truck arrivals and departures were modeled for daytime hours as line sources of noise at 10 mph. This represents the worst-case traffic conditions based on provided traffic data.

To account for noise generated from the truck court, loading/unloading operations were modeled as area sources for the delivery trucks that are anticipated during the daytime and nighttime peak-hours.

## Results

Utilizing the input data described above, SoundPLAN was used to calculate noise levels at residences surrounding the fulfillment center property. It should be noted that predicted noise levels are conservative estimates since it was assumed that all equipment and operational activity at the proposed site would occur in a constant, simultaneous manner. In reality, it is anticipated that these noise sources would occur intermittently throughout the day and night (except for rooftop HVAC which would operate in a steady-state manner).

The SoundPLAN-predicted maximum noise levels at the closest noise-sensitive land uses around the site are anticipated to range between 41 dB(A) and 53 dB(A) during daytime hours and between 40 dB(A) and 53 dB(A) during nighttime hours.

Since the predicted daytime and nighttime noise levels are anticipated to be below the noise level goals established by end user, noise mitigation measures do not need to be included in the project design. The anticipated worst-case (nighttime) operational noise contours are shown in **Figure 4**.

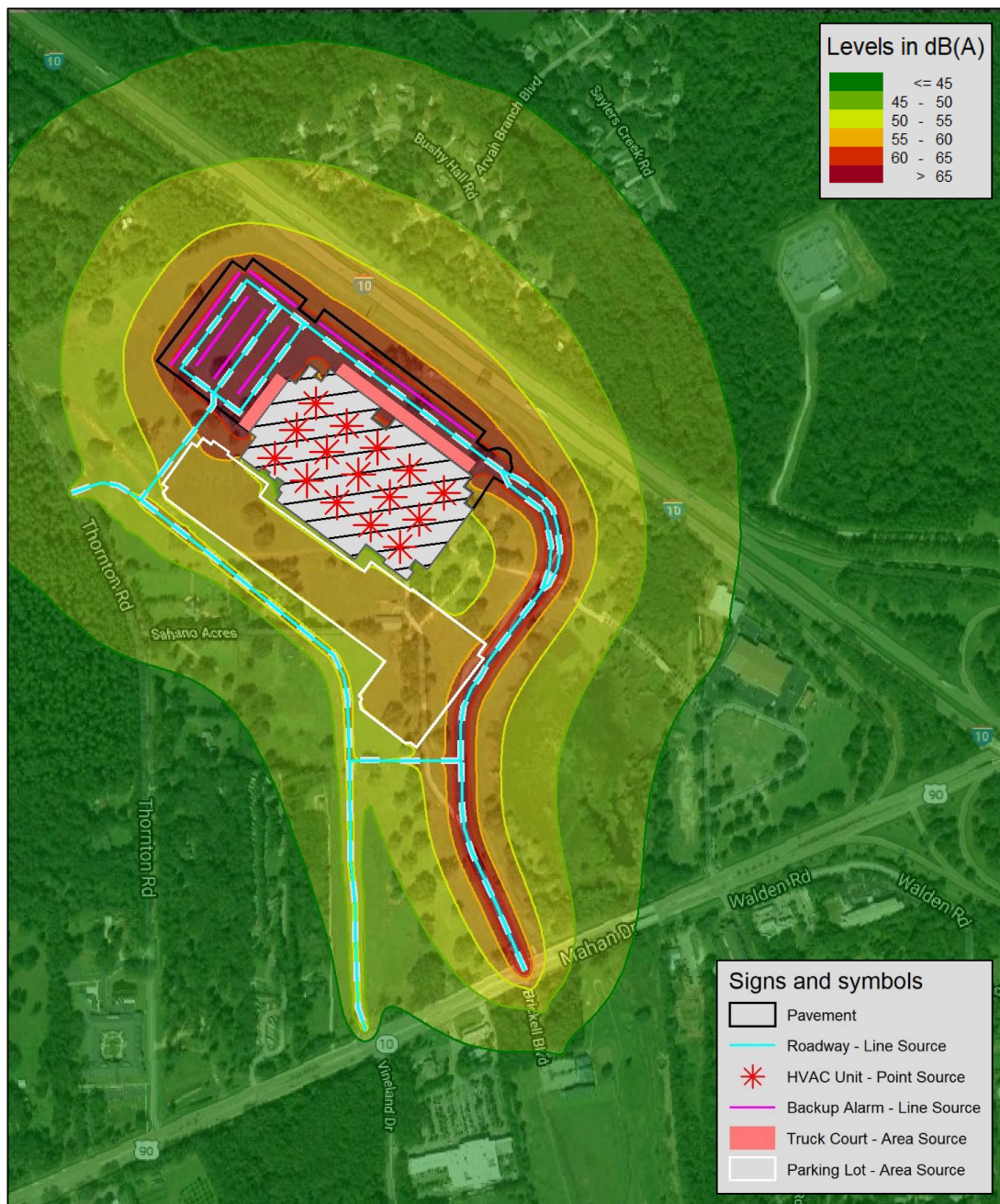
## Conclusions

The site is generally located southwest of Interstate 10 (I-10), east of Thornton Road, and northwest of Mahan Drive (US-90). The site will be located on vacant land with commercial land uses to the south. However, there are intermittent residential land uses all around the site.

After modeling and analyzing the worst-case operational scenario at the proposed site, it was determined that noise abatement measures are not needed since the anticipated on-site operational noise levels are anticipated to be below the nighttime and daytime noise level goals of 55 dB(A) and 60 dB(A), respectively, at the closest noise-sensitive land uses around the Project Mango site. It should also be noted that the anticipated on-site operational noise levels are expected to be below the average nighttime noise level measured in the field near noise-sensitive receptors.



Figure 4: Nighttime Operational Noise Contours





June 13, 2021

Dear Ms Richmond,

I continue to be concerned about the impact of traffic from Project Mango in our residential neighborhood.

Through Google maps and satellite view I have evaluated every Amazon Fulfillment Center in Florida, Bessemer, Alabama and personally visited an Amazon Fulfillment Center north of Denver, Colorado. In every case the Fulfillment Centers are located in Rural or Warehouse areas. Neighbors adjacent to the warehouses are usually other fulfillment centers like Walmart, Wayfair, Chewy. In no case that I could see residential houses adjacent to the centers.

In addition every center has one truck entrance/exit and one car/employee entrance/exit. In almost every case these roads empty on to a four lane road. In no case do any of the roads empty on to a residential road.

This is a picture posted online of a row of trucks waiting to get into one of the Jacksonville Fulfillment Centers. We do not have any room for a line of trucks outside this proposed development in Tallahassee.



The Tallahassee Project Mango is different from any other center that I have researched. The I-10 / Mahan intersection is much busier than most around fulfillment centers, and serves as a major gateway

to our city. There are no instances that I could find where Fulfillment Center traffic is funneled onto residential roads.

Where are the Tallahassee/Leon County planners? Is there no consideration for these issues? I have read the traffic report but it does not seem realistic to me. Is there a County planner that could review the study for me?

It seems that Project Mango has a lot of benefits for Tallahassee, but improper planning will create a whole different set of problems. Our neighborhood on Thornton Road is at serious risk of negative impacts from this poorly planned development.

How can I get Leon County planners to evaluate and consider these issues?

Terry Sherraden

2471 Thornton Rd





















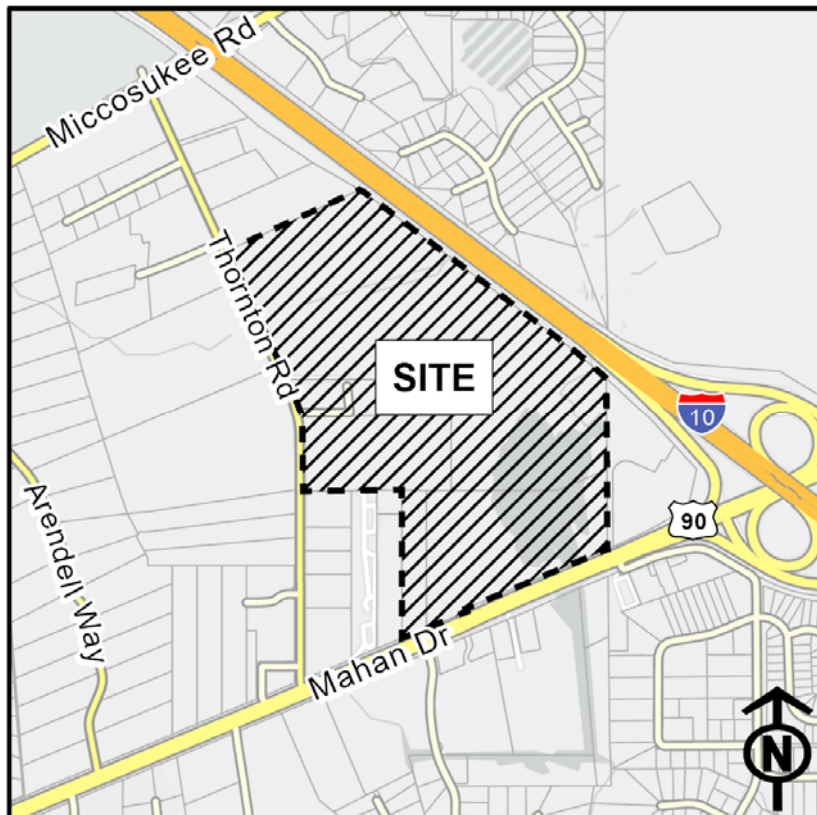






**PUBLIC HEARING  
LEON COUNTY BOARD OF COUNTY COMMISSIONERS  
JULY 13, 2021 – 6:00 P.M.  
LEON COUNTY COURTHOUSE  
5<sup>TH</sup> FLOOR COMMISSION CHAMBERS  
TYPE “C” SITE AND DEVELOPMENT PLAN**

1. **Project Name:** Leon County Fulfillment Center (LSP21018)  
Type “C” Final Development Plan (FDPA Track)
- Applicant:** Seefried Industrial Properties
- Project Acreage:** 111.7 +/- acres (project area); 170.36 +/- acres (entire site)
- Parcel ID#s:** 12-18-20-001-0000, 12-18-20-202-0000, 12-18-20-212-0000,  
12-18-20-007-0000 and 12-18-05-000-0110
- Project:** The applicant proposes the development of a fulfillment center (634,812 SF building footprint; 2,849,278 GFA over 5 floors) with supporting infrastructure and the reconfiguration of the remaining property into three lots for future development.



To review the site and development plans electronically, please call Development Services at 850-606-1300.

All interested parties are invited to submit public comment until 8:00 p.m. on Monday, July 13, 2020, by visiting <http://cms.leoncountyfl.gov/Home/Commission-Meetings/Meeting-Comments>. All submitted 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](http://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](mailto:LCG_PublicComments@leoncountyfl.gov). Public comment received after the 8:00 p.m., Monday, July 13, 2020, 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, July 12, 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](mailto: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.

Persons needing special accommodation should contact the ADA Coordinator at 850-606-5011 or the Office of Resource Stewardship, 1907 South Monroe St, Tallahassee, FL 32301, by written or oral requests at least 48 hours prior to the meeting. Dial 7-1-1 (TDD and Voice) to access Florida Relay Service. Accommodation Request Forms are available on our website at: [LeonCountyFL.gov/ADA](http://LeonCountyFL.gov/ADA)

**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #38**

# Leon County Board of County Commissioners

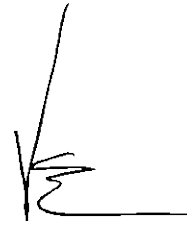
## Agenda Item #38

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** Second and Final Public Hearing to Consider Adopting an Ordinance Amending Section 10-6.612 of the Land Development Code Entitled “Rural Zoning District”



<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Barry Wilcox, Director, Development Support and Environmental Management
<b>Lead Staff/ Project Team:</b>	Ryan Culpepper, Director, Development Services Shawna Martin, Development Services Administrator

### **Statement of Issue:**

This item requests the Board conduct the second and final required Public Hearing to consider adopting an Ordinance amending the Rural zoning district to revise the development standards for community service uses to provide greater flexibility in design for these uses on larger parcels.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Conduct the second and final Public Hearing and adopt an Ordinance amending Section 10-6.612 of the Land Development Code, entitled “Rural Zoning District” (Attachment #1).

## **Report and Discussion**

### **Background:**

At the January 26, 2021 meeting, the Board authorized staff to proceed with the drafting of an Ordinance to amend the Rural zoning district. The Board conducted the first Public Hearing to consider adopting the proposed Ordinance on June 8, 2021 and scheduled the second and final Public Hearing for July 13, 2021. This item requests the Board conduct the second and final Public Hearing to consider adopting the proposed Ordinance amending the Rural zoning district to update development standards for community service uses to provide greater flexibility in design for these uses on larger parcels. Community services or community facilities are defined in the Land Development Code (LDC) and include such things as fire houses, religious facilities, and schools/institutions.

In January 2015, the Board established a Strategic Initiative to “Protect the rural character of our Rural Land Use Category.” In July 2015, in coordination with the Keep it Rural Coalition (KIRC), the Board adopted significant amendments to the Rural zoning district to refocus the emphasis of the district on agriculture, silviculture, and natural resource-based activities while continuing to note that residential development is limited to one dwelling unit per 10 acres. As a result of these amendments, commercial land uses were eliminated, except for uses that are supportive of agriculture, silviculture and natural resource-based activities.

As part of the 2015 amendments, and with KIRC’s assistance, the development standards for community service uses were also revised with the intent to limit the size and intensity of these uses to ensure a compatible, rural-scale development pattern. Community services or community facilities are defined in the LDC as “facilities that are owned and operated by a public or private entity that directly provides a significant public benefit such as libraries, religious facilities, police and fire stations, hospitals, museums and schools.”

In February 2020, representatives from Tall Timbers Research Facility (Tall Timbers) approached the County regarding the desire to expand its facility to accommodate future educational buildings. Tall Timbers is located in the Rural zoning district on a property consisting of more than 1,400 acres. Tall Timbers is a research and educational facility whose primary mission is to conduct research on the longleaf pine ecosystem, fire ecology research and education, and conservation and land management. Therefore, the facility qualifies as a community service; however, the development standards for community services in the Rural district would not allow for further expansion as the current facility site exceeds the 5-acre maximum site area. In addition, they would be limited to no more than a 5,000 square foot building size.

Tall Timbers has supported and worked with KIRC since the 2015 Rural district amendments. In March 2020, Tall Timbers had preliminary discussions with KIRC regarding the limits on community services on large parcels. At that time, KIRC informed Tall Timbers in writing that it would not object to a proposal that would allow for larger facilities in context with larger parcels; furthermore, recent discussions with other community service providers in the rural areas indicate that the current building size limitations may be too restrictive and adversely impact their ability to expand with the growing needs of the communities they serve. In addition, a number of existing



community service uses, which already exceeded the new building size limitation, were rendered nonconforming with the adoption of the 2015 ordinance. This nonconforming status has made it difficult to improve upon and/or reasonably expand such facilities.

After reviewing the current requirements, staff determined that the standards for community service uses should be re-evaluated to scale building size limitations based upon lot size. As a result, staff has worked with KIRC and Tall Timbers to draft an Ordinance and is requesting the Board conduct the final required Public Hearing and adopt the Ordinance (Attachment #1).

**Analysis:**

The intent of the Rural zoning district is to maintain and promote agriculture, silviculture and natural resource-based activities, preserve natural systems and ecosystem functions, and protect the scenic vistas and pastoral development patterns that typify the County's rural areas. Allowable land uses within this district include agriculture, silviculture, ecotourism-based activities, very low-density residential, community and passive recreational facilities, and some forms of active recreation as a restricted use.

The current development standards for community service uses in the Rural zoning district can be found in Sec. 10-6.612, subsection 8 of the LDC, and are outlined below:

- Single structure: 5,000 gross square feet maximum;
- Site area: 3 acres minimum, maximum of 5 acres.

Over the past five years, projects involving community service uses have made it clear that these development standards have created hardships for existing uses and proved difficult to implement. Upon further analysis of existing community service uses in Rural, it was determined that over 60% are located on parcels smaller than the minimum site area of three (3) acres and/or they exceeded the 5,000 square foot maximum footprint limitation. In one fairly recent example, a religious facility requested to increase the size of its building as well as upgrade its building to provide ADA accessibility; however, the resulting size of the building with these improvements exceeded the maximum building footprint allowed. The improvements were ultimately scaled back. Staff was able to apply a nonconformity exception to allow some of the improvements in order to address the accessibility and safety concerns, but it became clear that more flexibility was needed to allow certain expansions and improvements to occur.

In addition, the current development standards do not take into consideration the development or expansion of community service uses on larger lots, which are possible in the rural area. For example, Tall Timbers is located on property over 1,400 acres in size. The research facility is comprised of numerous buildings that, when combined, well exceed the maximum site area of five (5) acres for community service uses. Tall Timbers has stated its desire to construct a new education facility on the site which would have minimal, if any, impact on adjoining properties due to the fact that the facility is centrally located on a 1,400 acre parcel with significant buffering from adjacent residential properties; however, this would not be allowed under the currently adopted development standards.

Tall Timbers has supported and continued to work with KIRC since the 2015 Rural district amendments. In March 2020, Tall Timbers had preliminary discussions with KIRC regarding the limits on community services on large parcels. KIRC informed Tall Timbers in writing that they did not object to the proposal to allow for larger facilities in context with larger parcels. Staff concurs that it is prudent to develop more context sensitive development standards for the widely ranging parcel sizes and existing community service facilities within the rural area. Out of the discussions held with staff and the stakeholders, one alternative has been developed that appears to be the most viable. That alternative includes the use of a tiered property size approach, similar to the tiered property size standard utilized for the Solar Ordinance. This approach provides development standards that are proportionate to the size of a parcel while ensuring mitigation for any off-site impacts to neighboring properties through site design criteria.

The proposed tiered property acreage methodology includes three groups of acreage ranges: 10 acres or less, greater than 10 and up to 49 acres, and 50 acres or more. These property acreage ranges will provide scalable development standards that will correspond to the acreage range. For example, the lower property acreage range (10 acres or less) will maintain the same development standards that are currently in place, such as a maximum single-structure size of 5,000 square feet. For properties 50 acres or larger, the size of a single structure may increase up to 15,000 square feet.

In addition, the Ordinance includes an exception for lawfully established non-conforming community service uses. This exception will allow for improvements to an existing structure, to the extent practical, in order to address the American with Disabilities Act (ADA) requirements or other minimum health and safety standards as required by the Florida Building Code (FBC). The proposed Ordinance also includes minor revisions to consolidate requirements or provide additional clarification on specific design criteria.

#### DSEM Advisory Committee on Quality Growth

An overview of the proposed Ordinance was presented to the DSEM Advisory Committee on Quality Growth for review and recommendations. The committee asked specific questions regarding the definition of community services and stated its concerns about for-profit venues. The committee was informed that these amendments would not allow the establishment of for-profit venues and that community service facilities was defined in the LDC as “a facility owned or operated by a public or private entity that directly provides a significant public benefit, such as libraries, religious facilities, police and fire stations, hospitals, museums and schools.”

#### Stakeholder Meetings:

Staff has involved KIRC and Tall Timbers in discussions regarding community services uses in the Rural zoning district and have ensured its input was thoroughly considered. Staff initially met with KIRC and Tall Timbers on February 8, 2021, to discuss the options and formulate an outline for moving forward. The proposed Ordinance has been revised and provided to KIRC and Tall Timbers since that initial meeting. Both groups noted that the latest draft addressed their concerns and they do not object to moving this proposed Ordinance forward for Board consideration (Attachment #2).

**Consistency Determination:**

Tallahassee-Leon County Planning Department staff conducted a review of the proposed Ordinance and determined that it is consistent with the Tallahassee-Leon County Comprehensive Plan (Attachment #3). The proposed Ordinance also required a consistency review by the Planning Commission at a Public Hearing, which was held on May 4, 2021. The Planning Commission voted unanimously to recommend the Board adopt the proposed Ordinance as currently drafted.

**Public Notification:**

Notice of the Public Hearing has been published in accordance with the requirements of Florida Statutes (Attachment #4).

**Options:**

1. Conduct the second and final Public Hearing and adopt the proposed Ordinance amending Section 10-6.612 of the Land Development Code, entitled “Rural Zoning District” (Attachment #1).
2. Conduct the second and final Public Hearing and do not adopt the proposed Ordinance amending Section 10-6.612 of the Land Development Code, entitled “Rural Zoning District” .
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Proposed Ordinance amending Section 10-6.612 of the Land Development Code, entitled “Rural Zoning District”
2. Comments from KIRC Regarding the Proposed Ordinance
3. Consistency Memorandum from PLACE
4. Notice of Public Hearing

**LEON COUNTY ORDINANCE NO. 21\_\_**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 10, THE LAND DEVELOPMENT CODE, OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; AMENDING SECTION 10-6.612, RURAL ZONING DISTRICT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

WHEREAS, the Board of County Commissioners desires to continue to maintain and promote agriculture, silviculture and natural resource-based activities while providing greater flexibility in design for community service uses on larger parcels;

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

**Section 1. Amending Section 10-6.612, Rural Zoning district.**

Section 10-6.612 of Article VI of Chapter 10, the Land Development Code, of the Code of Laws of Leon County, Florida, entitled "Definitions", is hereby amended to read as follows:

24    **Sec. 10-6.612. - Rural Zoning District.**

1. District Intent	2. Allowable District Location
<p>The intent of the rural zoning district is to maintain and promote agriculture, silviculture and natural resource-based activities, preserve natural systems and ecosystem functions, and protect the scenic vistas and pastoral development patterns that typify the county's rural areas.</p> <p>Allowable land uses within this district include agriculture, silviculture, ecotourism based activities, very low density residential, and community and passive recreational facilities, and some forms of active recreation as a restricted use.</p> <p>Non-residential uses, with the exception of community and passive recreational facilities that are not functionally related to and supportive of agriculture, silviculture and other natural resource-based activities shall be prohibited within the rural zoning district. This district is not intended to accommodate commercial activities designed to service basic household needs of area residents. Rural commercial uses, as well as restricted uses, may be allowed in this district but shall be limited to the locational and design standards as noted herein. Due to the need to protect and preserve existing rural lands from fragmentation and to promote infill and redevelopment within the urban services area and rural communities, urban services are not planned or programmed for this area.</p> <p>Design standards and development standards for non-residential development and restricted uses, as noted herein, shall be required to prevent encroachment and fragmentation of agricultural uses as well as to ensure compatibility with adjacent uses.</p>	<p>The district may only be located within areas designated rural on the future land use map.</p>

25

26

Permitted, Prohibited, and Restricted Uses			
3. Principal Uses	4. Prohibited Uses	5. Restricted Uses	6. Rural Accessory Uses Functionally Related to Bona Fide Agriculture, Silviculture or Natural Resource-Based Activities
(1) Agricultural. (2) Silviculture. (3) Wholesale trade: Farm-product raw materials. (4) Wholesale nursery products. (5) Rural commercial. (6) Community services. (7) Low-density residential (single-, two-family, or manufactured home). (8) Passive recreation. (9) Light infrastructure. (10) Cemeteries.	(1) Manufacturing. (2) Extraction and bottling of mineral or springwater—wholesale. (3) High pressure well stimulation/acid fracturing and/or hydraulic fracturing. (4) Gas stations, fuel oil and liquefied petroleum products. (5) Convenience stores. (6) Grocery stores. (7) General merchandise sales. (8) Drug stores. (9) Automotive repair. (10) Motor vehicle racing tracks/amusement. (11) Heavy infrastructure (with the exception of those listed under restricted uses). (12) Active recreation (with the exception of those listed under restricted uses). (13) Other uses which are not functionally supportive of and accessory to established agricultural, silvicultural or natural resource-based activities within the rural zoning district.	(1) Mining. (2) Landscape counseling and planning. (3) Airports, flying fields and services. (4) Camps and recreational vehicle parks. (5) Botanical and zoological gardens. (6) Archaeological historical sites. (7) Commercial kennels. (8) Veterinary clinics. (9) Riding academies/livery or boarding stables. (10) Outdoor sport shooting ranges.	<p>Pursuant to F.S. § 823.14, a bona fide farm operation shall be exempt from local regulation, ordinance, rule or policy that prohibits, restricts, regulates or otherwise limits activities of a bona fide farm operation on land classified as agricultural land pursuant to F.S. § 193.461.</p> <p>Pursuant to F.S. § 823.14(3)(b), the term "farm operation" means all conditions or activities which occur on a farm in connection with that farm's products.</p>

## 7. Development Standards

Use Category	a. Lot area (acres)	b. Minimum lot frontage	c. Front yard setback	d. Corner yard setback	e. Side yard setback	f. Rear Yard setback	g. Maximum percent impervious surface area	hg. Maximum height at building envelope perimeter	ih. Maximum height per additional setback	ji. Total maximum height
Low density residential	10 acres minimum	15 feet	30 feet	30 feet	20 feet	50 feet	30	35 feet	1'/1'	Not applicable
Rural commercial	3.0 acres minimum, 5.0 acres maximum *	40 feet	50 feet building, 50 feet parking	50 feet building, 50 feet parking	50 feet building, 50 feet parking	50 feet building, 50 feet parking	30	35 feet	1'/1'	45 feet
Community services	3.0 acres minimum, 5.0 acres maximum See Development Standards for Community Services in Section 8	40 feet	50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet)	50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet)	50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet)	50 feet building, 50 feet parking 100 feet building, 100 feet parking (For structures greater than 5,000 square feet)	30	35 feet	1'/1'	45 feet
Restricted uses; passive	3.0 acres minimum	Not applicable	50 feet building, 50 feet parking;	50 feet building, 50 feet parking;	50 feet building, 50 feet parking;	50 feet building, 50 feet parking;	30	35 feet	1'/1'	45 feet

recreation facilities			unless otherwise specified in subsection 10 of this section	unless otherwise specified in subsection 10 of this section	unless otherwise specified in subsection 10 of this section	unless otherwise specified in subsection 10 of this section				
Comp. Plan Policy 2.1.9 subdivision	0.5 acres minimum	15 feet	25 feet	25 feet	15 feet	50 feet	30	35 feet	1'1'	Not applicable

**8. Development Standards for Community Service Uses:** ~~Community service uses shall also be subject to the buffer zone standards (section 10-7.522), the parking and loading requirements (subdivision 3, division 5, article VII of this chapter) and applicable design standards outlined in subsection 11 of this section.~~

~~(1) Single structure: 5,000 gross square feet maximum.~~

~~(2) Site area: 3 acres minimum; maximum of 5 acres.~~

(1) The maximum single structure size and site area shall be limited by the overall acreage of the parcel to preserve the rural character through proper scale and massing. Community service uses shall also be subject to the site design criteria of subsection 11 of this section.

<u>Parcel size</u>	<u>Less than or equal to 10 acres</u>	<u>&gt;10 to 49 acres</u>	<u>50 acres +</u>
<u>Maximum single structure size (gross building floor area)</u>	<u>5,000 square feet</u>	<u>10,000 square feet</u>	<u>15,000 square feet</u>
<u>Site area</u>	<u>Min: 3 ac</u> <u>Max: 5 ac</u>	<u>Min: 3 ac</u> <u>Max: 10 ac</u>	<u>Min: 3 ac</u> <u>Max: 15 ac</u>



Existing, lawfully established non-conforming community services uses will be afforded flexibility with the required development standards, to the extent practical, when improvements are necessary to meet minimum health and safety standards according to the Florida Building Code (FBC), including, but not limited to ADA accessibility requirements.

**9. Rural Commercial Intersection Location Standards:** The intersection location standard is intended to group rural commercial activities toward intersections to provide access and to prevent fragmentation of agricultural uses.

- (1) Major function: Provide sales and services functionally related to and supportive of agriculture, silviculture and natural resource-based activities.
- (2) Location: On or near the intersection (access within 330 feet of the centerline of the intersection) of an arterial/arterial or arterial/major collector roadway.
- (3) Site area: 3.0 acres minimum with a maximum of 5.0 acres per quadrant.
- (4) Allowable building square footage: Maximum of 10,000 gross square feet per intersection (only 2 quadrants per intersection may be developed for rural commercial). Single structure limited to a maximum of 5,000 gross square feet.

**10. Development Standards for Restricted Uses:** All proposed restricted uses shall meet the applicable provisions of section 10-6.611; the applicable design standards noted in subsection 11 of this section; the buffer zone standards (section 10-7.522); and the parking and loading requirements (subdivision 3, division 5, article VII of this chapter). All restricted uses shall be limited to a maximum building area of 2,000 gross square feet per acre with no more than 5,000 gross square feet of retail commercial or office space. The following restricted uses require satisfaction of additional criteria:

- (1) Mining activities.
  - a. All mining activities as defined on the schedule of permitted uses must meet the specific development standards, as follows upon review and approval by the Board of County Commissioners following a duly noticed public hearing. This includes NAICS items 212321 and 212324.
  - b. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:
    1. The mining activity, all accessory uses and structures, internal roadways, and driveways onto the adjacent streets shall be set back a minimum of 100 feet from the perimeter property boundaries or 200 feet from the nearest off-site residence, residential zoning district, or subdivision intended primarily for residential land use, whichever distance is greater. This setback standard may be reduced if less of a setback is approved in writing by the adjacent property owner prior to site plan approval or if the adjacent property is also used as a mining activity.
    2. A plan of vehicular access to and from the site demonstrating that heavy trucks and equipment will not travel on that portion of a local or minor collector street with frontage containing residential land use, zoned for residential land use, or containing subdivision lots intended primarily for residential land use. For purposes of this requirement, local and minor collector streets shall be those identified in the local government Comprehensive Plan and the Tallahassee-Leon County Long Range Transportation Plan.

3. A land reclamation plan shall be submitted demonstrating that upon termination of the activity the land shall be returned to a condition that will allow an effective reuse comparable to surrounding properties.

4. Fencing requirement: All areas proposed for use in open-pit mining operations and/or construction and demolition debris disposal must be secured by a fence, unless the area is determined by the County Administrator or designee to be a reclaimed open-pit mine. The fence must be at least four feet in height with openings that will reject the passage of a seven-inch diameter sphere. The fence must be equipped with a gate which shall remain locked when workers or employees of the land owner or mining company are not present at the site. At every gate or access point, at least one sign must be posted which states, in at least four-inch tall letters, "Danger," "Keep Out," "No Trespassing," or similar language indicate that there may be hazardous conditions on the premises.

(2) Camps and recreational vehicle parks (NAICS 721211 and 721214).

a. All camps and recreational vehicle parks must meet the specific development standards, as follows upon review and approval by the Board of County Commissioners following a duly noticed public hearing. A plan must be submitted demonstrating protection of adjacent properties and public interest which shall include, but not be limited to the following:

1. Sanitary facilities shall be provided.

2. Not more than 5 campsites per gross acre shall be provided.

3. Individual campsites, roadways, and accessory structures shall be located to meet the minimum building setback standards from the exterior property lines of the campground.

(3) Airports, flying fields and services.

a. All airports, flying fields and services must meet the specific development standards as noted in this section and as required by state or federal law, and shall require review and approval by the Board of County Commissioners following a duly noticed public hearing.

(4) Outdoor sport shooting ranges.

a. This subsection shall not apply to personal firearm use on private property or to businesses that operate an outdoor sport shooting range as an ancillary use to a legal, principal use, such as, but not limited to, a hunting plantation, timber plantation, or special event venue.

b. All outdoor sport shooting ranges must meet the specific development standards as noted in this section, and shall require a Type C review and approval by the Board of County Commissioners following a duly noticed public hearing.

c. All outdoor sport shooting ranges must demonstrate protection of adjacent properties and the public interest which shall include, but not limited to the following:

1. An outdoor sport shooting range shall not be located within an unrecorded or recorded subdivision or in the residential preservation overlay district.

2. No outdoor sport shooting range shall be permitted within 500 feet of the property line.

3. The firing lines shall be oriented to minimize off-site impacts, including, but not limited to, noise and safety of existing structures and roadways.

4. Access to Canopy Road shall be subject to division 7, article VI of this chapter.
5. A minimum of a Type D buffer and a 15-foot high berm behind the line of fire/targets shall be constructed.
6. The county encourages the use of the National Rifle Association's Range Source Book for best practices.
7. The county encourages compliance with the state department of environmental protection's best management practices for environmental stewardship of state shooting ranges.
8. The county encourages outdoor sport shooting ranges to have range safety officers on the premises during the hours of operation.
9. To ensure compatibility with the surrounding area, additional site specific conditions may be imposed, such as, but not limited to, conditions related to noise reduction and safety.

**11. Site Design Criteria:** Rural commercial uses, community service uses and as well as restricted uses, may be allowed in this district but shall be limited subject to the locational and design standards as noted herein.

(1) A plan and supporting narrative must be submitted pursuant to the applicable site and development plan process outlined in article VII of this chapter that demonstrates compliance, as applicable, with the following:

a. (1.) Signs: Freestanding on-site signs shall be limited to monument-style signs and the sign base shall be consistent with the materials and design context of the primary on-site building. Signs shall be illuminated with externally mounted lighting focused on the sign in a manner that limits off-site illumination. Internally illuminated signs and pole signs are prohibited. For sites not located at intersections, on-site ground signs shall be limited to no more than 32 square feet in area and limited to no more than 10 feet in height.

b. (2.) Building and Site Design Standards: ~~Building design standards including any proposed~~ All accessory buildings and structures shall reflect or compliment the local vernacular architectural style. Building facade treatments and materials shall provide architectural interest through, but not limited to: the utilization of fenestration that allows for natural surveillance and gabled or parapet roof treatments.

e. (3.) Lighting: On-site lighting including 24-hour security lighting shall be wall mounted with illumination focused on the building in a manner that limits off-site illumination, consistent with the "Dark Sky Friendly" guidelines. All exterior lighting shall have recessed bulbs and filters which conceal the source of illumination. Security lighting is permitted; however, No wall or roof mounted flood or spot lights used as general grounds lighting are prohibited permitted. Security lighting is permitted. e. Lighting at the property line (six feet above ground) adjacent to residential uses shall not exceed 0.1 footcandles. f. Lighting for parking areas shall not exceed 15 feet in height as measured from average grade to the light fixture.

g. (4.) Perimeter Buffering and Fencing: ~~buffering and/or fencing requirements shall be based on the density of the adjacent residential uses.~~ If the adjacent residential density is 0.5 dwelling units per acre or greater, a Type C buffer shall be required. A

wooden buffer fence may be utilized on sites where the required vegetative buffer cannot be established based on site limitations or constraints.

h. (5.) Fencing and Screening of Outdoor Service Areas and Equipment:

~~a. The trash collection dumpster~~ Refuse collection areas shall be accessible to waste collection vehicles, and shall be located in the side or rear setback area yard of the on-site principal building. The dumpster and shall be fenced screened with a material and design treatment consistent with the building facade of the principal building and screened with vegetation.

~~ib.~~ All appurtenant mechanical and electrical equipment, outside collection/drop-off/storage areas, and other accessory or ancillary structures shall be screened from public view. The screening material shall be consistent with the materials and design context of the primary on-site building.

~~j. The site design shall integrate internal and where appropriate external pedestrian circulation and interconnection including the accommodation of bike circulation were applicable.~~

(6.) Hours of Operation:

~~k.~~ The hours of operation shall be limited to 6:00 a.m. to 8:00 p.m. Community service uses shall not be limited in hours of operation; however, typical hours of operation for the facility shall be identified on final development plans.

~~l. To ensure compatibility, other site design treatments and considerations may be applicable to the proposed use and shall be identified during the proposed project's application review meeting.~~

\*If subdivision is proposed to create the rural commercial parcel, then the remaining portion of the property shall meet the minimum lot size standards noted herein.

General notes:

- (1) If central sanitary sewer is not available, residential development shall provide no less than 0.50 acre of buildable area. Non-residential development and community service facilities located within the USA are limited to a maximum of 900 gallons of wastewater flow per day. Refer to Sanitary Sewer Policy ~~2.1.12~~ 2.1.2 of the Comprehensive Plan for additional requirements.
- (2) Refer to the Environmental Management Act (EMA) for information pertaining to the regulation of environmental features (preservation/conservation features), stormwater management requirements, etc.
- (3) Refer to the concurrency management ordinance for information pertaining to the availability of capacity for certain public facilities (roads, schools, parks, etc.).

**Section 2. 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 3. 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 4. 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

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: \_\_\_\_\_

## Ryan Culpepper

---

**From:** Jeff Blair <facilitatedsolutionsjb@gmail.com>  
**Sent:** Friday, March 19, 2021 10:09 PM  
**To:** Neil Fleckenstein  
**Cc:** Ryan Culpepper; Mike Rychlik; Shawna Martin; Anastasia Richmond; Scott Brockmeier; White, Artie; Rob Lombardo  
**Subject:** Re: Rural amendments for community services - second round of revisions

Hello Ryan,  
I have re-read the revised version and feel it captures our previous comments. I am fine with this version. Thank you for including KIR in the discussions.

Regards,  
Jeff A. Blair

**Facilitated Solutions, LLC**  
Consultation, Process Design & Facilitation  
850.694.1209  
[facilitatedsolutions.org](http://facilitatedsolutions.org)

Seek first to understand, then to be understood.

"My commitment must be to truth and not to consistency." *Mahatma Gandhi*



Think before you print





## MEMORANDUM

**TO:** Ryan Culpepper, Leon County Department of Developmental Support and Environmental Management  
**FROM:** Sean Reiss, Tallahassee-Leon County Planning Department  
**THRU:** Russell Snyder, Administrator, Tallahassee-Leon County Planning Department  
**DATE:** April 15, 2021  
**SUBJECT:** Consistency Review – Text Amendment to the Leon County Land Development Code, Chapter 10, Section 10-6.612, Rural Zoning District.

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### **Description of the Proposed Change:**

The proposed ordinance will revise the standards for community service uses in the Rural zoning district. The revisions consist of updated site design and development standards for community service uses, including establishing a maximum building footprint size for community service structures based on the size of the subject parcel.

### **Analysis of Consistency with the Tallahassee-Leon County Comprehensive Plan**

Policy 2.2.1 [L] of the *Tallahassee-Leon County Comprehensive Plan* establishes the Rural Future Land Use Map category. The category allows community service uses and establishes maximum intensities within the category, which are 2000 square feet per gross acre. The proposed revisions are consistent with the maximum allowed intensities. Additionally, Policy 2.2.1 [L] enables the land development to include additional design standards and limitations to ensure that such uses are developed in a manner that is compatible with the rural nature of the area. The proposed changes to the Rural zoning district are consistent with Policy 2.2.1 [L] of the *Tallahassee-Leon County Comprehensive Plan*.

### **Finding of Consistency with the Tallahassee-Leon County Comprehensive Plan**

Based on the findings above, the Planning Department finds the proposed ordinance consistent with the *Tallahassee-Leon County Comprehensive Plan*.

## NOTICE OF ESTABLISHMENT OR CHANGE OF A LAND USE REGULATION

Notice is hereby given that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, July 13, 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, THE LAND DEVELOPMENT CODE, OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; AMENDING SECTION 10-6.612, RURAL ZONING DISTRICT; 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](http://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, July 12, 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](http://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](mailto:LCG_PublicComments@leoncountyfl.gov).

Written public comments received after the 8:00 p.m., Monday, July 12, 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, July 12, 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](mailto: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 as part of the agenda package on the County's web site (<https://www2.leoncountyfl.gov/coadmin/agenda/>). 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: July 6, 2021



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #39**

# Leon County Board of County Commissioners

## Agenda Item #39

July 13, 2021

**To:** Honorable Chairman and Members of the Board

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

Vincent S. Long, County Administrator



**Title:** First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 2, Article VIII of the Leon County Code of Laws, Relating to Local Emergency Management

<b>Review and Approval:</b>	Chasity H. O'Steen, County Attorney Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Mathieu Cavell, Assistant to the County Administrator for Community Relations and Resilience Kevin Peters, Director, Emergency Management
<b>Lead Staff/ Project team:</b>	Chasity H. O'Steen, County Attorney

### **Statement of Issue:**

This item requests the Board conduct the first and only public hearing to consider adopting the proposed Ordinance amending Chapter 2, Article VIII of the Leon County Code of Laws, relating to local emergency management to conform with new state legislation and approve other updates.

### **Fiscal Impact:**

This item has no fiscal impact.

### **Staff Recommendation:**

Option #1: Conduct the first and only public hearing and adopt the Ordinance amending Chapter 2, Article VIII of the Leon County Code of Laws, relating to local emergency management (Attachment #1).

## **Report and Discussion**

### **Background:**

At the June 8, 2021 meeting, the Board approved scheduling the first and only public hearing to consider adopting the proposed Ordinance to amend Chapter 2, Article VIII of the Leon County Code of Laws, relating to local emergency management (Attachment #1). This item requests the Board conduct the public hearing to consider adopting the proposed Ordinance.

During the 2021 Legislative Session, the Florida Legislature adopted CS/CS/SB 2006, relating to emergency management, to address the threats posed by a pandemic or other public health emergency. The bill was signed into law by Governor DeSantis, and is codified at Chapter 2021-8, Laws of Florida. Among other provisions, the bill amends sections 252.38 and 252.46, Florida Statutes (“F.S.”), relating to the emergency management powers of political subdivisions, effective July 1, 2021. The proposed Ordinance revises the emergency management provisions of the Leon County Code to comport with the 2021 legislative amendments, renames and reorganizes the Article, and provides further clarifications consistent with Chapter 252, F.S. The emergency management provisions of the Leon County Code were last amended in 2010.

### **Analysis:**

In adopting CS/CS/SB 2006, the Florida Legislature made a distinction between orders and ordinances (“emergency orders”) issued in response to emergencies that limit the rights or liberties of individuals or businesses, and orders and ordinances that do not. The Legislature set certain limits on the duration, applicability, and scope of emergency orders, though the new limits applicable to emergency orders do not apply to orders and ordinances issued in response to hurricanes or other weather-related emergencies. Notably, the Governor may, at any time, invalidate an emergency order issued by a political subdivision if the Governor determines that such order unnecessarily restricts individual rights or liberties.

In addition, the legislation requires the County to have a dedicated webpage for all emergency proclamations and orders which are in effect; also, the County must file emergency proclamations and orders with the Office of the Clerk of Court within three days after issuance.

The proposed Ordinance will change the title of Chapter 2, Article VIII of the Leon County Code from “Emergency Management” to “Local Emergency Management.” Organizationally, the Ordinance will create four divisions within Article VIII, as follows:

- Division 1 – General Provisions
- Division 2 – Local Emergency Orders
- Division 3 – Local Emergency Proclamations
- Division 4 – Disaster-Related Debris Removal

The proposed Ordinance also provides clarifications consistent with Chapter 252, F.S., as well as changes of an editorial nature.

### Division 1 – General Provisions

This division contains the overarching provisions that apply to the entire article of the Code relating to local emergency management. Within this division, the proposed Ordinance will amend Section 2-304, relating to the intent and purpose of the article, to comprehensively embrace the provisions set forth in sections 252.38 and 252.311(2), F.S. In addition, the Ordinance will amend Section 2-305 of the Code relating to definitions. Two significant definitions will be added to distinguish between a “local emergency order” (which may be adopted for emergencies that limit the rights or liberties of individuals or businesses and are not weather-related) and a “local emergency proclamation” (for emergencies that do not limit the rights or liberties of individuals or business or that are otherwise weather-related). The definition for “local emergency order” included in the proposed Ordinance is based upon the 2021 legislative amendments to section 252.38, F.S. These definitions are as follows:

*Local emergency order* means an order or ordinance issued or enacted by the county in response to a state or local emergency pursuant to F.S. ch. 252 or F.S. ch. 381 that limits the rights or liberties of individuals or businesses within the county. The term does not apply to a local emergency proclamation as defined in this article.

*Local emergency proclamation* means a formal declaration of the chairman of the Board of County Commissioners, or the vice-chairman in his or her absence, or the County Administrator, or designee, in the absence of the chairman and vice-chairman, that is issued in response to a hurricane, other weather-related emergency, or any other type of state or local emergency contemplated under F.S. ch. 252 or other law. The term does not apply to a local emergency order as defined in this article.

In addition, the proposed Ordinance adds a definition for “commodity”, which is derived from section 501.160, F.S. Section 501.160, F.S., prohibits the price gouging of commodities during a declared state of emergency. A definition for “hazardous material”, based on the definition provided in section 252.82, F.S., is also being added.

The section entitled “Activation of disaster emergency activities”, which is being renumbered to Section 2-307 of the Code, includes several amendments to provide consistency with section 252.38(3), F.S., relating to the emergency management powers of political subdivisions. Notably, the powers and authority enumerated in section 252.38(3)(a), F.S., have been added to Section 2-307.

Pursuant to section 252.46, F.S., as amended, the proposed Ordinance adds a new Section 2-308 entitled “Dedicated webpage” to provide that the County’s local emergency proclamations and local emergency orders will be available on a dedicated webpage that is accessible through a link on the County’s home page. The link must also be provided to the Executive Office of the Governor, Division of Emergency Management.

The penalties section of the article is also being amended to provide that a violation of an emergency ordinance may be punishable either according to section 1-9 of the Code, which

provides criminal penalties, or as a non-criminal infraction subject to fines as determined by the Board.

#### Division 2 – Local Emergency Orders

This division is being created to comply with section 252.38, F.S., as amended by CS/CS/SB 2006, for those emergencies that limit the rights or liberties of individuals or businesses and are not weather-related. The division provides the process to enact a “local emergency order”, as defined in Division 1, which can be in the form of an executive order or an emergency ordinance. An emergency ordinance would continue to be adopted in accordance with the emergency ordinance enactment procedures of section 125.66(3), F.S.

An executive order is similar to a local emergency proclamation, except that a local emergency proclamation would be issued for a weather-related emergency or emergency that does not limit the rights or liberties of individuals or businesses, whereas an executive order would be issued for an emergency that is not weather-related or that does limit the rights or liberties of individuals or businesses. Declaration of an executive order could be by the chairman of the Board, or the vice-chairman in his or her absence, in consultation with the County Administrator or designee.

To comport with section 252.38, F.S., as amended, a local emergency order must be narrowly tailored to serve a compelling public health or safety purpose and, to the greatest extent possible, be limited in duration, applicability, and scope in order to reduce any infringement on individual rights or liberties. A local emergency order will automatically expire seven days after issuance but may be extended by a majority vote of the Board, as necessary, in 7-day increments for a total duration of not more than 42 days. Upon the expiration of the local emergency order, the County may not issue a substantially similar local emergency order. Also, the Governor may, at any time, invalidate a local emergency order if the Governor determines that the order unnecessarily restricts individual rights or liberties. The local emergency order must be filed with the Clerk of Court within three days after issuance.

#### Division 3 – Local Emergency Proclamations

Division 3 provides minor amendments to the Code regarding the procedures for proclaiming a local state of emergency. These proposed modifications do not affect the way the County has made weather-related local emergency proclamations in the past.

A local state of emergency is declared by local emergency proclamation of the chairman of the Board, or the vice-chairman in his or her absence, or by the County Administrator, or designee, in the absence of the chairman and vice-chairman. The local state of emergency can continue for seven days, and may be extended in seven-day increments as necessary or, until the chairman, or vice-chairman, in his or her absence, or by the County Administrator, or designee, in the absence of the chairman and vice-chairman, finds that the threat or danger no longer exists and/or until a meeting of a quorum of the Board of County Commissioners can take place and there is a decision to terminate the local emergency proclamation. The local emergency proclamation must be filed with the Clerk of the Court within three days after issuance.

#### Division 4 – Disaster-Related Debris Removal

Division 4 addresses disaster-related debris removal, which was formerly Section 2-314 of the Code. This division includes the disaster-generated debris removal management plan, authority, priorities, and limitations. The section on intent is derived from a previous section of the Code. These proposed modifications do not provide any substantive changes to the County's previous process for disaster-related debris removal.

The Notice of Public Hearing was timely published in the *Tallahassee Democrat* in accordance with section 125.66, F.S. (Attachment #2).

Pursuant to the analysis set forth hereinabove, it is recommended that the Board conduct the first and only public hearing and adopt the Ordinance amending Chapter 2, Article VIII of the Leon County Code of Laws, relating to local emergency management.

#### **Options:**

1. Conduct the first and only public hearing and adopt the Ordinance amending Chapter 2, Article VIII of the Leon County Code of Laws, relating to local emergency management (Attachment #1).
2. Conduct the first and only public hearing and do not adopt the Ordinance amending Chapter 2, Article VIII of the Leon County Code of Laws, relating to local emergency management.
3. Board direction.

#### **Recommendation:**

Option #1

#### **Attachment:**

1. Proposed Ordinance amending Chapter 2, Article VIII of the Leon County Code of Laws, relating to local emergency management
2. Notice of Public Hearing

**LEON COUNTY ORDINANCE NO. 2021-**

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE VIII, OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, RELATING TO LOCAL EMERGENCY MANAGEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

WHEREAS, during the 2021 Legislative Session, the Florida Legislature adopted CS/CS/SB 2006, which was signed into law by Governor DeSantis and codified at Chapter 2021-8, Laws of Florida; and

WHEREAS, Chapter 2021-8, Laws of Florida, amended sections 252.38 and 252.46, Florida Statutes, relating to the emergency management powers of political subdivisions, effective July 1, 2021; and

WHEREAS, to comport with sections 252.38 and 252.46, Florida Statutes, as amended, the Board of County Commissioners desires to enact an ordinance amending Chapter 2, Article VIII, of the Leon County Code of Laws, relating to local emergency management;

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

**Section 1. Amendments to Code.**

Chapter 2, Article VIII, of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

**ARTICLE VIII. LOCAL EMERGENCY MANAGEMENT**

**DIVISION 1. GENERAL PROVISIONS**

**~~DIVISION 2. LOCAL EMERGENCY MANAGEMENT~~**

**Sec. 2-302. Legislative authorization.**

This article is enacted in the interest of the public health, safety, and general welfare of the citizens and inhabitants of the county pursuant to article VIII, section 1(g) of the Florida Constitution and F.S. (1993)-§§ 252.318 - 252.90 and F.S. (1991)-§ 125.01(1)(t), as may be amended from time to time.

1 **Sec. 2-303. Territory embraced.**

2  
3 This article shall be effective within the boundaries of the county except where in conflict with  
4 an ordinance of a municipality within the county.  
5

6 **Sec. 2-304. Intent and purpose of article.**

7  
8 (a) As provided in F.S. § 252.38, safeguarding the life and property of the citizens of the  
9 county is an innate responsibility of the Board of County Commissioners.  
10

11 (b) The intent of the Board of County Commissioners in adopting this article is to: reduce  
12 the vulnerability of the people and property of this county; to prepare for efficient evacuation and  
13 shelter of threatened or affected persons; to provide for the rapid and orderly provision of relief to  
14 persons and for the restoration of services and property; and to provide for the coordination of activities  
15 relating to emergency preparedness, response, recovery, and mitigation among and between agencies  
16 and officials of this county and state, with similar agencies and officials of other states, with local and  
17 federal governments, with interstate organizations, and with the private sector.  
18

19 (c) The purpose of this article is to:

- 20  
21 (1) ~~Protect and safeguard the safety, health, and welfare of the people of the county;:-~~  
22  
23 (2) ~~Designate a county official to declare a local state of emergency in the event of~~  
24 ~~an natural, technological, or manmade disaster or emergency, as defined in this~~  
25 ~~article, or the imminent threat thereof, and to authorize certain actions relating~~  
26 ~~thereto;,- and to authorize certain actions relating thereto when a quorum of the~~  
27 ~~Board of County Commissioners is unable to meet.-~~  
28  
29 (3) Establish and create the county division of emergency management.  
30  
31 (4) ~~Take a proactive approach to coordinating and managing debris removal operations as~~  
32 ~~part of its overall emergency management plan, recognizing that communities with a~~  
33 ~~debris management plan are better prepared to restore public services and ensure the~~  
34 ~~public health and safety in the aftermath of a major disaster or catastrophic disaster, and~~  
35 ~~to thereby be better positioned to receive the full level of assistance available to the~~  
36 ~~county from the Federal Emergency Management Agency (FEMA) and from other~~  
37 ~~participating entities.-~~  
38

39 **Sec. 2-305. Definitions.**

40  
41 The following words, terms and phrases, when used in this ~~article~~division, shall have the  
42 meanings ascribed to them in this section, except where the context clearly indicates a different  
43 meaning:  
44



*Commodity* means any goods, services, materials, merchandise, supplies, equipment, resources, or other article of commerce, and includes, without limitation, food, water, ice, chemicals, petroleum products, and lumber necessary for consumption or use as a direct result of the emergency.

*County workforces* means officers, employees, and agents of the county, including, but not limited to, contractors retained by the county to push, remove, store, or dispose of disaster-generated debris or to otherwise act in response to the implementation of the county's disaster-generated debris removal management plan.

*Disaster* means any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by a county, the governor, or the President of the United States. Disasters shall be identified by the severity of resulting damage, as follows:

- (1) *Catastrophic disaster* means a disaster that will require massive state and federal assistance, including immediate military involvement.
- (2) *Major disaster* means a disaster that will likely exceed local capabilities and require a broad range of state and federal assistance.
- (3) *Minor disaster* means the disaster that is likely to be within the response capabilities of local government and to result in only a minimal need for state or federal assistance.

*Disaster-generated debris* or *debris* means any material, including trees, branches, personal property, and building material deposited on county-owned property or rights-of-way or on private roads as a direct result of a major disaster or a catastrophic disaster.

- (1) The term "disaster-generated debris" includes, but is not limited to:
  - a. *Vegetative debris*. Debris consisting of whole trees, tree stumps, tree branches, tree trunks, and other leafy material.
  - b. *Hazardous limbs and hazardous trees*. Limbs or trees damaged in a major disaster or a catastrophic disaster and in danger of falling on primary ingress or egress routes or on county rights-of-way.
  - c. *Construction and demolition debris*. Debris created by the removal of disaster-damaged interior and exterior materials from improved property, such as lumber and wood, gypsum wallboard, glass, metal, roofing material, tile, carpeting and floor coverings, pipe, concrete, fully cured asphalt, equipment, furnishings, and fixtures.
  - d. ~~*Household hazardous waste. and electronic waste. Household hazardous waste (HHW) such as h*~~Household cleaning supplies, insecticides, herbicides, and other products or materials containing volatile chemicals that catch fire, react, or explode under certain circumstances, or that are corrosive or toxic, and

e. ~~E~~*electronic waste (e-waste)*, such as eComputer monitors, televisions, and other such electronics that contain hazardous materials.

fe. *White goods*. Discarded household appliances such as refrigerators, freezers, air conditioners, heat pumps, ovens, ranges, washing machines, clothes dryers, and water heaters.

gf. *Putrescent debris*. Debris that will decompose or rot such as animal carcasses and other fleshy organic matter.

(2) The term “disaster generated debris” does not include:

- a. Debris from vacant lots, forests, heavily wooded areas, unimproved property, and unused areas.
- b. Debris on agricultural lands used for crops or livestock.
- c. Concrete slabs or foundations on-grade.
- d. Construction and demolition debris consisting of materials used in the reconstruction of disaster damaged improved property.

*Disaster-generated debris removal management plan* means the action by the county taken in accordance with division 4 of this article. ~~section 2-314.~~

*Emergency* means any occurrence, or threat thereof, whether natural, technological or manmade, in war or in peace, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property.

*Emergency management* means the preparation for, the mitigation of, the response to, and the recovery from emergencies and disasters. Specific emergency management responsibilities include, but are not limited to:

- (1) Reduction of vulnerability of people and communities of the state to damage, injury, and loss of life and property resulting from natural, technological, or manmade emergencies, ~~catastrophes~~ or hostile military or paramilitary action.
- (2) Preparation for prompt and efficient response and recovery to protect lives and property affected by emergencies, ~~rescue, care, and treatment of persons victimized or threatened by disasters.~~
- (3) Response to emergencies using all systems, plans, and resources necessary to preserve adequately the health, safety, and welfare of persons or property affected by the emergency.

- (4) Recovery from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.
- (5) Provision of an emergency management system embodying all aspects of pre-emergency preparedness and post-emergency response, recovery, and mitigation.
- (6) Assistance in anticipation, recognition, appraisal, prevention, and mitigation of emergencies which may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

*Hazardous limb* means a broken tree limb greater than two inches in diameter measured at the point of break.

*Hazardous material* means any hazardous chemical, toxic chemical, or extremely hazardous substance, as defined in s. 329 of the Emergency Planning and Community Right-to-Know Act of 1986, title III of the Superfund Amendments and Reauthorization Act of 1986, ss. 300-329, 42 U.S.C. ss. 11001 et seq., and federal regulations adopted thereunder.

*Hazardous tree* means a tree greater than six inches in diameter (measured at diameter breast height) and which meets any of the following criterion:

- (1) More than 50 percent of the crown is damaged or destroyed;
- (2) The trunk is split or broken branches expose the heartwood; or
- (3) The tree is leaning at an angle greater than 30 degrees and shows evidence of ground disturbance.

*Local emergency management agency* means an organization created in accordance with the provisions of F.S. §§ 252.31-252.904 to discharge the emergency management responsibilities and functions of a political subdivision.

*Local emergency order* means an order or ordinance issued or enacted by the county in response to a state or local emergency pursuant to F.S. ch. 252 or F.S. ch. 381 that limits the rights or liberties of individuals or businesses within the county. The term does not apply to a local emergency proclamation as defined in this article.

*Local emergency proclamation* means a formal declaration of the chairman of the Board of County Commissioners, or the vice-chairman in his or her absence, or the County Administrator, or designee, in the absence of the chairman and vice-chairman, that is issued in response to a hurricane, other weather-related emergency, or any other type of state or local emergency contemplated under F.S. ch. 252 or other law. The term does not apply to a local emergency order as defined in this article.

*Manmade emergency* means an emergency caused by an action against persons or society, including, but not limited to, enemy attack, sabotage, terrorism, civil unrest, or other action impairing the orderly administration of government.

1  
2       *Natural emergency* means an emergency caused by a natural event, including, but not limited  
3 to, a hurricane, a storm, a flood, severe wave action, a drought, or an earthquake.  
4

5       *Private road* means any non-public road that is located within the unincorporated area of the  
6 county and has a designated name and private road signage, the maintenance of which is not the legal  
7 responsibility of the county. The term “private road” includes, but is not limited to, roads owned and  
8 maintained by homeowners' associations, including gated communities, and roads for which no  
9 individual or entity has claimed or exercised maintenance responsibility. The term “private road” also  
10 includes the land lying within the three-foot roadside shoulder area on both sides of the travel lanes of  
11 such road.  
12

13       *Right-of-way* means the portions of county-owned land over which facilities such as highways,  
14 roads, railroads, or powerlines are built. The term “right-of-way” includes the county-owned land on  
15 both sides of such facilities up to the boundary of the adjoining property.  
16

17       *Technological emergency* means an emergency caused by a technological failure or accident,  
18 including, but not limited to, an explosion, transportation accident, radiological accident, or chemical  
19 or other hazardous material incident.  
20

21 **~~Sec. 2-306. Person empowered to declare a local state of emergency.~~**  
22

23       Pursuant to F.S. ch. 252, which authorizes the waiver of procedures and formalities otherwise  
24 required of political subdivisions to take whatever prudent action is necessary to ensure the health,  
25 safety and welfare of the community in the event of an emergency, when a quorum of the Board of  
26 County Commissioners is unable to meet, the chairman of the Board of County Commissioners, or the  
27 vice chairman in his or her absence, or the County Administrator, or designee, in the absence of the  
28 chairman and vice chairman, is hereby designated and empowered to declare a local state of emergency  
29 whenever that person shall determine that a natural, technological or manmade disaster, or emergency  
30 has occurred or that the occurrence or threat of one is imminent and requires immediate and expeditious  
31 action.  
32

33 **~~Sec. 2-307. Length of state of emergency.~~**  
34

35       A state of emergency shall be declared by proclamation of the chairman of the board, or the  
36 vice chairman in his or her absence, or by the County Administrator, or designee, in the absence of the  
37 chairman and vice chairman.  
38

39       The state of emergency shall continue for seven days, and may be extended in seven day  
40 increments as necessary or, until the chairman, or vice chairman, finds that the threat or danger no  
41 longer exists and/or until a meeting of a quorum of the Board of County Commissioners can take place  
42 and terminate the state of emergency proclamation.  
43

44 **Sec. 2-3068. Establishment of the county division of emergency management.**  
45

There is hereby created and established the county division of emergency management as the local emergency agency of the county. Such division shall have an appointed director. The director shall be responsible for the organization, administration, and operation of the division of emergency management. The director shall coordinate emergency management activities, services, and programs within the county and shall serve as liaison with the ~~state~~ Division of Emergency Management within the Executive Office of the Governor, or the successor to that division, and other local emergency management agencies and organizations.

**Sec. 2-3079. Activation of disaster emergency activities.**

A local emergency proclamation or local emergency order declaring a state of emergency shall be the authority for taking emergency measures, including, but not limited to, the use or distribution of any supplies, equipment, materials, and/or facilities assembled or arranged to be made available pursuant to the disaster emergency plans of the county. Such disaster emergency measures may include the following actions at the discretion of the board:

- (1) Appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes; provide for the health and safety of persons and property, including emergency assistance to the victims of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set by the federal and state emergency management agencies.
- (2) Appoint, employ, remove, or provide, with or without compensation, coordinators, rescue teams, fire and police personnel, and other emergency management workers.
- (3) Establish, as necessary, a primary and one or more secondary emergency operating centers to provide continuity of government and direction and control of emergency operations.
- (4) Assign and make available for duty the offices and agencies of the county, including the employees, property, or equipment thereof relating to firefighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services for emergency operation purposes, as the primary emergency management forces of the county for employment within or outside the political limits of the county.
- (5) Request state assistance or invoke emergency-related mutual-aid assistance by declaring a state of local emergency in the event of an emergency affecting only the county.
- (6) Waive the procedures and formalities otherwise required of the county by law pertaining to:
  - a. Performance of public work and taking whatever prudent action is necessary to ensure the health, safety, and welfare of the community.

b. Entering into contracts.

c. Incurring obligations.

d. Employment of permanent and temporary workers.

e. Utilization of volunteer workers.

f. Rental of equipment.

g. Acquisition and distribution, with or without compensation, of supplies, materials, and facilities.

h. Appropriation and expenditure of public funds.

~~(1) Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, explosives (excluding ammunition), and combustibles.~~

(~~2~~) Establish curfews, including, but not limited to, the prohibition of or restrictions on pedestrian and vehicular movement, standing and parking, except for the provision of designated essential services such as fire, police, emergency medical services, and hospital services, including the transportation of patients, utility emergency repairs, and emergency calls by physicians. Any curfew established by the county which restricts the travel or movement of persons during designated times must allow persons to travel during the curfew to their places of employment to report for work and to return to their residences after their work has concluded.

(~~8~~) Direct persons to shelter-in-place during incidents involving the release of a hazardous material.

~~(3) Utilize all available resources of the county government as reasonably necessary to cope with the disaster emergency, including emergency expenditures.~~

(~~4~~) Declare certain areas off limits.

(~~10~~5) Direct and compel the evacuation of all or part of the population from any stricken or threatened area of the county, to the extent not inconsistent with an executive order or proclamation of the Governor or the State Comprehensive Emergency Management Plan.

~~(6) Make provisions for availability and use of temporary emergency housing and emergency warehousing of materials.~~

~~(7) Establish emergency operating centers and shelters in addition to or in place of those provided for in the county's emergency plans.~~

- (118) Declare that during an emergency it shall be unlawful and an offense against the county for any person, firm, or corporation to use the fresh water supplied by any water system in the county for any purpose other than cooking, drinking, and bathing.
- (129) ~~Consistent with F.S. s. 501.160, d~~ Declare that during any emergency it shall be unlawful and an offense against the county for any person, firm, or corporation operating within the county to charge an unconscionable price for any commodity ~~more than the normal average retail price for any merchandise, goods, or services sold during the emergency. The average retail price as used herein is defined to be that price at which similar merchandise, goods or services were being sold during 90 days immediately preceding the emergency or at a mark-up which is a larger percentage over wholesale cost than was being added to wholesale cost prior to the emergency.~~
- ~~(10) Confiscate merchandise, equipment, vehicles or property needed to alleviate the emergency with or without compensation. Reimbursement shall be within 60 days and at customary value charged for the items during the 90 days previous to the emergency.~~
- ~~(11) Allow the chairman, vice chairman, or in their absence, the County Administrator, or designee, on behalf of the county, to call on the National Guard, other law enforcement divisions, and state and federal assistance as necessary to assist in the mitigation of the emergency or to help maintain law and order, rescue, and traffic control.~~
- ~~(13)~~ (12) Allow the County Administrator, subject to the limitations of division 4 of this article ~~section 2-314~~, to determine after a major disaster or catastrophic disaster if the removal of disaster-generated debris accumulated within the county is necessary in order to remove or reduce threats to life, public health, and safety. Upon making such determination, the County Administrator shall inform the chairman and shall immediately implement the disaster-generated debris removal management plan set forth in division 4 ~~section 2-314~~.
- (14) Utilize all available resources of county government as reasonably necessary to cope with the disaster emergency.

**Sec. 2-308. Dedicated webpage.**

Local emergency proclamations and local emergency orders adopted under the authority of F.S. §§ 252-31-252.90 and this article shall be available on a dedicated webpage accessible through a conspicuous link on the county's homepage. The dedicated webpage shall identify the emergency proclamations and emergency orders currently in effect. A link to the county's dedicated webpage shall be provided to the Division of Emergency Management within the Executive Office of the Governor, or the successor to that division.

**Sec. 2-310. Construction of article.**

1       ~~Nothing in this article shall be construed to limit the authority of the Board of County~~  
2 ~~Commissioners to declare or terminate a state of emergency and take any action authorized by law~~  
3 ~~when sitting in regular or special session.~~

4  
5 **Sec. 2-309~~11~~. Penalties.**

6  
7       (a) Any person, firm or corporation who refuses to comply with or violates any section of  
8 this article, or the emergency measures which may be effected ~~effective~~ pursuant to this article, shall  
9 be punished according to section 1-9, except as otherwise provided in this section. In addition to the  
10 foregoing, any licensee of the county found guilty of violating any provision of this article, or the  
11 emergency measures which may be made effective pursuant to this article, may have his license  
12 suspended or revoked by the Board of County Commissioners. In addition to the penalties set forth  
13 above, Leon County is authorized to shut off the water supply to violators.

14  
15       (b) Any violation of an emergency ordinance adopted pursuant to this article may be  
16 punishable according to section 1-9, or as a non-criminal infraction subject to fines as determined by  
17 the Board.

18       ~~(bc)~~ Nothing contained herein shall prevent the county from taking such other lawful action  
19 in any court of competent jurisdiction as is necessary to prevent or remedy any refusal to comply with,  
20 or violation of, this ~~article~~ division or other emergency measures which may be effective pursuant to  
21 this article. Such other lawful action shall include, but shall not be limited to, an equitable action for  
22 injunctive relief or an action at law for damages.

23  
24 **DIVISION 2. LOCAL EMERGENCY ORDERS**

25  
26 **Sec. 2-320. Issuance; scope; duration.**

27  
28       (a) A local emergency order, as defined in this article, shall be issued or enacted as follows:

29  
30               (1) Adoption of an emergency ordinance by the Board in accordance with the  
31 emergency ordinance enactment procedures of F.S. § 125.66(3); or

32  
33               (2) Declaration of an executive order by the chairman of the Board, or the vice-  
34 chairman in his or her absence, in consultation with the County Administrator,  
35 or designee.

36  
37       (b) A local emergency order must be narrowly tailored to serve a compelling public health  
38 or safety purpose. Any such local emergency order must be limited in duration, applicability, and scope  
39 in order to reduce any infringement on individual rights or liberties to the greatest extent possible.

40  
41       (c) A local emergency order automatically expires seven (7) days after issuance, but may  
42 be extended by a majority vote of the Board, as necessary, in 7-day increments for a total duration of  
43 not more than 42 days. Upon the expiration of a local emergency order, the county may not issue a  
44 substantially similar local emergency order.



(d) The Governor may, at any time, invalidate a local emergency order if the Governor determines that such order unnecessarily restricts individual rights or liberties.

**Sec. 2-321. Filing with Office of the Clerk.**

All local emergency orders shall be filed with the office of the clerk within three (3) days after issuance.

**DIVISION 3. LOCAL EMERGENCY PROCLAMATIONS**

**Sec. 2-3307. Length of Local state of emergency.**

(a) A local state of emergency shall be declared by local emergency proclamation, as defined in this article, of the chairman of the board, or the vice-chairman in his or her absence, or by the County Administrator, or designee, in the absence of the chairman and vice-chairman.

(b) The local state of emergency shall continue for seven days, and may be extended in seven-day increments as necessary or, until the chairman, or vice-chairman, in his or her absence, or by the County Administrator, or designee, in the absence of the chairman and vice-chairman, finds that the threat or danger no longer exists and/or until a meeting of a quorum of the Board of County Commissioners can take place and terminate the state of local emergency proclamation.

**Sec. 2-331. Filing with Office of the Clerk.**

All local emergency proclamations shall be filed with the office of the clerk within three (3) days after issuance.

**DIVISION 4. DISASTER-RELATED DEBRIS REMOVAL**

**Sec. 2-340. Intent.**

The intent of this division is to provide for a proactive approach to coordinating and managing debris removal operations as part of the county's overall emergency management plan, recognizing that communities with a debris management plan are better prepared to restore public services and ensure the public health and safety in the aftermath of a major disaster or catastrophic disaster, and to thereby be better positioned to receive the full level of assistance available to the county from the Federal Emergency Management Agency (FEMA) and other participating entities.

**Sec. 2-34341. Disaster-generated debris removal management plan; authority, priorities and limitations.**

(a) The County Administrator, or designee, shall have the authority, subject to the limitations of this division, to remove disaster-generated debris located within the county on county-owned property, county-owned roads, and private roads, after the declaration of any local state of emergency pursuant to this article. The removal of such disaster-generated debris is authorized only after a major disaster or a catastrophic disaster and upon the determination by the County

1 Administrator, or designee, that such removal is reasonably necessary to eliminate immediate threats  
2 to life, public health, and safety; eliminate immediate threats of significant damage to county property  
3 or facilities; or ensure economic recovery of the affected community to the benefit of the community-  
4 at-large.

5  
6 (1) An immediate threat to life, public health, and safety shall be deemed to exist if  
7 any one of the following conditions is satisfied:

- 8  
9 a. There is a significant likelihood that rescue vehicles will be significantly  
10 hindered from rendering emergency services if the disaster-generated  
11 debris is allowed to remain in place;  
12  
13 b. The type of disaster-generated debris is such that it may reasonably cause  
14 disease, illness, or sickness which could injure or adversely affect the  
15 health, safety, or general welfare of those residing and working in the  
16 area if it is allowed to remain;  
17  
18 c. The removal of the disaster-generated debris is necessary to effectuate  
19 orderly and expeditious restoration of county-wide utility services,  
20 including, but not limited to, power, water, sewer, and telephone;  
21  
22 d. The disaster-generated debris is determined by the county building  
23 official or public health official to be dangerous or hazardous;  
24  
25 e. The disaster-generated debris prevents garbage collection, thereby  
26 creating a public health and safety hazard;  
27  
28 f. The disaster-generated debris contains contaminants which have a  
29 reasonable likelihood of leeching into the soil and/or aquifer of the  
30 county;  
31  
32 g. The disaster-generated debris has a substantial negative impact upon  
33 public health and safety by preventing or adversely affecting emergency  
34 repairs to buildings and/or property;  
35  
36 h. The disaster-generated debris presents a reasonable danger of being  
37 transported by wind and/or water to neighboring properties, thereby  
38 increasing the cost of recovery and removal;  
39  
40 i. The disaster-generated debris is significantly likely to produce mold or  
41 may otherwise cause disease, illness, or sickness which could injure or  
42 adversely affect the health, safety, or general welfare of the public;  
43  
44 j. The presence of the disaster-generated debris significantly adversely  
45 impacts the county's recovery efforts;  
46

- k. The disaster-generated debris significantly interferes with drainage or water runoff, so as to be a significant hazard in the event of significant rainfall;
  - l. The sheer volume of the disaster-generated debris is such that it is impractical and unreasonable to remove in an orderly and efficient manner absent action by the county; or
  - m. The type, extent and nature of the disaster-generated debris is such that it would cause much greater damage if not removed immediately.
- (2) An immediate threat of significant damage to county property or facilities shall be deemed to exist if the cost to remove the disaster-generated debris is less than the cost of potential damage to the county property or facility, thereby being a cost effective removal.
- (b) Removal from county-owned property and county rights-of-way.
- (1) In removing disaster-generated debris from county-owned property and county rights-of-way, the highest priority shall initially be given to responding to immediate threats to life, public health, and safety; eliminating immediate threat of significant damage to county property or facilities; and pushing or removing disaster-generated debris from the county rights-of-way to permit safe passage.
  - (2) The removal of disaster-generated debris, in the priority expressed in subsection (b)(1) of this section, shall begin as soon as functionally feasible after the occurrence of a major disaster or catastrophic disaster. The primary operation of the county workforces will be to cut and toss disaster-generated debris, depositing it along the county rights-of-way, thereby creating access to the major arterial roadways to allow for expedited search and rescue efforts as well as recovery efforts. Upon completion of the cut and toss operation, county workforces will begin the removal of other disaster-generated debris. The owners of private property, or those individuals otherwise in possession of private property, adjoining county rights-of-way may place disaster-generated debris in the county rights-of-way in accordance with requirements set forth in subsection (d) of this section. The community-at-large will be notified of the initial start date for removal of disaster-generated debris by county workforces and will subsequently be notified prior to the last removal pass by county workforces. After the last such removal pass, county residents will be responsible for the removal of any remaining disaster-generated debris in compliance with pre-disaster collection requirements whether they be self-provided, provided through a private contractor, or provided through regular waste disposal services.
  - (3) Upon the resumption of pre-disaster waste collection activities, county residents will be held accountable for the placement of any remaining disaster-generated

debris along county rights-of-way and private roads, or on private property, which placement is found to be not in compliance with this article or with any other county regulation. Upon such finding, the alleged violation will be referred to and enforced by the county department of ~~growth development support~~ and environmental management. Section 14-31 requires that no owner or occupant shall cause or permit junk to remain in or upon any yard, garden, lawn, open outbuilding, or open area of any private property in the county for a period in excess of 15 days, other than in an enclosed litter receptacle.

(4) Removal of hazardous trees or hazardous limbs. The removal of disaster-generated debris consisting of either hazardous trees or hazardous limbs on county-owned property and county rights-of-way is authorized only upon the satisfaction of each of the following conditions:

- a. The damage to the hazardous tree or hazardous limb was the result of the disaster.
- b. The hazardous tree or hazardous limb is in danger of falling on a structure or other improvement; a primary ingress or egress route; or a county right-of-way.

(c) Removal from private roads.

(1) The authority for county workforces to enter upon a private road for utilization in the disaster-generated debris removal management plan shall be as provided in F.S. § 252.36(5)(d), or as may be thereafter amended, and shall in no way be deemed to be a trespass.

(2) The removal by county workforces of disaster-generated debris from private roads shall be performed only upon the satisfaction of each of the following conditions:

- a. The disaster-generated debris removal management plan has been implemented in accordance with this ~~division~~section.
- b. A determination has been made by a designated member of the county workforces that such removal is reasonably necessary to eliminate immediate threats to life, public health, and safety or to ensure economic recovery of the affected community to the benefit of the community-at-large; provided, however, that the highest priority shall initially be given to responding to immediate threats to life, public health, and safety.
- c. Any disaster-generated debris removed from a private property has been placed in the private road in accordance with the

requirements of this section, unless such requirements have been waived by the County Administrator or designee.

(3) Removal of hazardous trees or hazardous limbs. The removal of disaster-generated debris consisting of either hazardous trees or hazardous limbs overhanging or otherwise endangering a private road shall be deemed to be the responsibility of the adjacent private property owners and, as such, the county workforces shall not be authorized to remove or to otherwise act upon such disaster-generated debris unless it is necessary to eliminate an immediate threat to the safety of county workforces.

(4) With regard to the implementation of its disaster-generated debris removal management plan, the county shall, subject to the restrictions and requirements of F.S. § 768.28, indemnify and hold the federal government, its agencies and employees harmless from any claims arising from or based upon the exercise or performance of, or the failure to exercise or perform, a discretionary function or duty on the part of any federal agency or any employee of the federal government in carrying out the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act).

(d) Responsibility of private property owners.

(1) The owners of private property, or those individuals otherwise in possession of private property, shall be responsible for ensuring that the placement of any disaster-generated debris in county rights-of-way or on private roads for removal by county workforces satisfies the following conditions:

- a. The disaster-generated debris shall be neatly stacked, piled, or placed with its leading edge lying within the three-foot roadside shoulder area on either side of the travel lanes of the road.
- b. The disaster-generated debris shall be separated into stacks or piles of the following types of debris as defined in this article:
  1. Putrescent debris and mixed common household items.
  2. Vegetative debris.
  3. Construction and demolition debris.
  4. White goods.
  5. Hazardous household waste and electronic waste.
- c. The disaster-generated debris shall be placed so that it does not block the roadway, traffic signs and signals, or stormwater structures.
- d. The disaster-generated debris shall be placed so that it is not under any powerlines, not on top of any water meters, and not within three feet of any power poles, fire hydrants, vehicles, mailboxes, or fences.

(2) Any damage to personal property by county workforces resulting from the placement of disaster-generated debris in a manner inconsistent with this section shall be the responsibility of the private property owner, or individual otherwise in possession of private property, who misplaced such debris.

(3) Any owners of private property, or any individuals otherwise in possession of private property, who stack, pile, or otherwise place anything for removal on county rights-of-way or on private roads which is deemed not to be disaster-generated debris, shall be responsible for removing such unauthorized debris no later than 24 hours after notification of such removal requirement by a member of the county workforces. Any such owner or other individual who fails to timely comply with such removal requirement shall thereafter be responsible for any costs associated with the removal of such unauthorized debris by county workforces.

## **Section 2. 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 3. 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 4. Effective Date.**

This ordinance shall have effect upon becoming law.

[Remainder of page intentionally left blank]

1           DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
2 Florida, this 13th day of July, 2021.

3  
4   LEON COUNTY, FLORIDA

5  
6  
7   By: \_\_\_\_\_  
8   Rick Minor, Chairman  
9   Board of County Commissioners

10  
11    ATTESTED BY:  
12    Gwendolyn Marshall, Clerk of the Court  
13    & Comptroller, Leon County, Florida

14  
15  
16    By: \_\_\_\_\_

17  
18    APPROVED AS TO FORM:  
19    Chasity H. O'Steen, County Attorney  
20    Leon County Attorney's Office

21  
22  
23    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, July 13, 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 2, ARTICLE VIII, OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, RELATING TO LOCAL EMERGENCY MANAGEMENT; 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](http://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, July 12, 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](http://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](mailto:LCG_PublicComments@leoncountyfl.gov).

Written public comments received after the 8:00 p.m., Monday, July 12, 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, July 12, 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](mailto: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 as part of the agenda package on the County's web site (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies of the Ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration at 850-606-5300.

Advertise: July 2, 2021



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #40**

# Leon County Board of County Commissioners

## Agenda Item #40

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** First and Only Public Hearing to Approve the Resolution Adopting the Stormwater Non-ad Valorem Assessment Roll and Certification of the Entire Roll to Tax Collector

<b>Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship Brent Pell, P.E., Director, Public Works Charles Wu, P.E., Director, Engineering Services
<b>Lead Staff/ Project Team:</b>	Tim Barden, Budget Manager Jelani Marks, Senior Management & Budget Analyst

### **Statement of Issue:**

As required by Florida Statutes, this Public Hearing provides for the adoption of an assessment roll for all properties being assessed for the first time, and certification of the entire assessment roll for Stormwater Management.

### **Fiscal Impact:**

This item has a fiscal impact. The FY 20022 budget includes the non-ad valorem special assessment generating \$3,684,258.

### **Staff Recommendation:**

Option #1: Conduct the first and only public hearing and approve the Resolution adopting the Stormwater Non-Ad Valorem Assessment Roll (Attachment #1) and authorize the certification of the entire Roll to the Tax Collector (Attachment #2).

## **Report and Discussion**

### **Background:**

As required by Florida Statutes, this Public Hearing provides for the adoption of a Stormwater Assessment Roll for all properties being assessed for the first time, and certification of the entire Stormwater Assessment Roll to the Tax Collector. The Stormwater Assessment is included on the Truth-In-Millage (TRIM) Property Tax Notice. The assessment is recommended to remain unchanged for FY 2022.

The Stormwater Assessment is used to support Stormwater Management Services and Facilities, including management and administration of the stormwater utility and stormwater management system; stormwater program engineering; stormwater basin planning; operating and maintaining stormwater facilities; billing and collection of stormwater assessment; and legal, engineering and other consultant services.

### **Analysis:**

During the FY 2014 budget process, the Board adopted an amended stormwater Ordinance and approved the implementation of the \$85 assessment rate as recommended in the new rate study for a single-family residential unit. Non-residential development is assessed based on the developed properties total impervious area except certified agricultural property, which is exempt from the Stormwater Assessment.

The Stormwater Assessment imposed on non-residential property is the rate of one single-family unit (SFU) multiplied by the numerical factor obtained by dividing the total impervious area of the non-residential developed property by the SFU average impervious area. The average SFU impervious area in the unincorporated area of Leon County is 3,272 square feet. For example, to calculate the cost to a convenience store that has 32,720 square feet of impervious area, this total is divided by 3,272. This equals 10 SFUs which equates to \$850 under the adopted Rate Resolution.

The Ordinance also provides a 50% credit to residents qualified as Low-Income Seniors or Disabled Veterans through the Leon County Property Appraiser's Office. Finally, properties discharging to a private stormwater management facility with a valid operating permit receive a discount on their assessment.

Section 18-130 Leon County Code of Laws Section and Section 197.3632, Florida Statutes, require that the Board of County Commissioners hold a public hearing and adopt an assessment roll for all properties being assessed for the first time, and certify the entire assessment roll to the Tax Collector by September 15<sup>th</sup>.

The proposed assessment roll is available for public inspection at the County Administration offices located on the fifth floor of the County Courthouse. A link to the County's website has also been created at <https://leoncountyfl.gov/specialassessment>, which provides additional access to persons interested in reviewing the proposed assessment roll. The proposed assessment roll has

not been attached to this item due to the voluminous nature thereof. The assessment roll contains the name of the owner, the parcel identification number, the parcel address, and the amount of the assessment. Written comments and objections filed by affected property owners, if any, have been compiled and likewise have been made available for public inspection on the County's website and available for public inspection in the County Administration Office.

The proposed Resolution adopting the Stormwater Non-ad Valorem Assessment Roll for all properties subject to the assessment for the first time (Attachment #1), and the Certificate to the Assessment Roll to the Tax Collector (Attachment #2), are included for the Board's consideration.

The public hearing notice was published in the Tallahassee Democrat and first-class notices were mailed to each of the 289 property owners subject to the Non-ad Valorem Assessment for Stormwater Management Services for the first time in accordance with the requirements of Section 197.3632, Florida Statutes (Attachment #3).

Not adopting the Non-ad Valorem Assessment Roll for Stormwater Management Services and Facilities will create a budget impact in the amount of \$3,684,258 for Fiscal Year 2022.

**Options:**

1. Conduct the first and only public hearing and approve the Resolution adopting the Stormwater Non-ad Valorem Assessment Roll (Attachment #1) and authorize the certification of the entire Roll to the Tax Collector (Attachment #2).
2. Conduct the first and only public hearing and do not approve the Resolution adopting the Stormwater Non-ad Valorem Assessment Roll.  
(*This action would require amendments to the FY 2022 budget.*)
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Proposed Resolution adopting the Stormwater Non-ad Valorem Assessment Roll
2. Certificate of the entire Stormwater Non-ad Valorem Assessment Roll to the Tax Collector
3. Notice of Public Hearing

**LEON COUNTY RESOLUTION NO. R2021-**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF  
LEON COUNTY, FLORIDA, ADOPTING THE STORMWATER  
MANAGEMENT SERVICES AND FACILITIES NON-AD VALOREM  
ASSESSMENT ROLL; PROVIDING FOR CERTIFICATION OF THE  
ROLL TO THE TAX COLLECTOR; AND PROVIDING FOR AN  
EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, on May 28, 2013, the Board of County Commissioners enacted an Ordinance amending Chapter 18 of the Leon County Code of Laws, relating to the provision and funding of the *Stormwater Management Services and Facilities* to the *Stormwater Services Area*; and

**WHEREAS**, on May 28, 2013, the Board of County Commissioners adopted a *Stormwater Assessment Rate Resolution* levying and imposing upon each *Developed Property* located within the *Stormwater Services Area* a *Stormwater Assessment* in an amount found to be reasonably related to the cost of providing the *Stormwater Management Services and Facilities* to such property and thereby providing an equitably corresponding special benefit to such property; and

**WHEREAS**, pursuant to section 197.3632, Florida Statutes, the Board of County Commissioners has reviewed the *Stormwater Assessment Roll* for conformity with the *Stormwater Assessment Rate Resolution*; and

**WHEREAS**, the Board wishes to approve and adopt the *Stormwater Assessment Roll* and to certify the roll for collection to the Tax Collector; and

**WHEREAS**, Leon County has provided notice of a public hearing at least twenty days prior to same by first class United States mail and by publication in the *Tallahassee Democrat* advising that a public hearing would take place.

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

**Section 1. Recitals.**

The Recitals to this Resolution are incorporated herein and made a part hereon as if fully set forth below.

**Section 2. Definitions.**

For purposes of this Resolution, the definitions contained in section 18-134.2, Leon County Code of Laws, are incorporated herein by reference.

**Section 3. Adoption of Non-Ad Valorem Assessment Roll.**

Pursuant to section 197.3632, Florida Statutes, Leon County hereby approves and adopts the *Stormwater Assessment Roll*, attached hereto as Exhibit 2 and incorporated herein as if fully set forth below.

**Section 4. Unit of Measurement for Non-Ad Valorem Assessment.**

The unit of measurement for the *Stormwater Assessment* shall be as set forth in Exhibit 1, the *Stormwater Assessment Rate Resolution*, R13-20, which is attached hereto and incorporated herein as if fully set forth below. The amount of the *Stormwater Assessment* imposed against each subject parcel of *Developed Property* is and shall be as further set forth in Exhibit 2. The *Stormwater Assessment* shall be and is hereby levied and imposed annually commencing October 1, 2013, and continuing each year thereafter until such time as changed or discontinued by the Board.

**Section 5. Certification of Non-Ad Valorem Assessment Roll to Tax Collector.**

The *Stormwater Assessment Roll* is hereby certified to the Tax Collector for collection in accordance with Florida law.

**Section 6. Effective Date.**

This resolution shall have effect upon adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 13th day of July, 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: \_\_\_\_\_

**EXHIBIT 1**

**RESOLUTION NO. R13-20**

**STORMWATER ASSESSMENT RATE RESOLUTION OF THE  
BOARD OF COUNTY COMMISSIONERS, RELATING TO THE  
PROVISION AND FUNDING OF THE STORMWATER  
MANAGEMENT SYSTEM.**

**RECITALS**

WHEREAS, the County desires to provide *Stormwater Management Services and Facilities* in the most efficient manner possible in order to promote the health, safety, and general welfare of its citizens; and

WHEREAS, a new and dedicated funding for implementation of the County's *Stormwater Management Plan* is needed to maintain compliance with state and federal requirements, and the levy of a *Stormwater Assessment* is determined to be the most equitable method of providing such funding; and

WHEREAS, those elements of the *Stormwater Management System* that provide for the collection, storage, treatment, and conveyance of *Stormwater* specially benefit all *Developed Property* within the unincorporated area of the County; and

WHEREAS, Florida law authorizes and encourages local governments to create stormwater management systems, provide stormwater management services and facilities, and adopt stormwater charges sufficient to plan, construct, operate and maintain its stormwater management system; and

WHEREAS, the cost of operating and maintaining the County *Stormwater Management System* and providing *Stormwater Management Services and Facilities* in accordance with existing permits and the funding of existing and future repairs, replacements, improvements, and extensions thereof should, to the extent practicable, be allocated in relationship to the benefits enjoyed and services received; and

WHEREAS, on May 28, 2013, the Board of County Commissioners enacted an Ordinance amending ch. 18, Leon County Code of Laws, relating to the provision and funding of the County *Stormwater Management System*.

NOW, THEREFORE, be it resolved by the Board of County Commissioners of Leon County, Florida, that:

Section 1. **Recitals.** The Recitals set forth above are deemed incorporated herein as is fully set forth below.

Section 2. **Authority.** This Resolution is adopted pursuant to the authority granted the County under Article 8, Section 1, Florida Constitution, ch. 125 and 403, Florida Statutes, the Leon County Charter, and other applicable provisions of law.

Section 3. **Definitions.** For purposes of this Resolution, the definitions contained in section 18-134.2, Leon County Code of Laws, are incorporated herein by reference.

Section 4. **Resolution.** This Resolution shall constitute the *Stormwater Assessment Rate Resolution* as described in section 18-134.4(b), Leon County Code of Laws.

Section 5. **Provision of Stormwater Management Services and Facilities.** The County intends to provide *Stormwater Management Services and Facilities* for the benefit of all parcels of *Developed Property* located within the *Stormwater Services Area* commencing October 1, 2013. All or a portion of the cost to provide such *Stormwater Management Services and Facilities* shall be funded from the proceeds of the *Stormwater Assessment*.

Section 6. **Legislative Determinations.** It is hereby ascertained, determined, and declared that each parcel of *Developed Property* subject to the *Stormwater*



*Assessment* located within the *Stormwater Services Area* shall be specially benefited by the provision of *Stormwater Management Services and Facilities*, in an amount and to a degree not less than the *Stormwater Assessment* imposed against such parcel of *Developed Property*, in that such *Stormwater Assessment* as computed in a manner as set forth in this Resolution, constitutes a fair and reasonable charge for the provision of *Stormwater Management Services and Facilities*. It is hereby further ascertained, determined, and declared that the cost of providing *Stormwater Management Services and Facilities* used to compute the *Stormwater Assessment* constitutes a reasonable estimation of the ten (10) year average annual cost of providing *Stormwater Management Services and Facilities* to all parcels of *Developed Property* within the *Stormwater Services Area*. Lastly, the *Stormwater Assessment* is based upon the Leon County, Florida, Stormwater Utility Update, Final Report, dated April 5, 2013 ( hereinafter "Rate Study") which is hereby specifically approved and adopted as Exhibit A, same being attached hereto and incorporated herein as if fully set forth below.

**Section 7. Stormwater Assessment.** A *Stormwater Assessment* is hereby levied and imposed upon each parcel of *Developed Property* located within the *Stormwater Services Area* and which is hereby ascertained, determined, and declared to be reasonably related to the cost of providing *Stormwater Management Services and Facilities* and thereby provides an equitably corresponding special benefit to the *Developed Property*. The *Stormwater Assessment* is hereby ascertained, determined and declared to be based upon a reasonable estimation of a ten (10) year average annual cost of providing *Stormwater Management Services and Facilities* to such *Developed Property*. It is further ascertained, determined and declared that the *Stormwater Assessment* imposed hereby provides a special benefit to and is equitably apportioned among the *Developed*

*Properties* assessed based upon the special benefit assumptions and apportionment methodology set forth in the Rate Study, Exhibit A. The amount of the *Stormwater Assessment* levied and imposed upon each parcel of *Developed Property* in the *Stormwater Services Area* shall be determined according to the property use category and rate as set forth in Exhibit B, Rate Schedule, commencing October 1, 2013, annually until discontinued or changed by the Board.

**Section 8. Residential Credit.** The Board hereby provides a fifty percent (50%) residential credit to the *Stormwater Assessment* for County residents owning and residing on residential *Developed Property* who have been qualified with the *Property Appraiser* as either a Low Income Senior or Disabled Veteran in accordance with Florida law. Funds designated by the Board to adequately fund the residential credit shall be paid from funds other than those generated by the *Stormwater Assessment*. The residential credit shall be effective commencing October 1, 2013, and continue annually until discontinued by the Board.

**Section 9. Adjustment.**

(a) The Board hereby finds that retention of *Stormwater* meeting the standards set forth in sections 10-4.301(3)(b) or (5)(a)(i) and (5)(b), Leon County Code of Laws, would constitute a significant and measureable reduction in County provided *Stormwater Management Services and Facilities*, resulting in an adjustment to the *Stormwater Assessment* to reflect only those costs associated with engineering and permitting services of the *Stormwater Management Services and Facilities* provided. Therefore, the Board hereby creates a 75% adjustment to the *Stormwater Assessment* for the subject *Developed Property*. Upon approval of an application of the owner, a 75% reduction to the *Stormwater Assessment* will be applied to a *Developed Property*,

when a privately owned stormwater management facility serving the subject property has a valid operating permit issued by the County, for a private residential subdivision or an on-site stormwater management facility serving a non-residential property, meeting the requirements of Section 18-134.4(f)(2)a.(1), Leon County Code of Laws. The 75% adjustment will commence October 1, 2013 and will remain in effect so long as the subject property owner's operating permit remains valid, or until such time as discontinued by the Board.

- (b) The Board hereby finds that by demonstrating that *Stormwater* quality treatment and rate attenuation standards applicable at the time of approval of a County issued environmental permit have been met, would constitute a significant and measurable reduction in County provided *Stormwater Management Services and Facilities*. As a result, adjusting the *Stormwater Assessment* to reflect a portion of those costs associated with the *Stormwater Management Systems and Facilities* provided, would result in a 50% reduction in the *Stormwater Assessment*. Therefore, the Board hereby creates a 50% adjustment to the *Stormwater Assessment* for the subject *Developed Property*. Upon approval of an application of the owner, a 50% reduction to the *Stormwater Assessment* will be applied to a *Developed Property*, when a privately owned stormwater management facility serving the subject property has a valid operating permit issued by the County, for a private residential subdivision or an on-site stormwater management facility serving a non-residential property, meeting the requirements of Section 18-134.4(f)(2)a.(2), Leon County Code of Laws. The 50% adjustment will commence October 1, 2013 and will remain in effect so long as the subject property owner's operating permit remains valid, or until such time as discontinued by the Board.

(c) The Board hereby finds that by demonstrating that *Stormwater* rate attenuation standards applicable at the time of approval of a County issued environmental permit have been met, would constitute a significant and measurable reduction in County provided *Stormwater Management Services and Facilities*. As a result, adjusting the *Stormwater Assessment* to reflect a portion of those costs associated with the *Stormwater Management Systems and Facilities* provided would result in a 25% reduction in the *Stormwater Assessment*. Therefore, the Board hereby creates a 25% adjustment to the *Stormwater Assessment* for the subject *Developed Property*. Upon approval of an application of the owner, a 25% reduction to the *Stormwater Assessment* will be applied to a *Developed Property*, when a privately owned stormwater management facility serving the subject property has a valid operating permit issued by the County, for a private residential subdivision or an on-site stormwater management facility serving a non-residential property, meeting the requirements of Section 18-134.4(f)(2)a.(3), Leon County Code of Laws. The 25% adjustment will commence October 1, 2013 and will remain in effect so long as the subject property owner's operating permit remains valid, or until such time as discontinued by the Board.

(d) Upon approval of an application of the owner, a reduction to the *Stormwater Assessment* may be applied to the subject *Developed Property*, when the owner demonstrates by competent substantial evidence that alternative means or techniques have been utilized to accomplish the standards set forth in Section 18-134.4(f)(2)a.(1), Leon County Code of Laws.

**Section 10. Collection of the *Stormwater Assessment*.** The collection of the *Stormwater Assessment* shall be made pursuant to and in accordance with section 18-

134.5, Leon County Code of Laws and is authorized hereby, commencing October 1, 2013.

**Section 11. Effective Date.** This Resolution shall have effect upon adoption and shall apply to all parcels of *Developed Property* located within the unincorporated area of Leon County.

Done and adopted by the Board of County Commissioners of Leon County, Florida, this 28th day of May, 2013.



LEON COUNTY, FLORIDA  
BY: Nicholas Maddox  
NICHOLAS MADDOX, CHAIRMAN  
BOARD OF COUNTY COMMISSIONERS

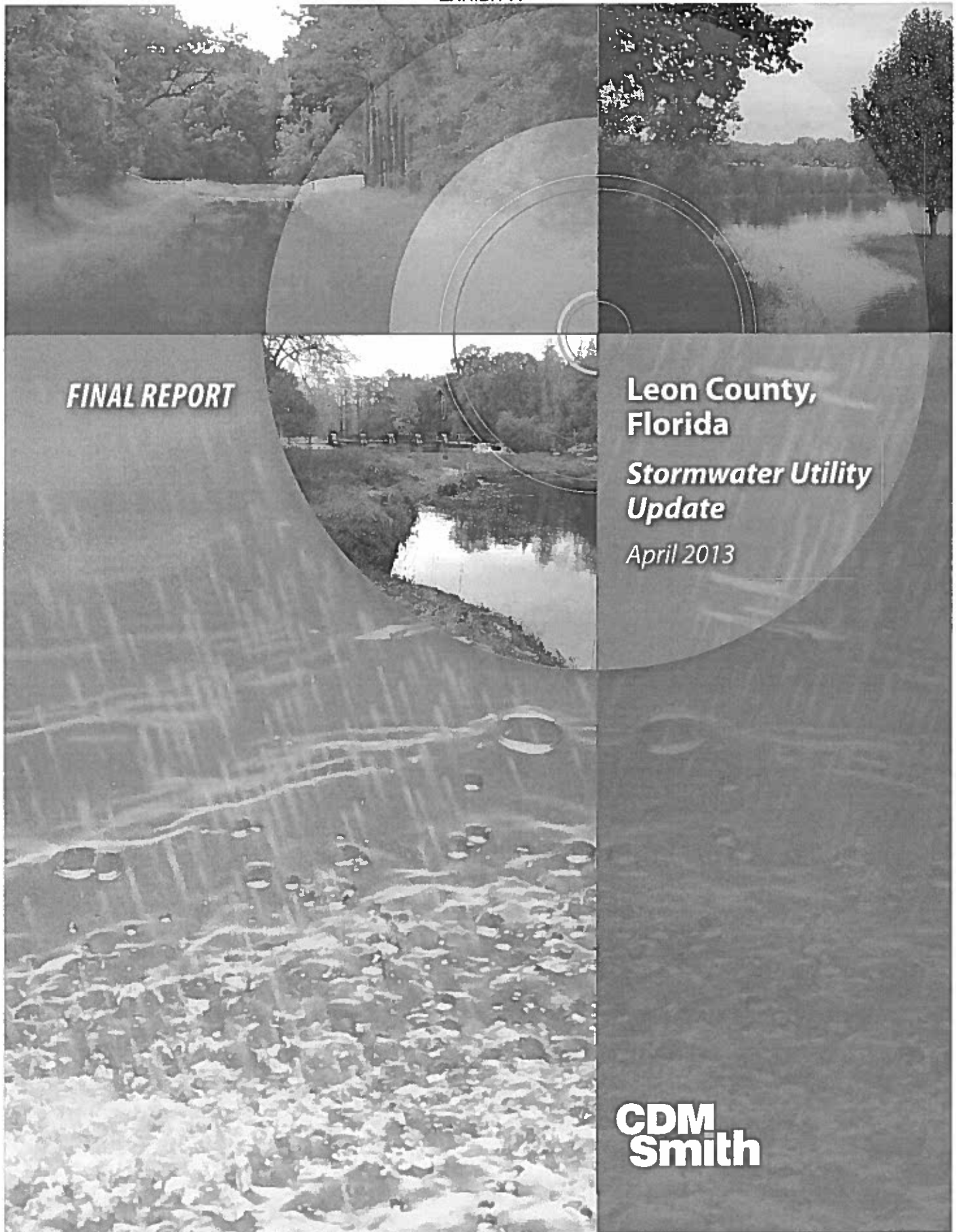
ATTESTED BY:  
BOB INZER, CLERK OF THE COURT  
LEON COUNTY, FLORIDA

BY: Bob Inzer  
for Bob Inzer

APPROVED AS TO FORM:  
COUNTY ATTORNEY'S OFFICE  
LEON COUNTY, FLORIDA

BY: Herbert W.A. Thiele  
HERBERT W.A. THIELE, ESQ.  
DOP. COUNTY ATTORNEY

EXHIBIT A



**FINAL REPORT**

**Leon County,  
Florida**  
**Stormwater Utility  
Update**  
*April 2013*

**CDM  
Smith**

## EXHIBIT A



1715 North Westshore Boulevard, Suite 875

Tampa, Florida 33607

tel: 813 281-2900

fax: 813 288-8787

April 5, 2013

Ms. Theresa Heiker, P.E.  
 Stormwater Management Coordinator  
 Engineering Services Division  
 Leon County Public Works Department  
 2280 Miccosukee Road  
 Tallahassee, Florida 32398

Subject: Stormwater Utility Update Final Report

Dear Ms. Heiker:

CDM Smith is pleased to submit the Stormwater Utility Update Final Report (5 copies). The final report incorporates final comments and decisions CDM Smith received from the County on March 8, 2013 and early April via e-mail. Highlights from the report are presented below.

### Level of Service Analysis

CDM Smith worked with County staff to define program activities and expenditures for Service Areas presented in Figure 1. The assessed level-of-service (LOS) for each program element is highlighted in blue. In general, the County's program is between a LOS C and LOS D. This assessment is based upon services currently being provided by the County and the associated funding of those services as compared to other Florida communities.

Level of Service	Engineering & Permitting Activities	Operation and Maintenance Program Activities	CIP Implementation Period
A	Comprehensive Planning + Full Implementation Capabilities + Exemplary NPDES Permit Compliance	Fully Preventative/ 100% Routine	10-year Plan
B	Pro-Active Planning + Systematic CIP Implementation Capabilities + Proactive Permit Compliance	Mixture of Routine and Inspection Based	20-year Plan
C	Priority Planning + Partial CIP Implementation Capabilities + Minimal NPDES Permit Compliance	Inspection Based Only	40-year Plan
D	Reactionary Planning + Minimal CIP Implementation Capabilities + Below Minimum NPDES Permit Compliance	Mainly Responsive (Complaint-based)	50-year Plan
F	No Planning + No CIP Implementation Capabilities + NPDES Non-Compliance	Less than full response to all complaints	100-year Plan

**Figure 1**  
**LOS Analysis of County Stormwater Program Elements**

## EXHIBIT A



Ms. Theresa Heiker, P.E.  
April 5, 2013  
Page 2

In order to maintain the current LOS being provided by the County, and the elimination of the transfer of general revenues to the stormwater utility fund, the updated stormwater utility would need to generate the revenue shown in Table 1. As an option, CDM Smith also considered at the request of the County an additional scenario to add \$2 million in annual revenue for capital improvements.

**Table 1**  
**Stormwater Program Costs**

Program Element	Budget	% of Total
Engineering & Permitting, and NPDES	\$1,350,000	26.2%
Operations & Maintenance	\$1,800,000	35.0%
Capital Improvement Program	\$2,000,000	38.8%
Total	\$5,150,000	100.0%

**Rate Structure Analysis**

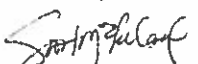
CDM Smith worked with County staff to define and evaluate various stormwater utility rate structure scenarios to generate the program costs. This included an

assessment of impervious area characteristics of parcels located in unincorporated Leon County and the selection of a "single family dwelling unit" (SFU) as the basis for assigning fees to parcel owners. Based on the input from County staff, the preferred rate structure includes tiered non-single family residential rates, non-residential rates based upon their equivalent number of SFU's and the allowance of a credit adjustment. The analysis considered the cost of service within the defined Urban Service Area (USA). Also, the analysis showed that the rate for the USA would be only slightly different than the non-USA area, which may not support the need for different service areas.

Based on the number of SFU's in the County, to generate \$5.15 million in annual stormwater program costs, the fee is estimated to be \$140 per SFU per year assuming a 95 percent collection. To fund the stormwater program costs using a graduated 5-year approach, the fee would start out at \$44 per year per SFU, and increase by \$24 per year per SFU for each of the next 4 years. After five years, the ultimate rate would be \$140 per year per SFU. These estimates are based on a 2 percent growth per year in revenue needs and a 1 percent growth per year (i.e., new construction) in revenues.

We appreciate working with the County on this very important project and look forward to future opportunities.

Sincerely,

  
Scott McClelland  
Vice President  
CDM Smith Inc.

cc: Brian Mack



## EXHIBIT A



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## Section 1

### Introduction

In October 2012, Leon County (the County) contracted with CDM Smith to prepare a Stormwater Utility Update Study (the 2012 Study). Procurement for these services was based upon the findings and recommendations from the Board of County Commissioner's Workshop on Stormwater and Solid Waste Non-Ad Valorem Assessments and Transportation Taxes held in February 2012. The original purpose of the 2012 Study was to identify the necessary funding to maintain adequate levels-of-service (LOS) for the County's stormwater management program and to determine the feasibility of eliminating the approximate \$2 to \$3 million subsidy from the County's general fund for stormwater services.

To accomplish this goal, CDM Smith prepared a LOS analysis of the County's stormwater programs (Section 2), performed a rate structure analysis (Sections 3 and 4), and developed subsidy elimination scenarios (Section 5). Also, as part of this work, CDM Smith developed a simple rate model using MS Excel ©, which has been provided to the County. This document summarizes the results and conclusions made for each of these tasks.

In order to compare the various rate structure options considered in Sections 3 and 4, the 2011 Stormwater Utility Survey (2011 Survey) prepared by the Florida Stormwater Association (FSA) was used. This survey included 81 respondents, of which 71 were cities and 10 were counties.

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## Section 2

### Level of Service

#### 2.1 Stormwater Levels of Service (LOS)

For the purposes of this evaluation, stormwater management services for the County have been organized into four categories as described below:

- **Engineering & Permitting Services (EPS)** – this area of service provides for the management and planning of the stormwater assets for the County. Included are program administration, planning, development review, total maximum daily load (TMDL) Engineering & Permitting, enforcement and monitoring. Also, this includes the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit (FLS000033) compliance activities that are not otherwise accounted for in the other categories.
- **Operation and Maintenance Services (O&M)** – these services include the maintenance of the stormwater assets of the County including mowing, cleaning, litter control, and minor repair.
- **Capital Improvement Program (CIP)** – this includes major construction of new stormwater assets for the County. Projects are generally identified annually in the 5-year CIP program.

In an ideal world with unlimited funding, stormwater management activities would be completed at the highest level. This would result in routinely maintaining all systems, constructing facilities to control every storm, planning for all watersheds to ultimate build out, and performing award winning NPDES compliance. In reality, such funding is not available and thus, services must be provided at a reasonable level that balances services desired by the public with the limited funding available. This level of service (LOS) varies depending on the desires of the community and the issues that need to be addressed.

In order to define the stormwater services provided by the County to its citizens, this study will compare stormwater services provided by the County to a set of standards. The term "LOS" is used in this study to describe the magnitude of beneficial results gained by the community and the environment from the County's stormwater program. A higher LOS will result in better flood control and protection, better control of erosion and sedimentation, and better water quality and stream habitat. This LOS concept is useful for assessing each of the four major stormwater program areas that have been described previously (Engineering & Permitting which includes NPDES Compliance, Operation and Maintenance, and Capital Improvements).

For the purposes of this study, different LOS have been defined and assigned standard letter grades, with "A" being the highest and "F" being the lowest. These standard definitions facilitate evaluation of the LOS currently being provided by the County's stormwater program, and allow consideration of alternative LOS, with their associated benefits and costs. A LOS "F" is considered to be below the minimum regulatory requirements and expectations of the community.

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A matrix has been developed to assist in understanding the different LOS as they relate to the four major program areas (Figure 2-1). Within this matrix, the first column contains the LOS letter grade identification ranging from "A" to "F." Subsequent column headings are provided for the four program areas, and each box within the matrix contains a brief description of the key elements required to achieve the given LOS for each program area. Later in this section, the County's current stormwater program is assigned a letter grade for each program area based on these LOS definitions. CDM Smith also evaluated the current cost of stormwater services as compared to other communities.

Level of Service	Engineering & Permitting Activities	Operation and Maintenance Program Activities	CIP Implementation Period
A	Comprehensive Planning + Full Implementation Capabilities + Exemplary NPDES Permit Compliance	Fully Preventative/ 100% Routine	10-year Plan
B	Pro-Active Planning + Systematic CIP Implementation Capabilities + Proactive NPDES Permit Compliance	Mixture of Routine and Inspection Based	20-year Plan
C	Priority Planning + Partial CIP Implementation Capabilities + Minimal NPDES Permit Compliance	Inspection Based Only	40-year Plan
D	Reactionary Planning + Minimal CIP Implementation Capabilities + Below Minimum NPDES Permit Compliance	Mostly Responsive (Complaint-based)	50-year Plan
F	No Planning + No CIP Implementation Capabilities + NPDES Non-compliance	Less than full response to all complaints	100-year Plan

Figure 2-1 Leon County, Florida  
Stormwater Utility Update

### 2.1.1 Engineering & Permitting Level of Service Descriptions

A high LOS related to Engineering & Permitting provides benefits to the community and environment through the following means:

- Comprehensive planning of stormwater management activities and practices increases the opportunity to implement recommendations prior to development or redevelopment occurring, thus decreasing the costs and improving the effectiveness of these best management practices.
- A proper staffing level of County personnel to oversee and manage other program areas (i.e., operation and maintenance and capital improvements) improves the cost-effectiveness and efficiency of these program areas.
- A proper staffing level of County personnel to monitor and enforce stormwater rules and regulations increases the level of compliance by the regulated community, better protecting the community and environment from unlawful activities.
- Full compliance with all state and federal regulatory programs allows the County to qualify and gain higher priority for potential funding opportunities when they are available to the County, and avoids potential fines and/or environmental damage that may result from non-compliance. The data and information gained from monitoring activities required by these programs allows the County to make better decisions as to where to apply resources to gain the most benefit and as to the effectiveness of past and ongoing activities in achieving desired benefits.

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### Section 2 • Level of Service

To a large degree, the LOS of the Engineering & Permitting area depends upon the corresponding LOS of the other two major program areas, operation and maintenance and capital improvements. This is because County staff members are required to oversee and manage these other program areas to ensure their cost-effectiveness and efficiency.

However, there are other elements within the Engineering & Permitting area that are not related to O&M or capital improvements. These include enforcement of County development and environmental regulations (e.g., plan review and inspections for soil and erosion control and floodplain regulation, and inspections of stormwater facilities controlling existing development). Other activities that would fall under the Engineering & Permitting category include public information and education about stormwater-related issues, and other supporting functions such as information management, finance, billing, and administration.

The County was first issued its NPDES MS4 permit by the Florida Department of Environmental Protection (FDEP) in 1997 (Permit No. FLS000033). The permit was reissued in 2003 and again on November 1, 2011. Under this permit, the County is required to accomplish and report on various stormwater management activities. Currently, these activities are managed and funded under engineering and permitting services. Compliance is measured by the State using annual reports prepared by the permittee documenting all of the permit related activities accomplished during the permit year.

The various LOS for Engineering & Permitting are described below:

- **LOS A:** Watershed planning completed or scheduled dealing with existing and future stormwater problems (drainage and water quality); complete inventory of stormwater system in a geographic information system (GIS) database. Includes exemplary and/potentially award winning compliance with State and Federal NPDES permit requirements.
- **LOS B:** Increased planning for the watershed considering not only existing problems but also future problems that may be caused by growth; partial stormwater system inventory and sufficient management to administer the program and complete limited CIP projects. Provides proactive NPDES compliance with permit conditions and represents activities that are better than simply a minimal compliance with the letter of the permit, no substantive comments or requests from the annual report review and associated FDEP inspection.
- **LOS C:** Partial planning of watershed, limited stormwater system inventory and some ability to manage capital improvement projects; planning focused on dealing with major or significant existing problems. Middle-of-the-road and minimal accepted LOS with adequate compliance with NPDES permit conditions, some comments received during the annual review, but no major compliance issues are received from FDEP.
- **LOS D:** Poor management characterized by minimal or no planning; some ability to perform project management for capital projects; poor inventory of stormwater system and limited staff to administer the program. Not complying with NPDES permit conditions, characterized by substantive comments on the annual report and during the annual inspection.
- **LOS F:** No management or planning, no system inventory, and no ability to accomplish CIP projects or planning. Non-compliance with major NPDES permit conditions, with the permittee subject to potential fines from the state for noncompliance.

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### 2.1.2 Operation and Maintenance Level of Service Descriptions

A high LOS related to operation and maintenance provides benefits to the community and environment through the following means:

- The useful life of the County's stormwater infrastructure is extended through proper operation and routine maintenance of these assets. This results in cost savings by delaying the need for major rehabilitation or replacement of these assets
- Cleaning of swales, catch basins, culverts, and ditches maintains the hydraulic capacity of these items, thus decreasing the frequency of flooding that may occur upstream of and in the vicinity of these areas.
- Regular removal of trash, debris, sediment, and excess vegetation from the stormwater system improves water quality of streams and downstream waterways as well as the aesthetic value of these areas to the community. Regular street sweeping and greenway maintenance achieves similar benefits.

The LOS for O&M are described below:

- **LOS A:** Highest O&M service level that is fully preventative – all maintenance is completed routinely, addressing every stormwater facility once or more each year.
- **LOS B:** Mixture of routine and inspection based maintenance. Critical structures are routinely maintained, both periodically during each year and possibly before each storm event, and non-critical structures are maintained based on inspection.
- **LOS C:** Inspection based maintenance whereby all structures are routinely inspected by management and maintenance is scheduled according to the inspection.
- **LOS D:** Complaint-based maintenance – all maintenance is done based on citizen complaints; generally characterized by work order based activities resulting from citizen call in complaints.
- **LOS F:** Less than complaint-based maintenance, with limited or no ability to even respond to complaints.

Once achieved, a LOS "A" may be less costly than lower LOS because it should reduce the frequency of high-cost capital expenditures such as repairs to failed facilities, unscheduled labor overtime, and high administrative costs. The challenge, however, is that the transition from a lower LOS to a LOS "A" cannot be achieved immediately.

### 2.1.3 Capital Improvements Level of Service Descriptions

A high LOS related to capital improvements provides benefits to the community and environment through the following means:

- Construction of stormwater system conveyance improvements reduces flooding in known problem areas, thus better protecting public and private property from flood damage.
- Protection and/or improvement of existing lakes, ponds, and wetlands supports downstream water quality objectives by providing treatment of stormwater runoff entering these waters.

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## Section 2 • Level of Service

- Acquiring and preserving stream buffers and other environmentally sensitive areas provides water quality improvement, increased habitat opportunities, and improved aesthetic value of the surrounding environment.
- Restoration and/or stabilization of streams and other areas subject to erosion reduces sediment transport, thus decreasing the need for downstream maintenance and improving downstream habitat.

Alternate LOS associated with capital improvements primarily distinguishes between the level of funding and rate of implementation for identified capital improvement needs. LOS "F" through "A" were assumed to correspond to an implementation period of 100 years to 10 years, respectively. The implementation schedule for capital improvements under any of these LOS could be accelerated through the issuance of revenue debt, with annual stormwater utility fees servicing the debt. It should be noted, however, that deferred implementation of some capital improvements would likely increase the costs of the required improvements, thus further delaying the schedule for full implementation.

## 2.2 Description of Current County Stormwater Program

### 2.2.1 Engineering Services Division

The goal of the Engineering Services Division "is to provide the public with professional services for the construction and maintenance of cost-effective infrastructure to enhance the community's quality of life". Within the Engineering Services Division are four full time employees dedicated to the County's stormwater management program. There are other staff within the Engineering Services Division that dedicate a portion of their time to stormwater management services. The appropriation of stormwater related costs is discussed later in this document. In general, the stormwater services provided by the Engineering Services Division include:

#### **In-house Design Services**

For small CIP projects, the Engineering Services Division provides in-house design services.

#### **Project Management Services for CIP**

For stormwater CIP projects, the Engineering Services Division provides project management services. This includes oversight of the technical aspects of the project during both design and construction.

#### **Review of Development Plans**

The Engineering Service Division is also periodically asked to review the stormwater elements of development plans submitted to the County. The review includes the associated stormwater management systems intended to meet local, state, and federal requirements. Support is also provided on wetland planting plans or review of environmental impacts.

#### **Inspections of New Construction Sites**

In addition to review of development plans, the Engineering Services Division is responsible for construction inspection activities that include enforcing erosion and sediment best management practices for County construction projects.

#### **Stormwater Engineering & Permitting and Planning**

These activities primarily focus on staff time associated with the continued management and planning of the County's stormwater services. Increased Engineering & Permitting services may be needed to



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address the regulatory changes affecting how the County manages new mandates related to improved water quality. The County also represents County interests with the BluePrint 2000 program.

#### **Stormwater Master Planning**

Under the direction of the Engineering Services Division, a stormwater master plan was completed in 1995 for the County's Primary Stormwater Management System (PSMS). Since the completion of the study, the County has been implementing CIP projects to address identified problem areas as funding becomes available. In recent years, funding of CIP projects has been accomplished with grant monies and other sources. No CIP funding has come from the existing stormwater utility.

#### **CIP Program**

On an annual basis, the County updates and prioritizes its CIP needs and then implements the project as funding becomes available. CIP prioritization is based upon previous master planning efforts and flooding complaints from the community. Priority has been given to flood complaint based projects. As a result of aging infrastructure, it is expected that the CIP needs will increase, and thus will require additional funding. Currently, the existing stormwater utility is not used for funding of the County's CIP program. Since 2003, the County has averaged approximately \$4.6 million in expenditures in its stormwater CIP.

#### **Grant Funding Pursuits**

The Engineering Services Department look for opportunities for grant funding of stormwater related services. The most recent example is grant monies secured as a result of Tropical Storm Faye to mitigate flooding problems that occurred as a result of the storm.

#### **Total Maximum Daily Load (TMDL) Engineering & Permitting**

The TMDL program requires governments to reduce pollutant loads to impaired waters as identified by the Florida Department of Environmental Protection (FDEP) and/or the Environmental Protection Agency (EPA). As a result of TMDL regulations, the County may be required to reduce pollutant loads leaving its stormwater system into waters of the United States. The County has a list of waters deemed impaired by FDEP and the EPA. It is expected that the County will have to look at opportunities to reduce nutrients in several of the basins.

#### **NPDES MS4 Compliance & Reporting**

The County has been meeting the requirements for their NPDES MS4 since first being issued (Permit No. FLS000033). In 2011, FDEP has renewed the permit, which requires the County to expand their stormwater program moving forward. Under the new permit, the County is now responsible for several new/enhanced activities. These activities will require additional funding to be compliant with the permit conditions.

#### **Stormwater Utility Program**

The Engineering Services Division is responsible for the administration of the Stormwater Utility Program.

### **2.2.2 Operation Services Division**

Following a reorganization effort in 2008, the Operation Services Division of Public Works became responsible for the following services areas:

- Transportation Maintenance;

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### Section 2 • Level of Service

- Right-of-Way Management; and,
- Stormwater Maintenance.

Each of these three functions involves O&M services for stormwater management systems as described in the paragraphs below.

#### Transportation Maintenance

The goal of the Division of Operations Transportation Program is to "provide for the safety, comfort, and convenience of the public by creating, maintaining, and managing infrastructure and programs supporting transportation, roadside beautification, and stormwater maintenance". Activities related to stormwater management provided under transportation maintenance services include dirt road grading, stabilization and ditch maintenance.

Based upon Tallahassee Leon County GIS street segment data, there are 1,365 lane-miles that are currently being maintained by the Operations Services Division. Approximately, 51 percent of these roads are located within the Urban Service Area (USA). The County also estimated that 628 of the 1,365 lane-miles (46 percent) have a greater functional designation than "local road". For these roads, the expenses associated with transportation and stormwater O&M activities should be shared between transportation and stormwater funding sources. Sharing of these costs is common practices throughout Florida municipalities.

For the unpaved roads, the County provides grading services, including the adjacent roadside ditches on an approximate 14 day cycle. The County has 2 excavation crews available for this purpose. Additionally, the County maintains approximately 107 lane-miles within the City of Tallahassee limits. Approximately 46 percent of the lane-miles within the City limits are served by curb and gutter and closed systems (pipes) for stormwater management. The remainder is served by open systems (e.g. swales).

#### Right-of-Way Management

The goal of the Division of Operations Right-of-Way Management is to "provide for the safety, comfort, and convenience of the public by managing programs that support transportation, roadside beautification, and stormwater maintenance". Activities related to stormwater management under Right-of-Way management include:

- Mowing in landscape areas of County rights-of-way; and,
- Maintenance of vegetation in County maintained stormwater facilities.

The County mows approximately 500 miles of road Right-of-Way, five times each year (2,500 miles of roadway mowing annually). In addition, the County maintains approximately 42 acres of landscaped areas 11 times each year. The County expects more landscaped stormwater facilities in the future as a result of increased interests in green infrastructure for water quality improvement, and therefore, the demand for O&M services will increase.

#### Operations – Stormwater Maintenance

The goal of the Division of Operations Stormwater Maintenance Program is to "provide for the safety, comfort, and convenience of the public by creating, maintaining, and managing infrastructure and

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## Section 2 • Level of Service

programs supporting transportation, roadside beautification, and stormwater maintenance". Activities related to stormwater management under Stormwater Maintenance include:

- Maintaining open and closed County owned drainage systems;
- Protect citizens from stormwater runoff (flooding);
- Provide silt removal from open and closed stormwater systems;
- Provide erosion protection through sod and hydromulch of ditches;
- Respond to stormwater issues identified by citizens;
- Construction and/or repair of stormwater structures (i.e., swale ditch blocks, inlets, etc.);
- Conduct routine maintenance to stormwater ponds and ditches (i.e., mowing, fence repair, etc.);
- Remove silt from County owned ponds and replace stormwater filter systems;
- Provide pond stabilization for erosion protection; and,
- Conduct inspections of stormwater ponds and conveyance systems for permit compliance.

As indicated above, the majority of stormwater services are provided by the Division of Operations under Stormwater Maintenance. It should be noted that approximately 75 percent of stormwater services are complaint based. The County maintains approximately 300 stormwater ponds. All but 10 of the stormwater ponds are "dry" ponds and require mowing. Mowing of the County-owned ponds is inspection-based and not complaint-based. Aquatic weed control is provided as necessary.

The County provides operation and maintenance services for approximately 60 miles of ditches, broken into 60 maintenance segments. Approximately 25 percent of the segments receive O&M annually. Pond maintenance also includes debris removal and mowing of the banks of Lake Henrietta. Two County crews are used to provide approximately 150,000 linear feet of ditch maintenance annually (28 miles per year). A third crew was eliminated during the last reorganization of the Operations Division.

## 2.3 Current County Stormwater Program Funding Summary

Based upon review of the Fiscal Year 2012/2013 Annual Budget Five-Year Financial Plan (Budget Document), and the information provided by the Leon County Office of Management and Budget, CDM Smith compiled a stormwater service funding and appropriation table (See Table 2-1). As can be seen from the table, the average budget for stormwater services for Fiscal Year 2011 through Fiscal Year 2013 is approximately \$4.8 million. Of the \$4.8 million, approximately \$1 million comes from the non-ad valorem assessment (stormwater utility fees), \$1.2 million from the Transportation Trust Fund, \$2.5 million from the non-countywide fund, and the balance from miscellaneous sources. To account for the funding to pay for related stormwater and engineering services, funds are transferred between stormwater and transportation funds. It is important to note that both of these funds are supported by General Revenue. \$1.2 million in transportation funds are transferred to the stormwater program to fund the maintenance of stormwater systems associated with roadways. The County's engineering services, including stormwater engineering costs, are accounted for in the Transportation Trust Fund. \$1.6 million in revenue from the Stormwater Fund is paid back to the Transportation Trust Fund to pay for related engineering and operating services. Additionally, it is the goal of the County to

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Table 2-1

Leon County, Florida

Stormwater Utility Update - Stormwater Management and Operations Budgets and Costs  
As Shown in the Leon County Annual Budget, 5-Year Financial Plan and CIP, FY12/13

Revenue Sources for Stormwater Utility Fund	FY 2011 Actual Revenue	FY 2012 Adopted Revenue	FY 2013 Budget Revenue	3-Year Average
Non Ad-valorem Assessment	\$1,006,742	\$1,021,250	\$1,004,150	\$1,010,714
City Permit Water Atlas	\$18,750	\$25,000	\$0	\$14,583
Pooled Interest Allocation	\$37,644	\$35,625	\$44,745	\$39,338
Other Sources	\$137,245	\$0	\$0	\$45,748
Transfer from 106 (Transp. Trust)	\$1,179,177	\$1,248,251	\$1,072,112	\$1,166,513
Transfer from 126 (non- countywide)	\$1,890,951	\$2,618,647	\$2,985,242	\$2,498,280
Miscellaneous	\$0	\$290,000	\$0	\$96,667
	\$4,270,508	\$5,238,773	\$5,106,249	\$4,871,843
Actual Expenses or Budgeted Expenses for Stormwater Utility Fund	FY 2011 Actual Expenses	FY 2012 Adopted Budget	FY 2013 Requested Budget	8-Year Average
Stormwater Maintenance <sup>1</sup>	\$2,241,834	\$2,774,701	\$2,748,500	\$2,588,345
MIS Automation - Stormwater	\$626	\$568	\$500	\$565
Stormwater Utility Risk	\$35,769	\$32,231	\$19,644	\$29,215
Indirect Costs - Stormwater	\$549,016	\$619,399	\$425,552	\$531,322
Tax Collector	\$20,849	\$17,910	\$18,447	\$19,069
Water Quality & TMDL Sampling	\$37,500	\$59,940	\$0	\$32,480
Transfers to Account 106	\$1,067,204	\$1,699,024	\$1,886,104	\$1,550,777
Budgeted Reserves - Stormwater	\$0	\$35,000	\$35,000	\$23,333
	\$3,952,798	\$5,238,773	\$5,133,747	\$4,775,106

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## Section 2 • Level of Service

eliminate the transfer of the approximate \$2.5 million of Non-Countywide funds with revenue generated from the updated stormwater utility rate structure.

The County expends \$4.8 million for various stormwater related activities. Approximately \$2.6 million is spent on stormwater O&M, \$1.6 million is transferred back for engineering services, and the remaining \$600,000 is spent on various other stormwater functions located in the stormwater fund.

It is a common practice for other County stormwater programs in Florida to fund the O&M for major roads using transportation funds. Consistent with this practice, in future years, the County has identified \$800,000 in the Transportation Trust Fund for stormwater O&M on major roads. The County estimated this cost using the assumption that 46% of County roads are classified as greater than "local" and that 67% of O&M budget (\$2.6 million) is spent on roadway stormwater maintenance ( $\$2.6 \text{ million} \times 67\% \times 46\% = \$800,000$ ). As a result, the stormwater utility will only need to fund \$1.8 million for stormwater facility and conveyance O&M and not the full \$2.6 million ( $\$2,600,000 - \$800,000$ ). Therefore, the actual funds that will be appropriated from the stormwater utility fund will be \$3.15 million.

Historically, the County has spent an average of \$4.6 million on its CIP program (FY2003 – FY2012). The majority of the dollars were secured from revenue sources other than what is generated by the County's current stormwater assessment fee. Moving forward, the County anticipates using approximately \$2.0 million for its stormwater CIP program as a minimum amount. This is based upon the last 10 years of stormwater CIP appropriations from the County's CIP program, Gas Tax, and Local Options Sales Tax. A summary of the historical CIP expenditures by fund is presented in Table 2-2.

Based on a review of the existing County stormwater program by CDM Smith, discussions with county staff, and the LOS definitions provided previously, the following LOS ratings are provided for the current County stormwater program.

### 2.3.1 Current Engineering & Permitting LOS

The County's currently provides a LOS C for Engineering & Permitting. While the County completed a stormwater master plan in 1995, it has not been updated nor have basin plans related to water quality protection been completed. Also, the County continues to inventory of stormwater facilities.

### 2.3.2 Current NPDES Compliance LOS

Based on this assessment of the compliance activities for the County, the existing program has achieved adequate compliance so would be designated a LOS C. The County does additional stormwater monitoring above what is required for permit compliance.

### 2.3.3 Current Operation and Maintenance LOS

The existing O&M LOS is primarily complaint based. There are limited inspection based O&M practices related to pond mowing. Based upon the LOS criteria previously defined in Figure 2-1, the current LOS provided by the County is D. This LOS rating is indicative of resource limitations and not effort.

### 2.3.4 Current Capital Improvements LOS

The current LOS provided by the County related to capital improvements associated with stormwater management is LOS D+. Projects are completed based upon need and fiscal resources. It should be noted that the currently, the stormwater utility does not fund the County's stormwater CIP.

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**Table 2-2**  
**Leon County, Florida**  
**Stormwater Utility Update - Capital Expenditures and Source of Funding**

Capital Improvement Projects - Funding Source	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	10-Year Average
Grants - 125	\$0	\$508,671	\$21,391	\$0	\$1,641,670	\$110,057	\$200,000	\$308,021	\$1,097,013	\$2,086,385	\$597,321
Capital Improvements Fund - 305	\$509,975	\$1,361,643	\$1,388,050	\$2,021,548	\$1,838,855	\$615,355	\$1,350,106	\$2,171,559	\$2,098,912	\$2,306,180	\$1,566,218
Transportation Fund - 306	\$0	\$1,863	\$9,722	\$294,483	\$35,616	\$32,677	\$37,486	\$80,172	\$199,875	\$49,759	\$74,165
Sales Tax Fund - 308	\$10,914	\$161,000	\$118,891	\$326,234	\$0	\$0	\$0	\$0	\$0	\$0	\$61,704
Sales Tax Extension Fund - 309	\$71,778	\$2,753	\$937,510	\$6,857,166	\$1,185,613	\$1,997,770	\$1,796,482	\$1,812,261	\$653,984	\$2,593,600	\$1,790,892
Bond Series - 318	\$1,474,768	\$2,733,623	\$581,544	\$261,867	\$37,382	\$0	\$0	\$0	\$0	\$0	\$508,918
<b>Totals</b>	<b>\$2,067,435</b>	<b>\$4,769,553</b>	<b>\$3,057,108</b>	<b>\$9,761,298</b>	<b>\$4,739,136</b>	<b>\$2,755,859</b>	<b>\$3,384,074</b>	<b>\$4,372,013</b>	<b>\$4,049,784</b>	<b>\$7,035,924</b>	<b>\$4,599,218</b>

Capital Improvement Projects - Funding Source	10-Year Average
Capital Improvements Fund - 305	\$1,566,218
Transportation Fund - 306	\$74,165
Sales Tax Fund - 308	\$61,704
<b>Totals</b>	<b>\$1,702,088</b>

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## Section 2 • Level of Service

Figure 2-2 illustrates the current LOS for the County based on this assessment. Overall, the County is assessed as being between a C and D+ for the LOS.

Level of Service	Engineering & Permitting Activities	Operation and Maintenance Program Activities	CIP Implementation Period
A	Comprehensive Planning + Full Implementation Capabilities + Exemplary NPDES Permit Compliance	Fully Preventative/ 100% Routine	10-year Plan
B	Pro-Active Planning + Systematic CIP Implementation Capabilities + Proactive NPDES Permit Compliance	Mixture of Routine and Inspection Based	20-year Plan
C	Priority Planning + Partial CIP Implementation Capabilities + Minimal NPDES Permit Compliance	Inspection Based Only	40-year Plan
D	Reactionary Planning + Minimal CIP Implementation Capabilities + Below Minimum NPDES Permit Compliance	Mainly Responsive(Complaint-based)	50-year Plan
F	No Planning + No CIP Implementation Capabilities + NPDES Non-compliance	Less than full response to all complaints	100-year Plan

Figure 2-2 Leon County, Florida  
Stormwater Utility Update

## 2.4 Existing Program Cost Comparison

CDM Smith used a “top-down” approach to establish a base line for varying levels of service. This approach uses standard unit costs to estimate the total program cost. Typically, costs are related to population (i.e., cost per capita) or to road or lane mile, with the latter tending to relate best to O&M costs and the former relating to total and Engineering & Permitting costs. Table 2-3 shows the results for a number of communities in Florida and other states for which population, funding, road miles and level of service were available. Based on these data, the top-down costs for the different LOS above the current LOS for the County was estimated.

Table 2-3 Leon County, Florida  
Stormwater Utility Update  
LOS Costs

Population Based Level of Service (EPS, O&M, CIP)	Average	Minimum	Maximum
A	\$61	\$59	\$63
B	\$44	\$27	\$60
C	\$25	\$17	\$43
D	\$21	\$12	\$28
Lane Mile Based Level of Service (O&M only)	Average	Minimum	Maximum
A	\$12,201	\$6,550	\$17,852
B	\$8,044	\$3,148	\$11,104
C	\$6,079	\$2,698	\$10,090
D	\$2,442	\$1,216	\$3,216

As previously shown in Table 2-1, the County spends approximately \$3.95 million on its stormwater program, including the \$800,000 from the Transportation Trust Fund. Using a population estimate of 95,000 (2011 Census Estimate), this is an equivalent cost of \$42 per capita for stormwater services. Using the benchmark data presented in Table 2-3, this is between a LOS C and LOS B. When you consider the County appropriates a portion of its stormwater budget on stormwater maintenance activities associated with roadways within the City of Tallahassee limits, the result would move the benchmark LOS closer to LOS C. This result is consistent with the LOS determination using County specific data (see Section 2.3).

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## Section 2 • Level of Service

A comparison of the O&M LOS based upon the lane miles of County road currently being maintained was also performed. Currently, the County maintains approximately 1365 lane-miles of roadway. As previously discussed, approximately 694 lane-miles are within the USA and 107 lane-miles are within the City of Tallahassee limits. Because the County maintains roads inside city limits and the costs for this work is included in the overall expenses recorded here, the LOS is identified with Table 2-3 is slightly lower than it is in reality. Based upon the \$2.6 million appropriation for stormwater O&M (see Table 2-1), the County spends approximately \$1,904 per roadway lane-mile on stormwater O&M services. Based upon the benchmark information presented in Table 2-3, this equates to a LOS D, which is consistent with the LOS determination using County specific data (see Section 2.3).

## 2.5 Stormwater Program Level of Service Improvements

The cost of the County's stormwater program at the current LOS is \$3.95 million. As previously discussed, approximately \$800,000 will come from the Transportation Trust Fund to maintain arterial and collector roadways, leaving \$3.15 million to be funded by the stormwater assessment, annually. The recommended allocation of the \$3.15 million is presented in Table 2-4. In order to provide \$2 million for its CIP program into the stormwater utility fund, the total revenue needed from the stormwater utility fee would be \$5.15 million.

**Table 2-4 Leon County, Florida  
Stormwater Utility Update – Stormwater Management and  
Operation Estimated Budgets Excluding and Including CIP**

Revenue Sources for Stormwater Utility Fund	Existing Budget
Engineering & Permitting Services	\$1,350,000
Stormwater Maintenance	\$1,800,000
<b>Total</b>	<b>\$3,150,000</b>

Revenue Sources for Stormwater Utility Fund	Future Budget
Engineering & Permitting Services	\$1,350,000
Stormwater Maintenance	\$1,800,000
Capital Improvement Projects	\$2,000,000
<b>Total</b>	<b>\$5,150,000</b>



## EXHIBIT A



### Section 3

## Parcel Analysis

A stormwater utility program includes a utility fee that is generally based upon the amount of impervious area on a fee payer's land. Generally, the greater the amount of impervious area, the greater amount of stormwater runoff and, subsequently, the greater the effort local cities and counties have to expend to control the runoff. While there are a number of parameters related to runoff, the best parameter is the amount of impervious area. Therefore, to understand the stormwater assessment for Leon County (the County), this project included a study of impervious area as well as other parcel-based information that may be pertinent to the utility assessment.

Based on CDM Smith experience, it has been found in Florida and other parts of the country that there tend to be two distinct categories of parcels which need study: residential and non-residential. Generally, the impervious areas of residential parcels represent relatively uniform classes while the impervious areas for non-residential parcels vary significantly.

Provided in this section is a discussion of the parcels in the study area. The data used in the analysis were obtained from Tallahassee-Leon County GIS (GIS). A brief description of the data and techniques used is provided prior to the consideration of the results for each general parcel type.

### 3.1 Tallahassee-Leon County GIS and Leon County Appraisal Data

The GIS staff provided CDM Smith with parcel specific GIS and database information. From these records and conversations with the GIS staff, a dataset of parcel information was obtained, a summary of which is provided below.

### 3.2 Results of Parcel Assessment

A summary of the 2012 parcel data for the Unincorporated County as defined by GIS & LCPA data is provided in **Table 3-1**. The table lists the parcel types, number of parcels encountered in the dataset, number of estimated dwelling units, the impervious areas used for the assessment and the assessment revenues. The data are separated into residential, non-residential and vacant categories. The percentages are rounded to the nearest 10<sup>th</sup> percent. Also included in these tables are the relative percent of the County each category represents. It should be noted that there are a number of "vacant" parcels as defined by the GIS datasets (1,289 to be precise). These parcels, although coded as if they have no development (i.e., vacant), were considered in the analysis as they did have onsite improvements such as mobile homes or parking areas. For the purposes of the summary the 100 Department of Revenue Codes were categorized as follows:

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## Section 3 • Parcel Analysis

**Table 3-1 Leon County, Florida  
Stormwater Utility Update  
Summary of Unincorporated County Parcel Data FY 2011-2012**

Parcel Type	No. of Parcels	% of Total	Estimated Dwelling Units	% of Total	Impervious Area (sq ft)	% of Total	SWU Assessment	% of Total
<b>Residential</b>								
Single Family <sup>1</sup>	27,130	73.6%	27,130	73.4%	107,177,177	64.3%	\$542,600	58.4%
SFR with > 1 DU	769	2.1%	1,900	5.1%	4,958,171	3.0%	\$38,020	4.1%
Mobile Home	5,652	15.3%	5,652	15.3%	12,031,183	7.2%	\$113,040	12.2%
Mobile Home with >1 DU	451		1,091		1,944,451		\$21,820	
Condominium								
Multifamily 2-9 DUs	264	0.7%	669	1.8%	929,558	0.6%	\$13,380	1.4%
Multifamily >9 DUs	3	0.0%	332	0.9%	1,091,838	0.7%	\$1,060	0.1%
Misc. Residential	204	0.6%	204	0.6%	508,874	0.3%	\$4,780	0.5%
<b>Subtotal Residential</b>	<b>34,473</b>	<b>93.6%</b>	<b>36,978</b>	<b>100.0%</b>	<b>128,641,252</b>	<b>77.1%</b>	<b>\$734,700</b>	<b>79.0%</b>
<b>Nonresidential</b>								
Commercial	477	1.3%			15,650,717	9.4%	\$71,918	7.7%
Industrial	253	0.7%			7,876,516	4.7%	\$39,704	4.3%
Agricultural	1	0.0%			61,734	0.0%	\$40	0.0%
Institutional	50	0.1%			1,748,510	1.0%	\$9,134	1.0%
Churches	138	0.4%			2,736,354	1.6%	\$17,406	1.9%
City/County	45	0.1%			1,224,439	0.7%	\$5,384	0.6%
Governmental	25	0.1%			1,738,624	1.0%	\$1,776	0.2%
Public Schools	9	0.0%			2,491,003	1.5%	\$2,206	0.2%
Miscellaneous	80	0.2%			750,427	0.4%	\$6,964	0.7%
<b>Subtotal Nonresidential</b>	<b>1,078</b>	<b>2.9%</b>			<b>34,278,324</b>	<b>20.6%</b>	<b>\$154,532</b>	<b>16.6%</b>
<b>Vacant</b>								
Vacant Residential	1,171	3.2%	1,275		2,330,028	1.4%	\$29,360	3.2%
Vacant Commercial	72	0.2%			1,085,112	0.7%	\$9,372	1.0%
Vacant Industrial	33	0.1%			97,222	0.1%	\$1,000	0.1%
Vacant Institutional	13	0.0%			360,289	0.2%	\$906	0.1%
<b>Subtotal Vacant</b>	<b>1,289</b>	<b>3.5%</b>			<b>3,872,651</b>	<b>2.3%</b>	<b>\$40,638</b>	<b>4.4%</b>
<b>Total Unincorporated</b>	<b>36,840</b>	<b>100.0%</b>	<b>38,253</b>		<b>166,792,227</b>	<b>100.0%</b>	<b>\$929,870</b>	<b>100.0%</b>
<b>Total Developed</b>	<b>35,551</b>		<b>36,978</b>		<b>162,919,576</b>			
<b>Estimated Unincorporated Population <sup>2</sup></b>			<b>89,895</b>					
<b>Estimated 2011 Population (2010 Census Estimate)</b>			<b>95,006</b>					

## Notes:

- 1 Based on NAV Database, some SFU (DOR Code 01) have more than 1 DU.
- 2 Estimated population based on 2.35 persons per DU (2010 Census)

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## Section 3 • Parcel Analysis

<u>DOR Code</u>	<u>Category</u>
00	Vacant Residential
01	Single Family
02	Mobile Homes
03, 08	Multifamily
04	Condominiums (none in record)
05, 06, 07, 09	Miscellaneous Residential
10	Vacant Commercial
11 - 39	Commercial
40	Vacant Industrial
41 - 49	Industrial
50 - 69	Agricultural
70	Vacant Institutional
71	Churches
72 - 79	Institutional
80, 81, 82, 84, 85, 87 - 89	Governmental
83, 86	City/County
90 - 99	Miscellaneous

For the purposes of this analysis, the term "Single Family" refers only to those parcels in DOR Code 01. Mobile homes, even though only one family may reside in them, and Multifamily are considered Non-Single Family Residential.

Also, for this analysis, "Miscellaneous Residential" includes parcels in DOR Codes 05, 06, 07 and 09. According to the GIS data, the Unincorporated County has 204 parcels identified as DOR Code 07, which according to the Department of Revenue means "Miscellaneous Residential (migrant camps, boarding houses, etc.)". How the County assigns billing units to these types of parcels is subject to County policy and in Florida, there is no standard of practices for this issue. For the purposes of this analysis, each parcel in DOR Code 07 was assigned 1 billing unit.

In total, there are 36,840 assessed parcels in the Unincorporated County, of which 34,473 are residential in nature (94 percent). The majority of the residential parcels are single family units (73 percent). The second largest number of residential parcels is Mobile Homes at 15.3 percent. Of the 1,078 non-residential parcels, 477 (44.2 percent) are commercial, 253 (23.5 percent) are industrial and 138 (12.8 percent) are churches. Of the parcels identified as vacant, most are vacant residential.

From the NAV records, the impervious area for each category is also shown in Table 3-1. Residential parcels represent 77.1 percent of the impervious area, nonresidential parcels represent 18.6 percent and vacant parcels represent 4.4 percent of the total. Also, of the estimated \$929,870 in revenue, 79.0 percent comes from residential parcels, 16.6 percent comes from nonresidential parcels and 4.4 percent comes from vacant parcels.

### 3.3 Estimated Dwelling Units

To consider rate structure options, an estimate of the number of dwelling units was needed. For single family units, normally it is assumed that each parcel is one dwelling unit. From the NAV dataset, about 770 parcels have more than one dwelling unit located on the parcel. These parcels are separately listed in Table 3.1. This is also true of mobile homes: one dwelling unit per parcel is normally assumed. There are 451 mobile home parcels with more than one dwelling unit - these are also listed separately. Finally for multifamily, the NAV record was used to identify the number of

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## Section 3 • Parcel Analysis

dwelling units associated with each parcel type including vacant residential. In total, about 38,250 dwelling units were identified, the majority of which are single family units (71 percent).

### 3.4 Estimated Parcels for USA

One of the considerations of this study was the potential for service areas. Service areas, for the purpose of this study, are areas in the County where differential levels of service may be offered by the County. Upon discussion with County staff, it was suggested that one such separation may be parcels in the Urban Services Area (USA) and those without. Staff believed that the O&M component of the stormwater program may be less in the non-USA area. To test this, the parcels within and without of the USA (in the Unincorporated County) were separated.

Using the GIS information, parcels within the USA were identified.. Of the 36,840 assessed parcels in the Unincorporated County, 23,568 (64 percent) are in the USA. **Table 3-2** summarizes the number of parcels, number of estimated dwelling units, impervious areas and assessment revenues for the Unincorporated County portion of the USA. Residential parcels comprise 23,495 (94 percent) of the parcels, most of which are single family units (84 percent). There are 786 nonresidential parcels in the unincorporated portion of the USA representing 3.3 percent of the total number of parcels. The rest of the parcels (2.3 percent) are coded as vacant by the Property Appraiser's Office. Using the same methods noted above for impervious area, the USA has 110.4 million square feet of impervious area of which only 73.9 percent is residential.

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## Section 3 • Parcel Analysis

**Table 3-2 Leon County, Florida  
Stormwater Utility Update  
Summary of Parcel Data FY 2011-2012 – Urban Services Area**

Parcel Type	No. of Parcels	% of Total	DU/ Parcel	Estimated Dwelling Units	% of Total	Imperv Area (sq ft)	% of Total	Avg. Imperv per DU (sq ft)	SWU Assessment	% of Total
<b>Residential</b>										
Single Family	19,700	83.6%	1	19,700	83.8%	73,476,092	66.5%	3,730	\$394,000	64.6%
SFR with > 1 DU	298	1.3%	2.5	749	3.2%	1,978,666	1.8%	2,642	\$14,980	2.5%
Mobile Home	1,866	7.9%	1	1,866	7.9%	3,769,349	3.4%	2,020	\$37,320	6.1%
Mobile Home with >1 DU	92	0.4%	2.53	233	1.0%	355,264	0.3%	1,525	\$4,660	0.8%
Condominium										
Multifamily	240	1.0%	3.75	902	3.8%	1,896,532	1.7%		\$12,460	2.0%
Misc. Residential	45	0.2%	1	45	0.2%	121,989	0.1%	2,711	\$1,220	0.2%
<b>Subtotal Residential</b>	<b>22,241</b>	<b>94.4%</b>		<b>23,495</b>	<b>100.0%</b>	<b>81,597,892</b>	<b>73.9%</b>	<b>3,473</b>	<b>\$464,640</b>	<b>76.1%</b>
<b>Nonresidential</b>										
Commercial	385	1.6%				13,870,197	12.6%		\$60,172	9.9%
Industrial	228	1.0%				7,194,140	6.5%		\$36,808	6.0%
Agricultural		0.0%					0.0%			0.0%
Institutional	27	0.1%				1,224,995	1.1%		\$7,324	1.2%
Churches	80	0.3%				2,069,605	1.9%		\$12,066	2.0%
City/County	25	0.1%				752,559	0.7%		\$2,584	0.4%
Governmental	18	0.1%				310,697			\$1,216	
Public Schools	4	0.0%				876,030			\$806	
Miscellaneous	19	0.1%				156,896			\$2,080	
<b>Subtotal Nonresidential</b>	<b>786</b>	<b>3.3%</b>				<b>26,455,119</b>	<b>24.0%</b>		<b>\$123,056</b>	<b>20.2%</b>
<b>Vacant</b>										
Vacant Residential	437	1.9%		437		904,299	0.8%		\$12,220	2.0%
Vacant Commercial	66	0.3%				1,071,164	1.0%		\$9,132	1.5%
Vacant Industrial	31	0.1%				96,185			\$960	
Vacant Institutional	7	0.0%				291,715			\$366	
<b>Subtotal Vacant</b>	<b>541</b>	<b>2.3%</b>				<b>2,363,363</b>	<b>2.1%</b>		<b>\$22,678</b>	<b>3.7%</b>
<b>Total Unincorporated</b>	<b>23,568</b>	<b>100.0%</b>		<b>23,495</b>		<b>110,416,374</b>	<b>100.0%</b>		<b>\$610,374</b>	<b>100.0%</b>
<b>Total Developed</b>	<b>23,027</b>			<b>23,495</b>		<b>108,053,011</b>				

The table also identifies the stormwater utility revenue from the USA, about 65.6 percent of the total revenue.

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## Section 4

### Rate Structure Analysis

As part of this assessment of the Leon County Stormwater Utility, a number of potential rate structures were considered. For this section, the rate structure options are considered independent from the fee. In the next section, the annual fee is varied to consider the current stormwater utility fund subsidy.

#### 4.1 Purpose

In the previous section, information related to the potential customers within the unincorporated County was gathered including number of parcels, number of dwelling units, and impervious areas for various different parcel types. These data were collected to develop a rate model for the stormwater assessment, which is intended to estimate the potential rates and revenues depending on rate structure options. Also, to consider the potential rates for differing rates in the USA, a rate model was prepared for just the parcels in the USA.

#### 4.2 Rate Model

The rate model for the County is a series of worksheets within spreadsheets that provide the following:

- A ten-year estimate of program costs for Management, Compliance and Implementation, Operation and Maintenance (O&M); and Capital Improvement Program (CIP). The CIP costs are separated so that a Pay-As-You-Go funding can be compared to a bonded program. Costs are assumed to increase at 2% per year while revenue (i.e., number of SFU's) is assumed to increase at 1% per year.
- An ad valorem tax worksheet estimates the ad valorem tax rate (millage or \$ per \$1000) that would generate an equivalent total program. In this spreadsheet, the millage needed to generate a specified revenue need can be estimated as well as to estimate the revenue for a given tax rate.
- An options worksheet allows the user to identify whether or not a rate structure option is to be simulated. Options include single family unit equivalence or residential equivalence; billing unit based on single family units only or all residential units; potential credits and the amount of credits (percent reduction in fee); various adjustments that might be offered; and tiered non-single family residential rates. This spreadsheet also accumulates the number of extra staff needed to administer the rate structure options.
- A worksheet showing the resultant annual revenue from the options selected for rates in \$5 increments from \$10 per year per SFU to \$100 per year per SFU.
- A worksheet with a 10-year projection of rates and program needs is provided with the ability to test the effect of a pay-as-you-go CIP program compared to a bonded program with annual debt service. For the 10-year bonded CIP, two bonds are simulated for each of the 5 years (20-year repayment, 7 percent loan rate, 25 percent coverage and 12 percent financing costs).

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## Section 4 • Rate Structure Analysis

- A worksheet with the highest 25 parcels based on the 2012 Assessment record and the effects the chosen rate structure options may have on their assessment.
- The final worksheet in the file is the summary of data used for the other worksheets. This table is shown in Table 4-1 for the data from this study.

**Table 4-1 Leon County, Florida Stormwater Utility Update  
Summary of Parcel Data (October 2012)**

Parcel Type	No. of Parcels	No. of Dwelling Units	2012 Imperv. Area (sq ft)	2012 Total Parcel Area (sq ft)	Imperv./ DU or Parcel	Billing Unit Equivalent	SFUs Based on Equivalent	SFUs for Subsidy	% Affected by Credits (Estimated)	Fraction of SFUs	Total SFUs with Options
<b>Residential(1)</b>											
Single Family - Small	2,426	2,426	2,861,836		1,055		2,426		5%	100%	2,426
Single Family - Medium	19,412	19,412	60,546,853		3,272		19,412		5%	100%	18,733
Single Family - Large	1,547	1,547	22,686,379		9,115		1,547		5%	100%	1,547
Single Family - Very Large	880	880	11,707,829		13,304	3,272	880		5%	100%	880
Single Family w/>1 SFU	769	1,900	4,900,177		2,610		1,900		5%	100%	1,900
Multifamily (2)	267	1,001	2,143,522		2,141		1,001		5%	100%	1,001
Mobile Home	6,103	6,743	13,894,287		2,061		6,743		5%	100%	6,743
Misc. Residential	204	204	508,874		2,494		204		5%	100%	204
Single Family w/Exemption	2,865	2,865	9,374,280		3,272		2,865		5%	100%	2,865
<b>Subtotal Residential</b>	<b>34,473</b>	<b>36,978</b>	<b>128,624,037</b>		<b>3,482</b>		<b>36,978</b>				<b>36,978</b>
<b>Nonresidential</b>											
Commercial	477		15,650,717		32,828	3,272	4,786		5%		4,786
Industrial	253		7,876,516		31,132	3,272	2,407		5%		2,407
Agricultural	1		61,734		61,734	3,272	19		5%		19
Institutional w/o Churches	50		1,748,510		34,970	3,272	534		5%		516
Churches	138		2,736,354		19,829	3,272	836	836	5%		836
Governmental w/o Schools	25		1,738,624		69,545	3,272	531	531	5%		531
City/County	45		1,224,439		27,210	3,272	374	374	5%		374
Schools	9		2,491,003		276,778	3,272	761	761	5%		761
Miscellaneous	80		750,427		9,380	3,272	229		5%		229
<b>Subtotal Nonresidential</b>	<b>1,078</b>		<b>34,286,393</b>		<b>31,806</b>		<b>10,479</b>	<b>2,503</b>			<b>10,479</b>
<b>Vacant</b>											
Vacant Residential	1,171	1,275	3,634,878			3,272	1,111	1,111	5%		1,111
Vacant Commercial	72		1,200,027			3,272	367	367	5%		367
Vacant Industrial	33		119,907			3,272	37	37	5%		37
Vacant Institutional	13		360,612			3,272	110	110	5%		110
<b>Subtotal Vacant</b>	<b>1,289</b>	<b>1,275</b>	<b>5,315,424</b>								<b>1,568</b>
<b>Total Developed</b>	<b>35,551</b>	<b>36,978</b>	<b>162,910,430</b>				<b>47,457</b>	<b>4,128</b>			<b>47,457</b>
<b>Total Parcels</b>	<b>36,840</b>	<b>38,253</b>	<b>168,225,854</b>								<b>49,081</b>

## Note:

- (1) Small SF is 10<sup>th</sup> percentile and below; Large is 90<sup>th</sup> percentile and above. Very large is greater than 10,000 square feet.
- (2) Multifamily includes parcels with DOR Codes 03 and 08.
- (3) For Residential, column represents impervious per Dwelling Unit.  
For Nonresidential, column represents impervious per Parcel.

Type	SFUs	%
Residential	38,089	77.6%
Nonresidential	10,992	22.4%

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## Section 4 • Rate Structure Analysis

It should be noted that for the rate model, single family parcels were split into tiers based on impervious areas. Separately, parcels owned by disabled veterans or low income exemptions were quantified for credit calculations. It was assumed that all of these parcels came from the Single Family - Medium category and were moved to a separate category called "Single Family w/ Exemption" solely to consider the effects of rate structure options on this category. Also, the average impervious area per dwelling unit for Single Family - Small and Single Family - Large were based on the 20<sup>th</sup> and 80<sup>th</sup> percentile, respectively. Also, the parcel database included single family parcels (DOR Code 01) with more than one dwelling unit (usually a home with one or more mobile home). These parcels were separated in Table 4-1.

A snapshot of each of the worksheets (tabs in an Excel file) is provided in the Appendix.

### 4.3 Stormwater Program Needs

**Table 4-2 Leon County, Florida Stormwater Utility Update  
Summary of FY13 Program Costs**

Program Element	Future Budget	% of Total
Engineering & Permitting	\$1,350,000	26.2%
Operations & Maintenance	\$1,800,000	35.0%
Capital Improvement Program	\$2,000,000	38.8%
Total	\$5,150,000	100.0%

With the help of County staff, the program costs for the County were estimated and projected for potential future levels of service scenarios. Table 4-2 provides a summary of the existing stormwater

program needs for the management and O&M costs for the County. The costs were separated in this fashion to allow various revenue sources to pay for various components of the program. In the lower part of the table, as an alternative, an additional \$2 million has been included at the request of the County staff to consider the funding of capital projects independent of the general fund, grants or sales taxes.

### 4.4 Rate Structure Alternatives – Unincorporated County

As noted previously, most of the stormwater utilities in the United States are based on the impervious area of the customer's property. Actually, the majority of stormwater utilities have a uniform rate for all residential and nonresidential parcels, with the residential customer's fee based on the number of dwelling units and the nonresidential customer's fee based on the impervious area. The purpose of this section is to discuss the alternatives for the stormwater utility rate structure. Alternatives include uniform and variable rates for both residential and non-residential customers, exemptions, and credits.

To compare the fiscal consequences of each alternative considered, the option was compared to the results for the existing rate structure. This structure includes 1 billing unit (known as an SFU, see below) for each dwelling unit associated with residential parcels and a calculated number of billing units for non-residential parcels based on their respective impervious areas. Using the current rate structure, the estimated number of billing units (or SFUs) is 49,081 based on an updated average single family unit impervious area (see below).



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## Section 4 • Rate Structure Analysis

#### 4.4.1 Equivalent Units

In order to provide an equitable measure of impervious areas for both residential and non-residential developed parcels, stormwater utilities have used an equivalent or base unit to measure the impervious areas by a uniform basis. Similar to other types of utilities, the equivalent unit for a stormwater utility is the relative amount of contribution of a fee payer compared to a residential unit. In other words, the residential unit is the base for the utility fee.

Two methods of defining the equivalent or base unit have been employed in Florida. The first is named the Single Family Unit Equivalent, or SFU. As expected by the name, a SFU is defined as the average or median impervious area for single family detached residences within the county. The current value used as the SFU is 2,723 square feet, based on an analysis completed prior to the adoption of the original ordinance in 1991. From the recent information obtained from the County, this method results in a median value of 3,272 square feet for the County. The second method, known as Equivalent Residential Unit or ERU, is based upon the average or median impervious area for all residential unit types including single family, multifamily, apartments and mobile homes. For Leon County, the average impervious area for all residential parcels is 3,553 sq. feet, not significantly different than the SFU value (9 percent increase).

From the rate model, the number of SFUs is 49,081 billing units, while, for the ERU method, there are 48,420 billing units (a 1.3 percent decrease). The difference is because, while the residential SFUs stay the same, the nonresidential billing units are based on a slightly larger denominator.

It should be emphasized that the choice of the SFU or ERU base is subject to the policy decisions of the County and that different communities around the U.S. have chosen differently. In Florida, the 2011 FSA Survey, within which all 10 counties were respondents, reports that 50 percent of the 10 counties with assessments or fees use the SFU base and 30 percent use the ERU base (20 percent use some other equivalent). For all cities and counties (81 respondents), 61 percent use the SFU, 30 percent use the ERU and 9 percent use another method. In the case of Leon County, 73.4 percent of the dwelling units are single family which leads to the result that an SFU Equivalent seems appropriate.

#### 4.4.2 Uniform or Tiered Residential Rates

Many utilities have the residential customer pay in relation to the number of dwelling units for the customer. A single family unit is assigned 1 SFU and a duplex is assigned 2 SFUs, for example. In Florida, 70 percent of counties use this method. Two other options are possible: variable single family rates and uniform rates by residential type. Each of these is considered below.

**Tiered Single Family Rates.** For this alternative, single family (and for that matter all residential customers) would be assigned a fee based on the impervious area of their property in the same manner as the nonresidential properties. The purpose of this would be to have a fee directly related to amount of impervious area on each customer's property. Most stormwater assessment datasets do not have the impervious area readily available – the Leon County GIS does. That is, using the footprint plus appurtenances and some extra features, a value for impervious area for single family can be defined. The driveway is excluded but can be added as a unit average number. Therefore, impervious area data for each single family parcel is not a significant limitation in the County.

There are some stormwater utilities that have a tiered structure for single family units to recognize that some single family properties are very small and some are extremely large. If each is assigned a fee based on 1 SFU, then the small properties may appear to pay too much and the large properties appear to pay too little. Previous studies in the US have shown that when the ratio of the 90<sup>th</sup>

## EXHIBIT A



## Section 4 • Rate Structure Analysis

percentile to the 10<sup>th</sup> percentile is greater than 2.5, a tiered structure can be justified. In the case of Leon County, the ratio of the 90<sup>th</sup> percentile and 10<sup>th</sup> percentile is 4.05, a value which suggests a tiered methodology.

**Table 4-3 Leon County, Florida Stormwater Utility Update  
Potential Tiered Single Family Rate Structure**

Category	Minimum Impervious Area (sq ft)	Maximum Impervious Area (sq ft)	No. of Parcels	Total Impervious Area (sq ft)
Small	0	1,629	2,426	2,861,836
Medium	1,629	7,096	19,412	60,546,853
Potential Special Adjustment - Medium	1,629	7,096	2,865	9,274,280
Large	7,097	9,999	1,547	22,686,379
Very Large	10,000	53,930	880	11,707,829
Total			27,130	107,177,177

To use a tiered structure, the impervious area of every single family unit would be needed. A possible structure is shown below based on the median, Small (10<sup>th</sup> percentile) and Large (90<sup>th</sup> percentile) values of the measured properties. The Very Large Single Family parcels are those with impervious areas equal to or

greater than 10,000 square feet. The SFUs for the each tier is the midpoint impervious area in the range divided by the median value (3,246 square feet), and the SFUs for the large tier is recommended to be based on impervious area divided by the median value, in the same manner as is non-residential parcels. Also, because many of the public tend to believe that very large home need to pay more, homes greater than 10,000 square feet can be billed as a commercial property is (i.e., based on impervious area). Table 4-3 shows a potential tiered structure using the 10<sup>th</sup> and 90<sup>th</sup> percentile values. It should be noted that the Disabled Veterans or Low Income Senior SF that may receive a special adjustment (see below) were assumed to be within the Medium Category.

If a tiered structure with Small, Medium and Large SF parcels is used, there would a 5.5 percent increase in revenue as the large single family parcels generally generate revenue to compensate for the small ones. If the very large single family tier is considered, additional SFUs are generated (an 8.5 percent increase in revenue).

Table 4-1 summarizes the information for SF (single-family) parcels with either a disabled veterans or senior low income credits. The rate model simulated the revenue consequences if such parcels had reduced fees. While the rate model can be modified for various percentages, for the rate structure analysis, a reduction of 50 percent (that is, the parcels are assigned 50 percent of the other SF fees) was used. Since parcels cannot be exempted from a non-ad valorem assessment other than provided in state law, these fees can only be offset by a credit from the County through another revenue source such as the General Revenue. The overall rate would stay the same for all other parcels and the credited SF parcels would be funded by a subsidy based on 1,432 SFUs times the chosen rate.

**Non-Single Family Residential Fees Based on Impervious Areas.** As an alternative to the non-SF residential parcels which in this report refers to Multifamily, Mobile Homes and Miscellaneous Residential to be based on dwelling unit (the most administratively simple alternative), the non-SF residential parcels may be addressed in the same manner as the nonresidential; that is, tiered based on total impervious area. According to the parcel dataset summarized in Table 4-1, there are estimated to be 7,948 non-SF dwelling units in the unincorporated County (22% of the total residential dwelling units) excluding Single Family with more than 1 dwelling unit. Using the average impervious areas for each non-SF type, the ratio to that for Single Family is as follows:

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## Section 4 • Rate Structure Analysis

**Table 4-4 Leon County, Florida Stormwater Utility Update  
Potential Tiered Residential Rates**

Average Residential Type	Percent of Impervious	SFU's Single Family	Per DU
Single Family	3,272	100%	1.0*
Single Family w/>1 DU	2,610	80%	1.0*
Multifamily	2,141	65%	0.7
Mobile Homes	2,061	63%	0.6
Misc. Residential	2,494	76%	0.8

\*Note: this can be 1 SFU per unit or tiered.

For this option, Single Family would be assigned 1 SFU or based on a tiered structure and other non-SF parcels would be assigned less than one SFU per DU. For example, a multifamily parcel with 10 dwelling units would be assigned 10 times 0.7 or 7 SFU's.

According to the FSA 2011 Survey, 70 percent of the counties and 58 percent of all SWU in Florida have a rate structure with multifamily customers assigned the same number of billing units as the single family customers (i.e., 1 SFU per dwelling unit).

#### 4.4.3 Nonresidential Rates

Nonresidential customer rates for adopted stormwater utilities in the United States are almost always related to the impervious area of the property. For most utilities, the actual impervious area is measured or inferred for each nonresidential parcel, and the ERU assignment is the parcel's impervious area divided by the residential equivalent. An alternative to this is to assign nonresidential property types a percent imperviousness based on literature values or a statistically measured sample of imperviousness. However, in the case of the County, all of the non-residential parcels have impervious area measured and these data are already part of the assessment database; therefore, other less accurate rate structures (e.g., percent imperviousness assigned) are not supported.

The FSA 2011 Survey shows that 83 percent of the respondents use an impervious area for fee setting, 7 percent use pervious and impervious area, and 10 percent use other methods (such as intensity of development). For counties, 60 percent use impervious area, 20 percent use the gross area, and 20 percent use either intensity of development or other methods

#### 4.4.4 Adjustments and Credits

Exemptions and credits are related to a reduction in the fee for a customer due to a reduction of the services provided to the customer. For an exemption, all or some of the fee is eliminated because of special circumstances, such as a reduction in imperviousness due to a portion of the property not draining to the County's stormwater system. A credit on the other hand is related to the reduction in fees due to special action taken by the fee payer to reduce the need for stormwater services such as the design, construction and maintenance of a stormwater pond that reduces both stormwater flows and pollutants associated with runoff. In both cases, however, the amount of the reduction can depend on the services being provided the customer.

As noted in Section 2, the three basic services of any stormwater program are Engineering & Permitting which includes NPDES compliance, operation and maintenance (O&M), and capital improvements (CIP). For a total LOS C recommended program costing \$5,150,000 annually (see Table 4-2), the portions of each component are as follows:

## EXHIBIT A



## Section 4 • Rate Structure Analysis

<u>Program Component</u>	<u>Cost</u>	<u>Percent</u>
Engineering & Permitting	\$1,350,000	26.2%
Operation & Maintenance	\$1,800,000	35.0%
Capital Improvement Program	\$2,000,000	38.8%

The Engineering & Permitting costs for any particular customer would be the same regardless of the presence of private BMPs on the property because these costs relate to general services received by all; thus for an example, the maximum potential credit allowed could be about 73.8 percent (the sum of percentages for O&M and CIP). For this program, this value has been rounded up to 75 percent. If a customer has a stormwater facility that reduces the runoff and treats stormwater pollutants, the O&M and CIP services provided by the County would be reduced. For this reason, the amount of the reduction for credits should be related to the reduced services provided to the property based on 75 percent for the stormwater utility fee.

#### **Adjustment Based on Control of Stormwater Volume**

One of the adjustments that can be considered is related to the reduction of stormwater runoff to the County's stormwater system. For many stormwater utilities, the only circumstance in which a reduction is meaningful to the overall stormwater system is for the 100-year storm event, a major stormwater quantity level of service measure. The control of stormwater for the 100-year storm event can be accomplished for two characteristics of the event: rate and volume. Rate control allows the total amount of runoff to be discharged to the stormwater system over a prolonged period of time, but does not decrease the volume of runoff. Volume control reduces the total amount of runoff ultimately discharged to the stormwater system.

For the utilities with an adjustment for volume controls, many are related to the 100-year storm event. Control of the volume for a 100-year storm event would be a significant and measurable reduction in the O&M and CIP services provided to a property. As a result, an adjustment based on the control of the 100-year storm volume can be assigned an adjustment for the O&M and CIP portion of the fee, which represents 75 percent for the utility.

It should be noted that these adjustments are related to specific characteristics of the customer's property. An adjustment for the control of the 100-year storm event and the discharge of property runoff to non-municipal stormwater systems requires site specific information. If adjustments for these conditions are allowed by the County, then the customer must petition the County by providing parcel specific, competent and substantial evidence such as photographs or engineering drawings.

#### **Adjustments for Stormwater Facilities Without Volume Controls**

These adjustments are for customers who, except for mitigating circumstances, would have to pay the whole fee. Mitigating circumstances include onsite stormwater facilities that attenuate and treat stormwater runoff. For example, compare three properties: one built with no detention ponds, one built with a detention pond that is not maintained, and the last with a maintained pond. In the first case, stormwater runs off the land uncontrolled and untreated to the County's stormwater system. In the second, while the runoff was originally controlled, due to lack of maintenance, runoff is no longer controlled and is no better than the first case. In the last example, runoff is controlled and treated, thereby reducing the burden on the County's system. Of these three cases, the third clearly has reduced the services that the County needs to provide and deserves a reduction in fee (credit).

## EXHIBIT A



## Section 4 • Rate Structure Analysis

There are a number of methods used to adjust the fees for credits. The most common methods include a percentage reduction and relative reduction. In the percentage reduction, if the customer designs, builds and maintains an on-site stormwater facility, then a straight percentage reduction on the fee based on the O&M and CIP budget components of the revenue needs. For the second, the reduction is relative to an ideal stormwater facility. For example, assuming that to treat stormwater runoff, a property needs 0.1 acre-feet (ac-ft) of storage for every acre of impervious land. The ideal with this assumption for a 10-acre site with 50 percent imperviousness would be 0.5 ac-ft of storage. If this parcel constructs a pond with 0.5 ac-ft, then the site gets the maximum credit. If the actual pond is smaller, then the credit is relative to the ratio of the actual size and the ideal. Clearly, the first method is easier to administer but the second is more site-specific.

Either of the credit methods can be administered by County staff. However, to keep the program simple initially, the percentage reduction should be allowed if credits are authorized. Also, it is important that facilities are maintained annually to retain the credit. Therefore, the credit should require annual certification of maintenance via competent and substantial evidence and should be checked periodically by County staff through random and unannounced site inspection. Furthermore, since the County wishes to encourage the construction and maintenance of private stormwater ponds according to County standards, the 75 percent credit for detention ponds should be allowed only if the pond meets current County code.

A second type of adjustment for stormwater treatment would be for an incentive to reduce stormwater runoff and treat stormwater on site. For example, if a property owner uses Low Intensity Development (LID) techniques (e.g., Directly Connected Impervious Area or DCIA reduction, vegetative buffers, rain gardens, cisterns, etc.) both the runoff volume and the runoff pollutants are reduced, decreasing the effort required by the County to deal with the volume and pollutants. Since on-site stormwater facilities and LID techniques reduce the capital needs of the County, the adjustment should be no more than 33 percent of the separate utility fee. The County is in the process of developing specific LID protocols and methods; it is recommended that this credit should be re-evaluated as part of the rate structure after a standard protocol has been approved.

## 4.5 Consequences of Rate Structure Options

Using the rate model, the number of billing units (a.k.a., SFU) changes depending on the rate structure options chosen. **Table 4-5** provides the revenue consequences for each of the general rate structure options in comparison to the existing rate structure (i.e., single family-defined billing unit, 1 billing unit defined for each dwelling unit for all residential parcels, and 1 SFU defined for each 3,272 square feet of impervious area on nonresidential parcels). Each of the options is compared to the SFUs for the existing rate structure.

## EXHIBIT A



## Section 4 • Rate Structure Analysis

**Table 4-5 Leon County, Florida Stormwater Utility Update  
Summary of Consequences for Rate Structure Options**

Option	Total SFU	% Change in SFU from Current
Current Rate Structure	49,081	
ERU Based Fee	48,420	1.4%
Tiered Single Family	51,772	-5.2%
Tiered Single Family w/Large SF Extra	53,223	-7.8%
Variable Non-Single Family	45,663	7.5%
Credit for Pond at 75%	47,348	3.7%
Vacant Parcel is Excluded	47,457	3.4%
Disabled Vets & Low Income Senior	48,365	-2.9%

Most alternative rate structure options increase the fee required to fund the existing program from 1 to 7 percent. The Tiered Single Family alternative slightly decreases the rate and the Tiered Single Family with Extra Large Single Family treated like nonresidential parcels would decrease the fee by almost 7 percent. Also, for the Disabled Veterans and Low Income

Senior parcels, a 50 percent reduction in fee would slightly decrease the number of SFUs.

## 4.6 Urban Services Area Options

During the consideration of the level of service (LOS) for stormwater services, the LOS for properties within the USA and that for properties outside of the USA was considered. Based on discussions with the County staff, it was concluded that the LOS inside and outside the USA were the same for Engineering & Permitting and CIP activities. However, the LOS for O&M services may be less for properties outside of the USA. As noted in Table 4-2, the total existing O&M program costs \$1,800,000. According to County staff, 67 percent of the stormwater facilities are in the USA; assuming the O&M is consistent with the percent of facilities then the O&M costs in the USA are \$1,206,000 and outside the USA the costs are \$594,000. **Table 4-6** below results from using the parcel data from Section 3 (the distribution of SFUs is based on the ratio of total revenues from Tables 3-1 and 3-2).

In this example, while the revenue requirements for the non-USA areas are smaller than for the USA, there are fewer SFU in the non-USA area. This results in a slightly larger fee in the USA area.

**Table 4-6 Leon County, Florida Stormwater Utility Update  
O&M Rate for USA and Non-USA Areas**

Area	Total SFU	Total Revenue Need	Resultant O&M Fee (\$/year/SFU)
USA Parcels	32,303	\$1,206,000	\$39.30
Non-USA Parcels.	16,778	\$594,000	\$37.27

## EXHIBIT A



### Section 5

## Rate Alternatives

As noted in the level of service (LOS) analysis, the County is subsidizing the stormwater management program each year using general fund revenues. According to County records, the actual subsidy for FY11 was approximately \$1.891 million; the subsidy budget for FY12 was \$2.619 million; projected subsidy budget for FY13 was \$2.985 million. These represent a 38 percent and 14 percent increase over these years.

The purpose of this Section is to show the fiscal and rate consequences to fund the stormwater program (or at least, components of it) over the next 10 years. As noted previously, the County is interested in considering the rate needed to fund the Engineering & Permitting, O&M and CIP programs at levels of \$1.35 million, \$1.8 million and \$2.0 million, respectively, totaling \$5.15 million. One option to fund this program is to authorize a sufficient rate in the first year. Another option is to amortize the rate over a period of 5 years. In either case, the subsidy would be eliminated.

### Rate Model

For the purposes of this analysis, the following rate structure options have been included in the model to consider the rates needed to fund the program defined above:

- Single Family Unit equivalent (SFU);
- Tiered Non-Single Family Residential;
- "Vacant" parcels with impervious area included;
- Disabled Veterans and Low Income Senior Adjustment of 50 percent; and,
- Credits for Stormwater Facilities (75 percent reduction).

For this rate structure, the estimated number of SFU's is 42,686.

### Rate Scenario Results

Based on the number of SFU's, to generate \$5.15 million, the fee would be estimated to be \$140 per SFU per year assuming a 95 collection. If the reduction in fee is offered for Disabled Veterans and Low Income Senior exemptions, the General Fund subsidy required would be \$200,480 (1,432 SFUs times \$140).

To fund the \$5.15 million in 5 years accounting for a 95 percent collection, the fee would start out at \$44 per year per SFU, and increase by \$24 per year per SFU for each of the next 4 years. After 5 years, the ultimate rate would be about \$140 per year per SFU. The rates vary with time since the rate model includes an increase of 1 percent per year in the number of SFU's and a 2 percent increase per year in costs.

## EXHIBIT A



## Section 5 • Rate Alternatives

A summary of the rate options is provided in Table 5-1 and Table 5-2.

**Table 5-1 Leon County, Florida Stormwater Utility Update Study  
Rate Alternatives to Fund \$3.15 Million Annually**

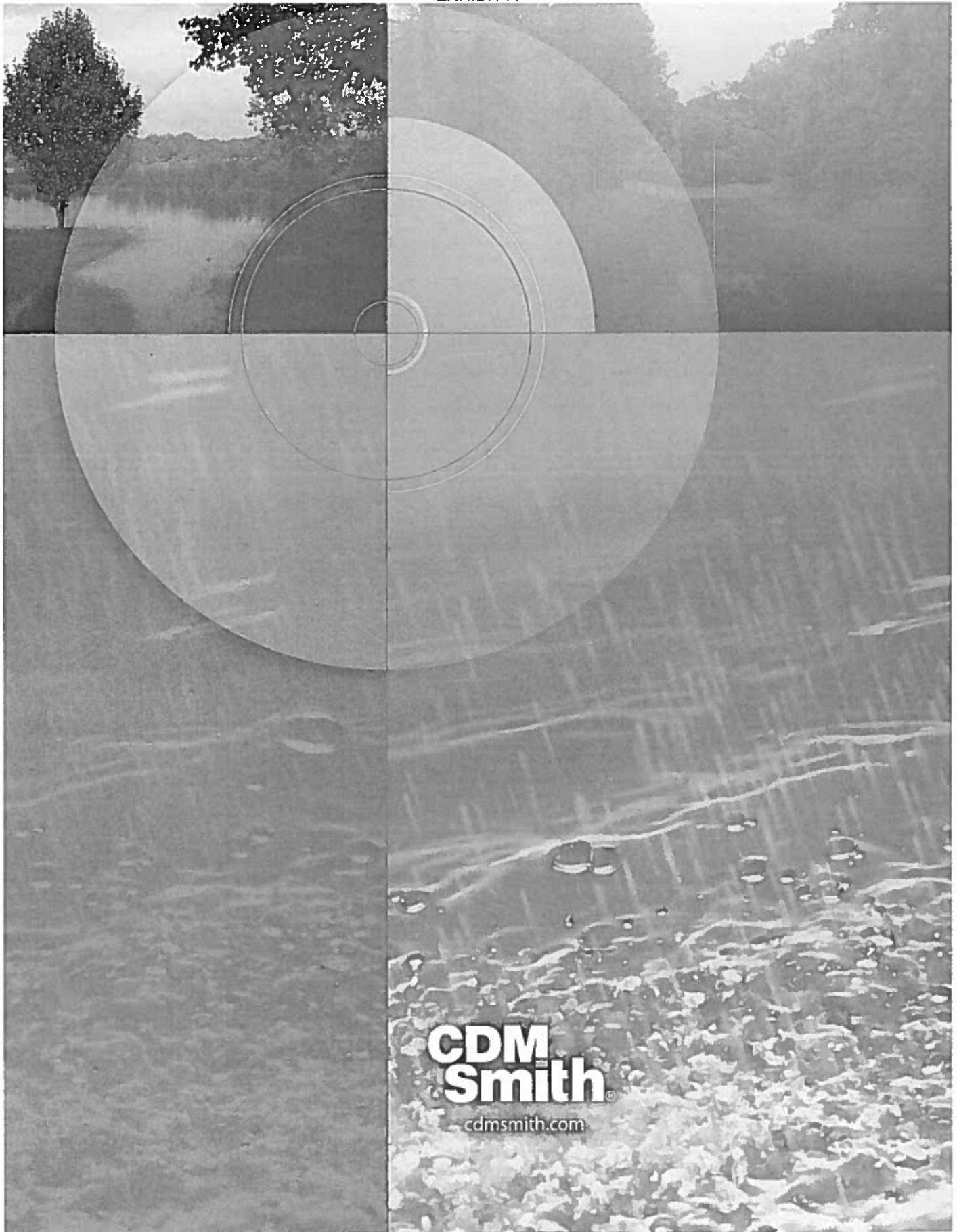
Year	Revenue	Rate
FY13	\$1,336,310	\$33.33
FY14	\$1,881,363	\$46.00
FY15	\$2,437,183	\$59.00
FY16	\$3,003,931	\$72.00
FY17	\$3,581,770	\$85.00
FY18	\$3,617,588	\$85.00
FY19	\$3,653,764	\$85.00
FY20	\$3,690,302	\$85.00
FY21	\$3,727,205	\$85.00
FY22	\$3,764,477	\$85.00

**Table 5-2 Leon County, Florida Stormwater Utility Update Study  
Rate Alternatives to Fund \$5.15 Million Annually**

Year	Revenue	Rate
FY13	\$1,781,747	\$44.00
FY14	\$2,781,145	\$68.00
FY15	\$3,800,353	\$92.00
FY16	\$4,839,666	\$116.00
FY17	\$5,899,386	\$140.00
FY18	\$5,958,380	\$140.00
FY19	\$6,017,964	\$140.00
FY20	\$6,078,144	\$140.00
FY21	\$6,138,925	\$140.00
FY22	\$6,200,314	\$140.00



EXHIBIT A



**EXHIBIT B**  
**RATE SCHEDULE**

<b>Property Use Category</b>	<b>Unit of Measurement Applied</b>	<b>Assessment Rate</b>
Residential	Single Family Unit	\$85
Residential	Single Family-Multi Dwellings/Other	\$68
Residential	Multi Family Structures	\$60
Residential	Mobile Homes	\$51
Non-Residential	Total Square Feet of Impervious Area Divided by 3,272 Sq. Ft. (Single Family Unit Equivalent)	\$85
<p>A Single Family Unit Equivalent, or SFU is defined as the average or median impervious area for single family detached residences within Leon County. From the most recent statistical data obtained, this method results in a median value of 3,272 square feet for Leon County. Therefore, one SFU equals 3,272 Sq. Ft.</p>		

**EXHIBIT 2**

**STORMWATER MANAGEMENT SERVICES AND FACILITIES  
NON-AD VALOREM ASSESSMENT ROLL**

Due to the voluminous nature thereof, the assessment roll is not attached to this Resolution in this Agenda Item but is available for public inspection at <https://leoncountyfl.gov/specialassessment> and in the office of the County Administrator. Anyone needing assistance may contact the office of the County Administrator at (850) 606-5300. The assessment roll will be attached hereto upon adoption.



## CERTIFICATE TO NON-AD VALOREM ASSESSMENT ROLL

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of Leon County Board of County Comm'rs, located in Leon County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 13th day of July, 2021 year.

\_\_\_\_\_  
Chairman of the Board or authorized agent  
of Leon County Board of County Commissioners  
Name of local government

\_\_\_\_\_  
Leon County, Florida

## **NOTICE OF PUBLIC HEARING**

Notice is hereby given, pursuant to Section 197.3632(4)(b), Florida Statutes, that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, July 13, 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 adoption of a stormwater management services and facilities non-ad valorem assessment roll for the subject parcels of improved real property located within the unincorporated area of Leon County, Florida. The purpose of the assessment is to equitably recover costs incurred for providing and funding County stormwater management services and facilities, including, but not limited to, flood prevention and response; construction of stormwater treatment facilities; stormwater pond maintenance; and water quality monitoring, to benefit improved parcels of property located within the unincorporated area of Leon County (geographic depiction of the property subject to the assessment is set forth below). The assessment shall be collected annually by the Leon County Tax Collector.

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](http://www.LeonCountyFL.gov)).

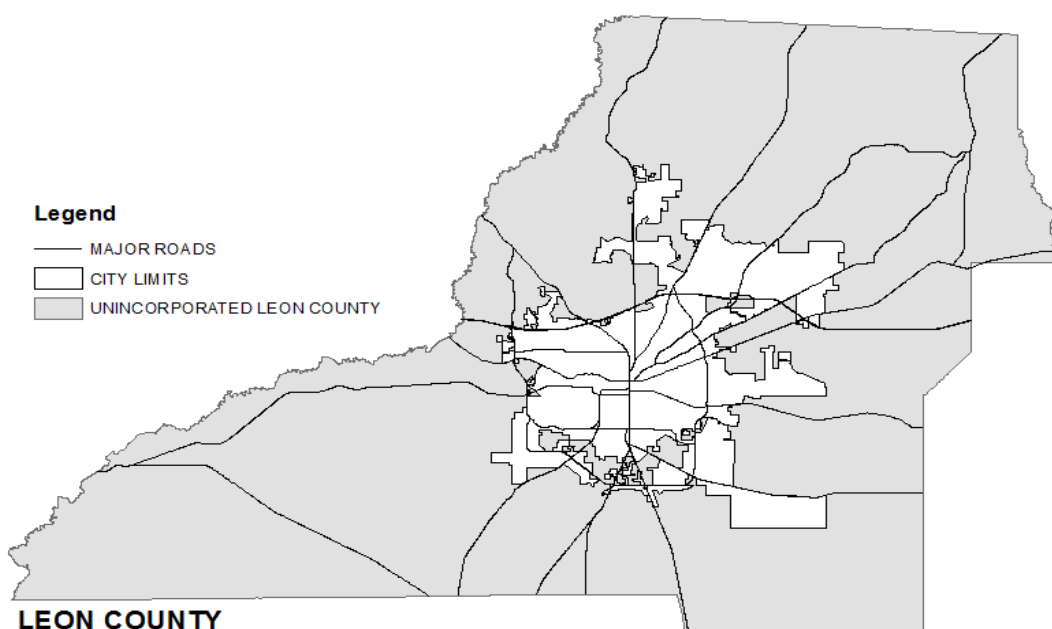
All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties may also provide virtual real-time public comments during the public hearing. Persons wishing to provide virtual real-time public comments must complete and submit the registration form provided at <https://www2.leoncountyfl.gov/coadmin/agenda/> by 8:00 p.m. on Monday, July 12, 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](mailto: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.

Written objections may be mailed to the Board within 20 days of publication of this Notice at: Leon County Board of County Commissioners, Leon County Courthouse, 301 South Monroe Street, 5th Floor Chambers, Tallahassee, Florida 32301. Written objections will also be accepted within 20 days of publication of this Notice via electronic submission by visiting <https://leoncountyfl.gov/PublicComments>. Persons needing assistance with submitting written objections may contact County Administration via telephone at (850) 606-5300 or via email at [LCG\\_PublicComments@leoncountyfl.gov](mailto:LCG_PublicComments@leoncountyfl.gov).

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.

Publish: June 21, 2021



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #41**

# Leon County Board of County Commissioners

## Agenda Item #41

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** First and 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

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

### **Statement of Issue:**

As required by Florida Statutes, this Public Hearing provides for the adoption of an assessment roll for all properties being assessed for the first time, and certification of the entire assessment roll, for Fire Rescue Services.

### **Fiscal Impact:**

This item has a fiscal impact. The total estimated collection for the unincorporated area of the Fire Rescue Services Assessment is \$9,062,273, of which \$3,048,007 will be placed on property tax bills as an assessment for FY 2022. The remaining amount (\$6,014,266) will be collected by the City of Tallahassee through the City utility bill and quarterly billing.

### **Staff Recommendation:**

Option #1: Conduct the first and only public hearing and approve the proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll (Attachment #1) and authorize the certification of the entire Roll to the Tax Collector (Attachment #2).

## **Report and Discussion**

### **Background:**

As required by Florida Statutes, this Public Hearing provides for the adoption of a Fire Rescue Services assessment roll for all properties being assessed for the first time, and certification of the entire assessment roll to the Tax Collector. The Fire Rescue Services Assessment is included on the Truth-In-Millage (TRIM) Property Tax Notice. The fire rescue assessment remains unchanged for next fiscal year.

Leon County contracts with the City of Tallahassee for the provision of fire rescue services to serve the unincorporated area of the County. A contract for services was originally entered in March 1988. That agreement was amended several times through 2005. In April 2009 a new Interlocal Agreement for five years was executed. As part of this Agreement a joint rate study was adopted to uniformly charge properties for fire services in both the City and unincorporated areas of the County. The Interlocal Agreement contemplates five-year rate studies to ensure that fire rescue services are properly funded. The last rate study was adopted in 2016 which is the basis for the rates currently being assessed.

As presented at the May 2021 budget workshop, for next fiscal year (FY 2022), the City, working closely with County Office of Management & Budget (OMB), has completed a detailed review and analysis of the fire departmental budget. Over the past six years, the cost of services has increased primarily associated with personnel, the replacement of firefighting equipment, and the construction of a fire station. In total, the annual recurring costs have increased approximately 15% over the six-year period or approximately \$1.4 million for the County.

Per the existing Interlocal Agreement, a complete fire study would normally be conducted to formalize the fee increases. However, since the County approved the multiyear fiscal plan and intended to utilize the debt service savings to pay for any increases, a fire study was not needed at this time. Therefore, for next fiscal year (FY 2022), the recommended budget includes redirecting the debt service savings in support of the \$1.4 million increase in the fire services payment to the City. The City has previously approved increasing the fire services fee for City residents to pay for their share of the increased costs.

To formalize this payment to the City, as well as conducting an updated joint rate study in FY 2023, the Board authorized the County Administrator to negotiate an amendment to the fire rescue interlocal agreement with the City. The proposed interlocal agreement amendment is included in a separate agenda item that considers the final budget guidance for next year.

### **Analysis:**

Under Section 197.3632(9), Florida Statutes, special assessments may be placed on the annual property tax bill as a non-ad valorem assessment irrespective of whether the assessment has previously been collected by another method. The County uses the uniform method for collecting stormwater and solid waste non-ad valorem assessments, as well as to collect assessments related to 2/3 paving and sewer projects.



The County collects the Fire Rescue Services assessment in three ways: City Utility invoice, quarterly direct bill by the City, and the property tax bill. For FY 2022, an additional 434 property owners will have the assessment removed from the quarterly payment system and added to their property tax bill. Of the 20,514, property owners initially on the quarterly billing method, 13,824, or 67% have now moved to the property tax bill. These property owners either preferred to pay the assessment on their property tax bill or failed to remain current with the quarterly bills.

The total estimated collection for the unincorporated area for the FY 2022 Fire Assessment is \$9,062,273; this includes \$6,014,266 collected by the City through utility bills and properties remaining on quarterly billing, and \$3,048,007 as an assessment on property tax bills.

The proposed assessment roll is available for public inspection at the County Administration offices located on the fifth floor of the County Courthouse. A link to the County's website has also been created at <https://leoncountyfl.gov/specialassessment>, which provides additional access to persons interested in reviewing the proposed assessment roll. The proposed assessment roll has not been attached to this item due to the voluminous nature thereof. The assessment roll contains the name of the owner, the parcel identification number, the parcel address, and the amount of the assessment. Written comments and objections filed by affected property owners, if any, have been compiled and likewise have been made available for public inspection on the County's website and available for public inspection in the County Administration Office.

The proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll for all properties subject to the assessment for the first time (Attachment #1), and the Certificate to the Assessment Roll to the Tax Collector (Attachment #2), are included for the Board's consideration.

In accordance with the requirements of Section 197.3632(4)(b), Florida Statutes, the public hearing notice was published in the Tallahassee Democrat (Attachment #3) regarding to the Non-ad Valorem Assessment for Fire Rescue Services, and a first-class mail notice was sent to the 434 property owners subject to the non-ad valorem assessment for fire rescue services for the first time, and/or who have failed to pay the assessment under the billing services provided by the City of Tallahassee.

Not adopting the Non-ad Valorem Assessment Roll for Fire Rescue Services will create a budget impact in the amount of \$9,062,273 for FY 2022.

**Options:**

1. Conduct the first and only public hearing and approve the proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll (Attachment #1) and authorize the certification of the entire Roll to the Tax Collector (Attachment #2).
2. Conduct the first and only public hearing and do not approve the proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll.  
*(This action would require changes to the FY 2022 proposed budget.)*
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll
2. Certificate of entire Fire Rescue Services Non-Ad Valorem Assessment Roll to Tax Collector
3. Notice of Public Hearing

**LEON COUNTY RESOLUTION NO. R2021-**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF  
LEON COUNTY, FLORIDA, ADOPTING THE FIRE RESCUE SERVICES  
NON-AD VALOREM ASSESSMENT ROLL; PROVIDING FOR  
CERTIFICATION OF THE ROLL TO THE TAX COLLECTOR; AND  
PROVIDING FOR AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, on February 26, 2009, Leon County and the City of Tallahassee entered into an Interlocal Agreement for the provision of fire suppression, fire prevention and emergency medical services county-wide commencing October 1, 2009; and

**WHEREAS**, the Interlocal Agreement by and between Leon County and the City of Tallahassee provides for the funding and payment of *Fire Rescue Services* by means of the levy and collection of special assessments upon benefited property; and

**WHEREAS**, on March 19, 2009, the Board of County Commissioners enacted an ordinance amending Chapter 7, Leon County Code of Laws, relating to the provision and funding of *Fire Rescue Services*; and

**WHEREAS**, on May 26, 2015, the Board of County Commissioners adopted a *Fire Rescue Assessment Rate Resolution* levying and imposing upon each improved parcel of nongovernmental property located within the unincorporated area of the County an assessment in an amount found to be reasonably related to the cost of providing *Fire Rescue Services* to such property and thereby providing an equitably corresponding special benefit to such property; and

**WHEREAS**, pursuant to section 197.3632, Florida Statutes, the Board of County Commissioners has reviewed the fire rescue services non-ad valorem assessment roll for conformity with the *Fire Rescue Assessment Rate Resolution*; and

**WHEREAS**, the Board wishes to approve and adopt the fire rescue services non-ad valorem assessment roll and to certify the roll for collection to the Tax Collector; and

**WHEREAS**, Leon County has provided notice of a public hearing at least twenty days prior to same by first class United States mail and by publication in the *Tallahassee Democrat* advising that a public hearing would take place.

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

**Section 1. Recitals.**

The Recitals to this Resolution are incorporated herein and made a part hereon as if fully set forth below.

1  
2 **Section 2. Definitions.**  
3

4 For purposes of this Resolution, the definitions contained in section 7-39, Leon County Code  
5 of Laws, are incorporated herein by reference.  
6

7 **Section 3. Adoption of Non-Ad Valorem Assessment Roll.**  
8

9 Pursuant to section 197.3632, Florida Statutes, Leon County hereby approves and adopts the  
10 fire rescue services non-ad valorem assessment roll, which is attached hereto as Exhibit 2 and  
11 incorporated herein as if fully set forth below.  
12

13 **Section 4. Unit of Measurement for Non-Ad Valorem Assessment.**  
14

15 The unit of measurement for the fire rescue services non-ad valorem assessment is as set forth  
16 in the *Fire Rescue Assessment Rate Resolution*, R15-20, which is attached hereto as Exhibit 1, and  
17 incorporated herein as if fully set forth below. The amount of the fire rescue services assessment for  
18 each subject parcel of property is as further set forth in Exhibit 2, also attached hereto and incorporated  
19 herein as if fully set forth below. The *Fire Rescue Assessment* shall be and is hereby imposed annually  
20 commencing October 1, 2015, and continuing each year thereafter until such time as changed or  
21 discontinued by the Board.  
22

23 **Section 5. Certification of Non-Ad Valorem Assessment Roll to Tax Collector.**  
24

25 The fire rescue services non-ad valorem assessment roll is hereby certified to the Tax Collector  
26 for collection in accordance with Florida law.  
27

28 **Section 6. Effective Date.**  
29

30 This resolution shall have effect upon adoption.  
31  
32

33 [Remainder of page intentionally left blank]  
34

1           DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,  
2 Florida, this 13th day of July, 2021.

3  
4   LEON COUNTY, FLORIDA

5  
6  
7   By: \_\_\_\_\_  
8   Rick Minor, Chair  
9   Board of County Commissioners

10  
11    ATTESTED BY:  
12    Gwendolyn Marshall, Clerk of Court  
13    & Comptroller, Leon County, Florida

14  
15  
16    By: \_\_\_\_\_

17  
18    APPROVED AS TO FORM:  
19    Chasity H. O'Steen, County Attorney  
20    Leon County Attorney's Office

21  
22  
23    By: \_\_\_\_\_  
24

**RESOLUTION NO. 15-20**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS RELATING TO THE PROVISION AND FUNDING OF FIRE RESCUE SERVICES; PROVIDING FOR RECITALS; PROVIDING FOR AUTHORITY; PROVIDING FOR DEFINITIONS; PROVIDING FOR A RESOLUTION; PROVIDING FOR PROVISION OF FIRE RESCUE SERVICES; PROVIDING FOR GENERAL LEGISLATIVE DETERMINATIONS; PROVIDING FOR FIRE RESCUE CHARGE; PROVIDING FOR EXEMPT PROPERTY; PROVIDING FOR LIEN; PROVIDING FOR COLLECTION OF FIRE RESCUE CHARGE; PROVIDING FOR FINAL ADJUDICATION AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, the County desires to continue to provide fire rescue services, facilities and programs, hereafter “*fire rescue services*,” in the most efficient manner possible in order to promote the health, safety and general welfare of its citizens; and

**WHEREAS**, the County desires to maintain a uniform financial mechanism for the funding of such *fire rescue services* to its citizens on an equitable basis; and

**WHEREAS**, the City of Tallahassee and the County have entered into an Interlocal Agreement to administer the provision of and funding for *fire rescue services*; and

**WHEREAS**, the Interlocal Agreement by and between the City of Tallahassee and the County provides for the funding and payment for *fire rescue services* by means of the levy, imposition and collection of special assessments upon benefited *nongovernment property* and the imposition of fire rescue fees on *government property*; and

**WHEREAS**, on March 19, 2009, the Board of County Commissioners enacted an ordinance amending Chapter 7, Leon County Code of Laws, relating to the provision and funding of *fire rescue services*; and

**WHEREAS**, the Board of County Commissioners desires to adopt a *fire rescue assessment rate resolution* and *fire rescue fee rate resolution* pursuant to Chapter 7, Leon County Code of Laws.

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

**Section 1. Recitals.** The Recitals set forth above are deemed incorporated herein as if fully set forth below.

**Section 2. Authority.** This Resolution is adopted pursuant to the authority granted the County under Article VIII, Section 1, Florida Constitution, Chapter 125, Florida Statutes, the Leon County Charter, Chapter 7 of the Leon County Code of Laws, and other applicable provisions of law.

**Section 3. Definitions.** For purposes of this Resolution, the definitions contained in Section 7-39, Leon County Code of Laws, are incorporated herein by reference as if fully set forth below. In addition, as used in this Resolution, the following terms shall have the following meanings, unless the context hereof otherwise requires:

"*Building area*" means the actual area of a *building* expressed in square feet and reflected on the *tax roll* or, in the event such information is not reflected or is determined not to be accurately reflected on the *tax roll*, that area determined by the County.

"*Code descriptions*" mean the descriptions listed in the *fixed property use codes* and the descriptions listed in the *improvement codes*.

"*Core stations*" are those fire stations located within five road miles of at least two other stations.

"*Commercial property*" means those *tax parcels* with a *code description* designated as "*commercial*" in the *improvement codes*, including those *tax parcels* that meet the definition of *recreational vehicle park* herein.

"*Cost apportionment*" means the apportionment of the *fire rescue cost* among all *property use categories* according to the *demand percentages* established pursuant to the apportionment methodology described in Sections 7.A.3 and 7.B.2 of this Resolution.

"*Cost Factor*" means the factor that represents the varying cost in providing *fire rescue services* to the different *service zones*, as calculated in accordance with Section 7.B of this Resolution.

"*Demand percentage*" means the percentage of demand for *fire rescue services* attributable to each *property use category* determined by analyzing the historical demand for *fire rescue services* as reflected in *incident reports* in the *state database* under the methodology described in Sections 7.A.3 and 7.B.2 of this Resolution.

"*DOR code*" means a property use code established in Rule 12D-8.008, Florida Administrative Code, assigned by the Property Appraiser to *tax parcels*.

"*Dwelling unit*" means (1) a *building*, or a portion thereof, available to be used for residential purposes, consisting of one or more rooms arranged, designed, used, or intended to be used as living quarters for one family only, or (2) the use of land in which lots or spaces are offered for rent or lease for the placement of mobile homes or the like for residential purposes.

"*EMS services*" means those services recorded in *FFIRS* that assign a "type of situation found code" of 3, 300, 311, 320, 321, 321B, 322, 323, 381, 551E, 554, and 661.

"*EMS Cost*" means the amount, other than first response medical rescue services, determined by the County to be associated with *EMS services*.



"*FFIRS*" means the Florida Fire Incident Reporting System maintained by the Florida State Fire Marshal.

"*Fire rescue cost*" means the *fire rescue cost* as defined in Chapter 7 of the Leon County Code of Laws, but specifically excluding any *EMS Cost*.

"*Fire rescue services*" means fire rescue services, facilities and programs.

"*Fire rescue fee*" means a fee for *fire rescue services* provided to each improved parcel of *governmental property* located within the unincorporated area of the County.

"*Fire services property use category*" means the use codes developed for the purpose of assigning a *fire rescue charge* for collection on a *utility bill*.

"*Fixed property use codes*" mean the property use codes used by *FFIRS* as specified in the attached Exhibit A, Appendix B.

"*Improvement codes*" mean the building use codes assigned by the Property Appraiser to *tax parcels* as specified in the attached Exhibit A, Appendix C.

"*Incident report*" means an individual report filed with the Florida State Fire Marshal under *FFIRS* that is not associated with *EMS services*.

"*Industrial/warehouse property*" means those *tax parcels* with a *code description* designated as "*industrial/warehouse*" in the *improvement codes*.

"*Mixed use property*" means a *tax parcel* that contains *buildings* whose use descriptions are capable of assignment under a *code description* in the *improvement codes* in more than one *property use category*.

"*Non-residential property*" means, collectively, *commercial property* and *industrial/warehouse property*.

"*Parcel apportionment*" means the further apportionment of the *fire rescue cost* allocated to each *property use category* by the *cost apportionment* among the *tax parcels* under the methodology established in Sections 7.A.3 and 7.B.2 of this Resolution.

"*Property use categories*" means, collectively, *residential property* and all categories of *non-residential property*.

"*Recreational vehicle park*" means (1) a place set aside and offered by a person, for either direct or indirect remuneration of the owner, lessor, or operator of such place, for the parking, accommodation, or rental of five or more recreational vehicles or tents; and (2) licensed by the Department of Health of the State of Florida, or its successor in function as a "recreational vehicle park" or "lodging park" under Chapter 513, Florida Statutes, as may be amended from time-to-time.

"*Residential property*" means those *tax parcels* designated as "Residential" in the *improvement codes*.

"*Service zones*" mean the geographic areas defined to differentiate between the two levels of *fire rescue services* provided within the County based upon proximity to *core stations*.

"*State database*" means the incident data derived from the *FFIRS incident reports* maintained by the Florida State Fire Marshal.

"*Tax parcel*" means a parcel of property located within the unincorporated area of the County to which the Property Appraiser has assigned a distinct ad valorem property tax identification number.

**Section 4. Resolution.** This Resolution shall constitute the *fire rescue assessment rate resolution* and the *fire rescue fee rate resolution* as described in Sections 7-42 and 7-43, Leon County Code of Laws.

**Section 5. Provision of Fire Rescue Services.** The County shall continue to provide *fire rescue services* for the benefit of all parcels of *assessed property* located within the unincorporated areas of the County commencing October 1, 2015. All or a portion of the cost to provide such *fire rescue services* shall be funded from proceeds of the *fire rescue charge*. The remaining cost, if any, required to provide *fire rescue services* shall be funded by available County revenues other than such proceeds.

**Section 6. General Legislative Determinations.** It is hereby ascertained and declared that the *fire rescue services* provide a special benefit to the *assessed property* based upon the following legislative determinations and based upon that certain report entitled “City of Tallahassee and Leon County, Florida, Fire Assessment Memorandum” dated April 14, 2015, prepared by Government Services Group, Inc., which is hereby specifically approved and adopted as Exhibit A, same being attached hereto and incorporated herein as if fully set forth below. Upon the adoption of this Resolution, the legislative determinations ascertained and declared in Sections 7-42 and 7-43, Leon County Code of Laws are hereby ratified and confirmed.

A. It is hereby ascertained, determined, and declared that each parcel of property subject to a *fire rescue charge* located within the unincorporated area of the County, and the owners and occupants of said parcel, will be benefited by the County’s provision of *fire rescue services*, in an amount not less than the *fire rescue charge* imposed against such parcel and that such *fire rescue charge*, as computed in a manner as set forth in this Resolution, constitutes a fair and reasonable charge for the provision of *fire rescue services*.

B. The availability and provision of comprehensive *fire rescue services* enhance and strengthen the relationship of such services to the use and enjoyment of the parcels of property,

the market perception of the area and, ultimately, the property and rental values within the assessable area.

C. The Board does hereby find that the various legislative findings and determinations contained herein are found to have existed as of the original imposition of the *fire rescue charge* in 2009 and relate back thereto. Therefore, such findings shall be deemed to have been incorporated in the provisions of Chapter 7, Leon County Code of Laws, adopted March 13, 2009, and Resolution No. 09-16, adopted June 9, 2009, as if they had been set forth fully therein and continued thereafter.

### **Section 7. Fire Rescue Charges.**

#### **A. Fire Rescue Fee.**

##### **1. Imposition; Legislative Determinations.**

- a. A *fire rescue fee* is hereby imposed upon each improved parcel of *government property* located within the unincorporated area of the County, and which is hereby ascertained, determined, and declared to be reasonably and fairly related to the cost of providing *fire rescue services* to such *government property* and as such the *fire rescue fee* constitutes a fair, reasonable, just, and equitable manner for apportioning and allocating the *fire rescue cost for government property*. The *fire rescue fee* imposed hereby is not a special assessment; it is a fee for services available and rendered to *government property*.
- b. Upon the adoption of this Resolution determining the *fire rescue fee* and identifying the *government property* to be billed a *fire rescue fee*, the legislative determinations ascertained and declared in Section 7-42, Leon County Code of Laws, are hereby ratified and confirmed.

- c. It is fair and reasonable to use the *fire services property use category* to assign property use for a *fire rescue fee* because the use codes are most compatible with the system of billing on the City of Tallahassee *utility bill*.
- d. It is fair and reasonable to use the *fire rescue costs* for the development of the *fire rescue fee* and apply the *fire rescue fee* for future fiscal years at the rates established in this Resolution because it is hereby determined that the actual annual cost of providing *fire rescue services*, over the five-year period will be as great as or greater than the *fire rescue fee* established herein.
- e. It is fair and reasonable and consistent with the decision of the Florida Supreme Court in the case of City of North Lauderdale v. SMM Properties, Inc., 825 So.2d 343 (Fla. 2002), to exclude from the *fire rescue costs*, amounts determined to constitute the cost of providing emergency medical services.
- f. Apportioning *fire rescue costs for government property* among classifications of improved *government property* based upon historical demand for *fire rescue services*, but not emergency medical services, is a fair and reasonable method of *cost apportionment* because it reflects the property uses' potential fire risk based upon *building use* and is a reasonable proxy for the amount of fire flow, fire fighters, quantity and size of apparatus, and other special firefighting equipment that must be available in accordance with the County's required standards and practices.
- g. The greater the *building area*, the greater the potential for a large fire and the greater amount of firefighting resources that must be available in the event of

a fire in a structure of that *building's* size. Therefore, it is fair and reasonable to use *building area* as a proxy for determining the *fire rescue fees*.

- h. It is fair and reasonable to not charge a *fire rescue fee* to *government property* that is vacant as evidenced by the cessation of *utility* services. The costs of administering and collecting *fire rescue fees* from such vacant property exceed the anticipated *fire rescue fees* that could be collected from such property.
- i. The *incident reports* are the most reliable data available to determine the potential demand for *fire rescue services* from *government property* use and to determine the benefit to property use resulting from the availability of *fire rescue services* to protect and serve *buildings* located within *government property* and their intended occupants. There exists sufficient *incident reports* documenting the historical demand for *fire rescue services* from *government property*. The *demand percentage* determined for each classification of *government property* by an examination of such *incident reports* is consistent with the experience of the County. Therefore, the use of *demand percentages* determined by an examination of *incident reports* is a fair and reasonable method to apportion the *fire rescue costs* among each classification of *government property*.
- j. The suppression of fire on vacant property primarily benefits the *buildings* within the adjacent improved property by the containment of the spread of fire rather than the preservation of the vacant property. Therefore, it is fair and reasonable not to apportion any of the costs attributed to providing *fire rescue services* to vacant property and the *incident reports* omitted from the *demand percentage* calculation.

- k. The budget is sized based upon its ability to provide *fire rescue services* to *assessed property* within the unincorporated area. Therefore, the level of services required to meet anticipated demand for *fire rescue services* and the corresponding fire services budget required to fund *fire rescue services* provided to non-specific property uses would be required notwithstanding the occurrence of any incidents from such non-specific uses. Therefore, it is fair and reasonable to omit from the *demand percentage* calculation, the *incident reports* documenting *fire rescue services* provided to non-specific property uses and vacant property.
2. Methodology for Determining Fire Rescue Fees. The *fire rescue fees* shall be calculated as follows:
    - a. The number of *incident reports* filed within a sampling period was determined for *government property* and all *property use categories* of *nongovernment property*. The percentages of total *incident reports* allocated to *government property* as compared to total *incident reports* allocated to *nongovernment property* were used to calculate the *fire rescue cost* for *assessed property* and the *fire rescue cost* for *government property*.
    - b. The *fire rescue cost* for *government property* was then apportioned among the *tax parcels* of *government property* as follows:
      1. Add the *building area* of all the *buildings* of *government property* to arrive at the aggregate square footage for *government property*. Any *buildings* that exceed 100,000 square feet of *building area* shall only be included at 100,000 square feet.

2. Divide the *fire rescue cost for government property* by the product of subsection 1. above to arrive at a rate per square foot of *building area* to be charged to *government property*.

3. For each *building* of *government property*, multiply the applicable square foot rate determined in subsection 2. above by the number of square feet for that *building* and then sum the amounts for all *buildings* on that *tax parcel*.

3. Amount of Fire Rescue Fee.

The *fire rescue cost for government property* is further determined to be a reasonable estimation of a five-year average annual cost of providing *fire rescue services* to *government property*. The amount of the *fire rescue fee* imposed upon *government property for fire rescue services* is specifically based upon the Rate Study, Exhibit A, established pursuant to and in accordance with Section 7-42, Leon County Code of Laws, and shall be as set forth in Exhibit B, Rate Schedule, same being attached hereto and incorporated herein as if fully set forth below, commencing October 1, 2015, annually, until otherwise determined by the Board.

B. Fire Rescue Assessment.

1. Imposition; Legislative Determinations; Cost Apportionment Methodology; Parcel Apportionment Methodology; Amount.

A *fire rescue assessment* is hereby levied and imposed upon each improved parcel of *nongovernment property* located within the unincorporated area of the County, and which is hereby ascertained, determined, and declared to be reasonably related to the cost of providing *fire rescue services* and thereby provides an equitably corresponding special benefit to *nongovernment property*. The *fire*



*rescue assessment* is hereby ascertained, determined and declared to be based upon a reasonable estimation of the five-year average annual cost of providing *fire rescue services* to such *nongovernment property*. It is further ascertained, determined and declared that the *fire rescue assessment* imposed hereby provides a special benefit to and is equitably apportioned among the *assessed property* based upon the special benefit assumptions and apportionment methodology set forth in the Rate Study, Exhibit A, and as further set forth below:

- a. It is further hereby ascertained and declared that the *fire rescue services* provide a special benefit to *nongovernment property*, that is improved by the existence or construction of a *building*, based upon the following legislative determinations:
  1. *Fire rescue services* enhance the use and enjoyment of improved property, which constitutes a special benefit to *owners*, commercial tenants, residential tenants, and occupants by the following:
    - a) Protecting the value of the improvements, structures, and contents through the provision of available *fire rescue services*;
    - b) Protecting the life and safety of occupants, residential tenants and commercial tenants, in the use and enjoyment of the improvements and structures within improved parcels; and
    - c) Lowering the cost of fire insurance, including renter's insurance and property coverage for the repair and replacement of contents of improvements and structures within the improved parcels, by the presence of a professional and comprehensive fire services program within the unincorporated area of the County.

2. The *fire rescue services* enhance the use and enjoyment of commercial tenants by protecting the continued commercial operations within improved parcels of property within the unincorporated area of the County.
  3. The *fire rescue services* enhance the value of business and commercial interests, which accrues to *owners* and lessees, by protecting the continued commercial operations within improved parcels of property within the unincorporated area of the County.
  4. The legislative determinations of special benefit ascertained arising from the *fire rescue services*, as set out and declared in Section 7-43, Leon County Code of Laws, are incorporated herein by reference and further ratified and confirmed.
- b. It is fair and reasonable to create *service zones* to reflect the level of service differentiation between a property located in a higher density area that receives fire protection coverage from multiple *core stations* and a property located in an area generally described as rural and typically serviced by a single fire station.
  - c. It is fair and reasonable to use the *improvement codes* and the *DOR codes* for the *cost apportionment* and the *parcel apportionment* because: (1) the *tax roll* database employing the use of such property use codes is the most comprehensive, accurate, and reliable information readily available to determine the property use and *building area* for improved property within the County, (2) the *tax roll* database within such property use codes is maintained by the Property Appraiser and is thus consistent with parcel designations on

- the *tax roll*, and (3) the parcel descriptions on the *tax roll* are not incompatible with the property use descriptions on the City of Tallahassee's *utility* customer database which has been developed and maintained by the City of Tallahassee and which will be used in many instances to bill the *fire rescue assessments*.
- d. The data available in the *improvement codes* is more useful and accurate to determine *building area* than the data maintained in the *DOR codes* because (1) the data maintained in the *improvement codes* reveals the existence of a *building* with a different use than the use described in the *DOR codes*, (2) the *improvement codes* represent records maintained by the Property Appraiser with the most information relative to *building area* regardless of property use, and (3) the City of Tallahassee *utility* customer database does not contain *building area* data.
- e. It is fair and reasonable and consistent with the decision of the Florida Supreme Court in the case of City of North Lauderdale v. SMM Properties, Inc., 825 So. 2d 343 (Fla. 2002), to exclude from the *fire rescue costs*, amounts determined to constitute the cost of providing *EMS services*.
- f. Apportioning the *fire rescue cost for assessed property* among classifications of improved property based upon historical demand for *fire rescue services*, but not *EMS services*, is fair and reasonable method of *cost apportionment* because it reflects the property uses' potential fire risk based upon *building* use and is a reasonable proxy for the amount of fire flow, fire fighters, quantity and size of apparatus, and other special fire fighting equipment that must be available in accordance with the County's required standards and practices..

- g. The cost of responding to fire incidents varies among the *service zones*. Therefore, it is fair and reasonable to use a *cost factor* in calculating the *demand percentages* because it reflects the varying costs that are associated with the responses and services to different *property use categories* based upon average call duration, which accounts for the time that personnel and equipment were out of service.
- h. It is fair and reasonable to use the *fire rescue costs for assessed property* for the development of the *fire rescue assessment* and apply the *fire rescue assessment* for future fiscal years at the rates established in this Resolution because it is hereby determined that the actual annual cost of providing *fire rescue services* over the five-year period will be as great as or greater than the *fire rescue assessment* established herein.
- i. The *incident reports* are the most reliable data available to determine the potential demand for *fire rescue services* from property use and to determine the benefit to property use resulting from the availability of *fire rescue services* to protect and serve *buildings* located within the *assessed property* and their intended occupants. There exists sufficient *incident reports* documenting the historical demand for *fire rescue services* from *assessed property* within the *property use categories*. The *demand percentage* determined for each *property use category* by an examination of such *incident reports* is consistent with the experience of the City of Tallahassee Fire Department. Therefore, the use of *demand percentages* determined by an examination of *incident reports* is a fair and reasonable method to apportion the *fire rescue costs* among the *property use categories*.

- j. The suppression of fire on vacant property primarily benefits the buildings within the adjacent improved property by the containment of the spread of fire rather than the preservation of the vacant property. Therefore, it is fair and reasonable not to apportion any of the costs attributed to providing *fire rescue services* to vacant property and the *incident reports* documenting historical *fire rescue costs* provided to vacant property were thus omitted from the *demand percentage* calculation.
- k. The budget for *fire rescue services* is sized based upon its ability to provide service to *assessed property* within the unincorporated area. Therefore the level of services required to meet anticipated demand for *fire rescue services* and the corresponding budget required to fund *fire rescue services* provided to nonspecific property uses would be required notwithstanding the occurrence of any incidents from such nonspecific uses. Therefore, it is fair and reasonable to omit from the *demand percentage* calculation the *incident reports* documenting *fire rescue services* provided to nonspecific property uses and vacant property.
- l. It is fair and reasonable to not charge a *fire rescue assessment* to *nongovernment property* that is vacant as evidenced by the cessation of *utility services*. The costs of administering and collecting *fire rescue assessments* from such vacant property exceed the anticipated *fire rescue assessments* that could be collected from such property.
- m. The size or the value of the *residential property* does not determine the scope of the required *fire rescue services* response. The potential demand for *fire*

*rescue services* is driven by the existence of a *dwelling unit* and the anticipated average occupant population.

- n. Apportioning the *fire rescue costs* to *residential property* on a per *dwelling unit* basis is required to avoid cost inefficiency and unnecessary administration and is a fair and reasonable method of *parcel apportionment* based upon historical call data.
- o. The demand for *fire rescue service* availability is substantially the same for all *residential property*; therefore, it is fair and reasonable to use the combined *demand percentages* attributable to all types of *residential property*, both *single family property* and *multi-family property*, to determine *fire rescue assessments* for *residential property*.
- p. The risk of loss and the demand for *fire rescue services* availability is substantially the same for *buildings* below a certain minimum size. Because the value and anticipated occupancy of non-residential *buildings* below a certain minimum size is less, it is fair, reasonable and equitable to provide a lesser assessment burden on improved property containing such *buildings* by the creation of specific *building area* classification ranges for such parcels.
- q. The assessment of *nonresidential property* by square footage classification ranges is fair and reasonable for the purpose of *parcel apportionment* because the demand for fire rescue service, fire flow, fire fighters, quantity and size of apparatus, and other special firefighting equipment is determined and measured by the square footage of structures and improvements within benefited parcels.



- r. The greater the *building area*, the greater the potential for a large fire and the greater amount of firefighting resources that must be available in the event of a fire in a structure of that *building's* size. Therefore, it is fair and reasonable to use *building area* as a proxy for determining the *tax parcel's fire rescue assessment*.
- s. The separation of improved *non-residential property* into *building area* classification ranges is fair and reasonable for the purposes of *parcel apportionment* because: (1) the absence of a need for precise square footage data within the ad valorem tax records maintained by the Property Appraiser undermines the use of actual *building area* within each improved parcel as a basis for *parcel apportionment*; (2) the administrative expense and complexity created by an on-site inspection to determine the actual *building area* within each improved parcel assessed is impractical; (3) the demand for *fire rescue services* availability is not precisely determined or measured by the actual *building area* within benefited parcels; and (4) the classification of parcels within *building area* classification ranges is a fair and reasonable method to classify benefited parcels and to apportion costs among benefited parcels that create similar demand for the availability of *fire rescue services*.
- t. The demand for the availability of *fire rescue services* diminishes at the outer limit of *building* size since a fire occurring in a structure greater than a certain size is not capable of being suppressed under expected conditions and the fire control activities under such circumstances are directed to avoid the spread of the fire event to adjacent *buildings*. Therefore, it is fair and reasonable to

place a cap on the *building area* classification of benefited parcels within *non-residential property*.

- u. In accordance with Section 125.0168, Florida Statutes, which mandates that counties treat recreational vehicle park property as *commercial property* for non-ad valorem special assessments levied by a county, like the *fire rescue assessment*, it is fair and reasonable to treat each space within recreational vehicle park property as a *building on commercial property* and to assign the square footage of 191 square feet, the average size of a recreational vehicle, according to the Florida Association of RV Parks and Campgrounds.

2. Cost Apportionment Methodology for Fire Rescue Assessment.

- a. The number of *incident reports* filed within a sampling period was determined for *government property* and all *property use categories* of *nongovernment property*. The percentages of total *incident reports* allocated to *government property* as compared to total *incident reports* allocated to *nongovernment property* were used to calculate the *fire rescue cost for assessed property* and the *fire rescue cost for government property*.
- b. Next, to correlate the *nongovernment tax parcels* to the *service zones*, the *incident reports* filed within a sampling period were geo-coded on the GIS system map based upon the address provided in the *FFIRS* database.
- c. Based upon such correlation by *service zone*, the number of *incident reports* filed within a sampling period were determined for each *service zone*.
- d. A *cost factor* was then developed and applied to the *incident reports* within each *service zone* based upon the difference in average call duration between



the *service zones* with Zone 1 being assigned a 1.00 weighting *cost factor* and Zone 2 being assigned a 1.26 weighting *cost factor*.

- e. A *demand percentage* was then determined for each *service zone* by calculating the percentage that *incident reports* allocated to each *service zone* bears to the total number of *incident reports* documented for both *service zones* during the sampling period. The *demand percentage* for each *service zone* was then applied to the *fire rescue cost for assessed property* and the resulting product is the cost allocation of that portion of the *fire rescue costs* allocated to each *service zone*.
- f. Using the weighted *incident reports*, fire rescue incidents were assigned within the County to the *property use categories* by correlating the *code descriptions* within the *fixed property use codes* to the *improvement codes* and *DOR codes*.
- g. To correlate the *property use categories* with the *state database*, the *code descriptions* within the *fixed property use codes* similar to *code descriptions* within the *improvement codes* that were used to determine the *property use categories* were identified. Exhibit A, Appendix C contains a designation of *code descriptions* by *property use category* with the *improvement codes*, and Exhibit A, Appendix B contains a designation of *code descriptions* by *property use category* with the *fixed property use codes*. Such correlation between *code descriptions* by *property use category* between the *fixed property use codes* and the *improvement codes* is necessary to allocate the historical demand for *fire rescue services* as reflected by the weighted *incident reports* for *tax parcels* on the *tax roll* within the *property use categories*.

h. Based upon such assignment of weighted *incident reports* to *property use categories*, the number of weighted *incident reports* filed within a sampling period was determined for each *property use category*. A *demand percentage* was then determined for each *property use category* in each *service zone* by calculating the percentage that weighted *incident reports* allocated to each *property use category* bear to the total number of weighted *incident reports* documented for all *property use categories* within the sampling period. The *demand percentage* for each *property use category* within each *service zone* was then applied to the *fire rescue cost for assessed property* for that *service zone*, and the resulting product is the cost allocation of that portion of the *fire rescue cost for assessed property* allocated to each *property use category* within that *service zone*.

3. Parcel Apportionment Methodology.

- a. The apportionment among *tax parcels* of *nongovernment property* of that portion of the *fire rescue cost for assessed property* apportioned to each *property use category* within each *service zone* under the *cost apportionment* is consistent with the *parcel apportionment* methodology described and determined herein.
- b. RESIDENTIAL PROPERTY. For each *service zone*, the *fire rescue assessment* for each *tax parcel* of *residential property* shall be computed by multiplying the *demand percentage* attributable to *residential property* by the *fire rescue cost for assessed property* allocated to the respective *service zone*, dividing such product by the total number of *dwelling units* shown on the *tax*

*roll* within the *service zone*, and then multiplying such quotient by the number of *dwelling units* located on such *tax parcel*.

- c. NON-RESIDENTIAL PROPERTY. The *fire rescue assessments* for each *building* of *nonresidential property*, except recreational vehicle property, shall be computed as follows for each *service zone*:

1. Respectively, multiply the *fire rescue cost for assessed property* for the applicable *Service zone* by the *demand percentage* attributable to each of the non-residential *property use categories*. The resulting dollar amounts reflect the portions of the *fire rescue services* budget to be respectively funded from *fire rescue assessment* revenue derived from each of the non-residential *property use categories*.

2. Separate each *building* in each of the *nonresidential property use categories* into one of the following square footage categories:

- a) *buildings* with a *building area* of 1,999 square feet or less;
- b) *buildings* with a *building area* between 2,000 square feet and 3,499 square feet;
- c) *buildings* with a *building area* between 3,500 square feet and 4,999 square feet;
- d) *buildings* with a *building area* between 5,000 square feet and 9,999 square feet;
- e) *buildings* with a *building area* between 10,000 square feet and 19,999 square feet;
- f) *buildings* with a *building area* between 20,000 square feet and 29,999 square feet;

- g) *buildings* with a *building area* between 30,000 square feet and 39,999 square feet;
  - h) *buildings* with a *building area* between 40,000 square feet and 49,999 square feet; and
  - i) *buildings* with a *building area* between 50,000 square feet and 59,999 square feet; and
  - j) *buildings* with a *building area* between 60,000 square feet and 69,999 square feet; and
  - k) *buildings* with a *building area* between 70,000 square feet and 79,999 square feet; and
  - l) *buildings* with a *building area* between 80,000 square feet and 89,999 square feet; and
  - m) *buildings* with a *building area* between 90,000 square feet and 99,999 square feet; and
  - n) *buildings* with a *building area* of 100,000 square feet or greater.
3. As to each non-residential *property use category* multiply the number of *buildings* categorized in:
- a) Paragraph (2)(a) of this subsection by 1,000 square feet; and
  - b) Paragraph (2)(b) of this subsection by 2,000 square feet; and
  - c) Paragraph (2)(c) of this subsection by 3,500 square feet; and
  - d) Paragraph (2)(d) of this subsection by 5,000 square feet; and
  - e) Paragraph (2)(e) of this subsection by 10,000 square feet; and
  - f) Paragraph (2)(f) of this subsection by 20,000 square feet; and
  - g) Paragraph (2)(g) of this subsection by 30,000 square feet; and

- h) Paragraph (2)(h) of this subsection by 40,000 square feet; and
- i) Paragraph (2)(i) of this subsection by 50,000 square feet; and
- j) Paragraph (2)(j) of this subsection by 60,000 square feet; and
- k) Paragraph (2)(k) of this subsection by 70,000 square feet; and
- l) Paragraph (2)(l) of this subsection by 80,000 square feet; and
- m) Paragraph (2)(m) of this subsection by 90,000 square feet; and
- n) Paragraph (2)(n) of this subsection by 100,000 square feet.

4. For each non-residential *property use category*, add the products of paragraphs (3)(a) through (3)(n) of this subsection. The sum of these products reflects an aggregate square footage area for each non-residential *property use category* to be used in the computation of *fire rescue assessments*.

5. Divide the product of paragraph 1. of this subsection relative to each of the non-residential *property use categories* by the sum of the products for each non-residential *property use category* described in paragraph 4. of this subsection. The resulting quotient expresses a dollar amount adjusted or weighted per square foot of improved area to be used in computing *fire rescue assessments* on each of the respective non-residential *property use categories*.

6. For each of the non-residential *property use categories*, multiply the resulting quotients from paragraph 5. of this subsection by each of the respective products in paragraphs (3)(a) through (3)(n) of this subsection. The resulting products for each non-residential *property use category*, expresses a series of gross dollar amounts expected to be funded by all *buildings* in the respective non-residential *property use categories* in each of the square footage categories described in paragraph 2. of this subsection.

7. For each of the non-residential *property use categories*, divide each of the respective products of paragraph 6. of this subsection by the number of *buildings* determined to be in each of the square footage categories identified in paragraph 2. of this subsection. The result expresses the respective dollar amounts of the *fire rescue assessments* to be imposed upon each *building* in each of the non-residential *property use categories*.

d. RECREATIONAL VEHICLE PARK PROPERTY. Notwithstanding the procedure in subsection c. above for *non-residential property*, the *fire rescue assessments* for each *tax parcel* of *recreational vehicle park* property shall be computed as follows:

1. Aggregate the amount of square footage for each *tax parcel* of *recreational vehicle park*, with recreational vehicle park spaces, as reported to the Department of Health, at 191 square feet each, mobile home spaces, as reported to the Department of Health, at actual *building area* or 720 square feet each if actual square footage is not available, and actual *building area* for all other *buildings*.

2. Assign the respective dollar amount of the *fire rescue assessments* determined in subsection c. above for *commercial property* for the applicable *service zone* to the comparable aggregated square footage category ranges of *recreational vehicle park* property as calculated in paragraph 1. above. Any aggregated square footage that exceeds 100,000 square feet on a *tax parcel* shall be assigned the *commercial* dollar amount for 100,000 square feet. The result expresses the respective dollar amounts of the *fire rescue assessments* to be imposed upon each *recreational vehicle park* property.

- e. **MIXED USE PROPERTY.** The *fire rescue assessments* for each *tax parcel* classified in two or more *property use categories* shall be the sum of the *fire rescue assessments* computed for each *property use category*.

4. Amount of Fire Rescue Assessment.

The amount of the *fire rescue assessment* levied and imposed upon *nongovernment property* shall be as set forth in Exhibit B, Rate Schedule, commencing October 1, 2015, annually, until otherwise determined by the Board.

**Section 8. Exempt Property.** The *fire rescue assessment* heretofore imposed upon *nongovernment property* shall not be levied nor imposed against property owned or occupied by a “religious institution” as that term is defined in Section 170.201(2), Florida Statutes, to the extent same is used as a place of worship.

**Section 9. Lien.** The *fire rescue assessments* imposed herein shall constitute a lien upon the Assessed Property so assessed equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles and claims, until paid.

**Section 10. Collection of Fire Rescue Charge; Legislative Determinations.** The collection of the *fire rescue charge* shall be made pursuant to and in accordance with Section 7-44, Leon County Code of Laws, and is authorized hereby, commencing October 1, 2015. The use of the *utility bills* for the collection of the *fire rescue fee* and *fire rescue assessment* is a method of collection that is reasonably related and directed to those that derive the benefit received by the property from the provision of *fire rescue services*. The benefit to the property is not solely received by the *owner* of the property but also extends to all intended occupants,



including but not limited to, tenants, leaseholders and others occupying the property. There is a rational nexus between the use of the *utility* bill to collect the *fire rescue fees* and *fire rescue assessments* from the property and the intended occupants of the property, including but not limited to, owners, tenants, leaseholders and others occupying property, and the benefit they derive through the enhancement of their use and enjoyment of the property. The use of *utility* bills for collection also provides a convenient mechanism of payment and further relieving any potential economic burden by providing an opportunity to pay smaller fees in twelve (12) increments annually as opposed to one larger lump sum payment being collected annually.

**Section 11. Final Adjudication.** The adoption of this Resolution shall be the final adjudication of the issues presented (including, but not limited to, the determination of special benefit and fair apportionment, the method of apportionment, the rate of assessment and fee, the and the levy and lien of the *fire rescue charges*), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of this Resolution.

**Section 12. Effective Date.** This Resolution shall have effect upon adoption and shall apply to all property located within the unincorporated area of Leon County.

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**DONE, ADOPTED AND PASSED** by the Board of County Commissioners of Leon  
County, Florida, this 26th day of May, 2015.

LEON COUNTY, FLORIDA



BY: Mary Ann Lindley  
MARY ANN LINDLEY, CHAIRMAN  
BOARD OF COUNTY COMMISSIONERS

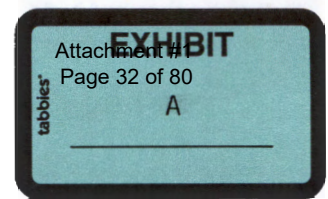
ATTESTED BY:

BOB INZER  
CLERK & COMPTROLLER  
LEON COUNTY, FLORIDA

BY: John Stott, Deputy Clerk

APPROVED AS TO FORM:  
COUNTY ATTORNEY'S OFFICE  
LEON COUNTY, FLORIDA

BY: Herbert W.A. Thiele  
HERBERT W.A. THIELE, ESQ.  
COUNTY ATTORNEY



# City of Tallahassee and Leon County, Florida

## Fire Assessment Memorandum

APRIL 14, 2015

**Presented by:**  
Government Services Group, Inc.  
1500 Mahan Drive, Suite 250  
Tallahassee, Florida 32308  
(850) 681-3717  
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# Introduction

The City of Tallahassee (City) and Leon County (County) entered into a professional services agreement with GSG to provide specialized services in the development and implementation of a non-ad valorem assessment program to fund fire services within the incorporated and unincorporated areas of the County (Fire Assessment Project).

The objective of this Fire Assessment Project is to develop and implement an update to the City's current revenue program capable of efficiently and effectively collecting all assessable and billable costs associated with providing fire services on an annual basis throughout the entire County for Fiscal Year 2015-16 and future fiscal years. The mechanism for collecting the fire fee from governmental properties will remain in effect, however both the City and County will utilize the City's utility bill as the collection method for all non-governmental properties where possible and the City will assist the County in the collection of the fire assessment utilizing the utility bill, separate bills and tax bill. This document is the Fire Assessment Memorandum (Assessment Memorandum), which is one of the project deliverables specified in the scope of services.

The work effort, documented by this Assessment Memorandum, focused on the calculation of assessment rates and classifications required to fully fund the identified assessable costs to provide countywide fire services for Fiscal Year 2015-16 and future fiscal years. However, the City and County have the choice of funding all or only a portion of the assessable costs based on policy direction. In addition, the work effort recorded in this Assessment Memorandum required the identification of the full costs of assessable fire services (net of all fire related revenues) and the allocation of those costs to properties that specially benefit from the provision of such fire services.

## BACKGROUND

In 1999, the City adopted a fire services funding program consisting of two components: a Fire Fee and a Fire Assessment. The goal of the Fire Services Funding Project in 1999 was to design an alternative revenue program capable of efficiently and effectively collecting all assessable and billable costs associated with providing fire services on an annual basis. The Fire Fee is the funding mechanism that secures recovery of the cost for providing fire services to governmental property. The Fire Assessment is the funding mechanism for non-government property that could be collected on the City's utility bill. The program was updated to account for changes in call data, property data and service delivery in Fiscal Year 2004-05 and once again in Fiscal Year 2009-10.

## OBJECTIVES

The City retained GSG to develop an annual recurring special assessment program that is capable of funding all of the assessable costs associated with providing countywide fire services. The City will utilize the utility bill for collection of the fire assessment and will assist the County in the collection of the fire assessment utilizing the utility bill, separate bills and the tax bill. Data available on the ad valorem tax roll was used to develop the Fiscal Year 2015-16 assessment program. GSG has been

charged to fully cost the services to be provided by the City, develop a fair and reasonable apportionment methodology for such assessable costs and determine assessment rates and parcel classifications that are accurate, fair and reasonable.

The fire non-ad valorem assessments must meet the Florida case law requirements for a valid special assessment. These requirements include the following:

1. The service provided must confer a special benefit to the property being assessed; and
2. The costs assessed must be fairly and reasonably apportioned among the properties that receive the special benefit.

The work effort of this project required the evaluation of data obtained from the City to develop a fire assessment program that focuses upon the projected Fiscal Year 2015-16 assessable cost calculations. The objectives of this initial effort were to:

- Determine the full costs of providing fire services within the County.
- Review such final cost determination with the City to determine which elements provide the requisite special benefit to the assessed properties.
- Determine the relative benefit anticipated to be derived by categories of property use within the County from the delivery of fire services.
- Recommend the fair and reasonable apportionment of assessable costs among benefited parcels within each category of property use.
- Calculate assessment rates and parcel classifications for Fiscal Year 2015-16 and future years based on the projected Fiscal Year 2015-16 budget adjusted for year over year increases.



# Service Description and Assessable Cost Calculations

The fire services apportionment methodology allocates assessable costs on the basis of the anticipated demand for fire services by categories of private, real property use as identified on the real property assessment roll prepared for the levy of ad valorem taxes. The assessable fire costs are allocated among private, real property use categories based upon the historical demand for these services. This demand is identified by examining the fire incident data as reported by the City to the State Fire Marshal's office.

The fire services apportionment methodology for government property allocates billable costs to provide fire services based upon the historical demand for these services for all government owned property (i.e. City, County, State, Federal, etc.), as reflected by the incident data reported by the City.

## SERVICE DELIVERY DESCRIPTION

Fire Rescue services are provided throughout the County from 16 paid fire rescue stations and 5 volunteer fire rescue stations. One of the volunteer stations is co-located at Station 15. Table 1 identifies fire rescue buildings/facilities inventory, as well as the corresponding physical location address for the facility.

**Table 1**  
**Fire Rescue Department Buildings/Facility Inventory**

Station	Address
Station #1	327 North Adams Street Tallahassee, FL 32301
Station #2	2805 Sharer Road Tallahassee, FL 32302
Station #3	3005 South Monroe Street Tallahassee, FL 32301
Station #4	2899 West Pensacola Street Tallahassee, FL 32304
Station #5	3238 Capital Circle Southwest Tallahassee, FL 32304
Station #6	2901 Apalachee Parkway Tallahassee, FL 32311
Station #7	2805 Shamrock South Tallahassee, FL 32308
Station #8	2423 Hartsfield Road Tallahassee, FL 32304
Station #9	3205 Thomasville Road Tallahassee, FL 32312



Station	Address
Station #10	5323 Tower Road Tallahassee, FL 32303
Station #11	8752 Centerville Road Tallahassee, FL 32308
Station #12	4701 Chaires Cross Road Tallahassee, FL 32311
Station #13	1555 Oak Ridge Road Tallahassee, FL 32311
Station #14	16614 Blountstown Highway Tallahassee, FL 32310
Station #15	1445 Bannerman Road Tallahassee, FL 32312
Station #16	911 Easterwood Drive Tallahassee, FL 32311
Miccosukee (County-Volunteer)	15210 Mahan Drive Tallahassee, FL 32308
Bradfordville (County-Volunteer) (Co-located at Station #15)	1445 Bannerman Road Tallahassee, FL 32312
Chaires-Capitola (County-Volunteer)	10541 Valentine Road South Tallahassee, FL 32317
Woodville (County-Volunteer)	155 East Oakridge Tallahassee, FL 32305
Lake Talquin (County-Volunteer)	16614 Blountstown Highway Tallahassee, FL 32312

Source: City of Tallahassee

The City of Tallahassee Fire Rescue Department provides standard fire suppression, medical services, hazmat response, technical rescue, airport capabilities, state disaster response, emergency response and disaster preparedness, fire prevention and safety education. Five of the sixteen City stations provide Advanced Life Support (ALS) services in coordination with Leon County EMS.

Dispatch services for fire and EMS services are provided through a joint dispatch operation between the City and the County.

Tables 2 through 5 outline the Fire Rescue Department's current service operations and service components. Table 2 outlines the Fire Rescue Department's organizational structure.

**Table 2**  
**City of Tallahassee Fire Rescue Department Organizational Chart**

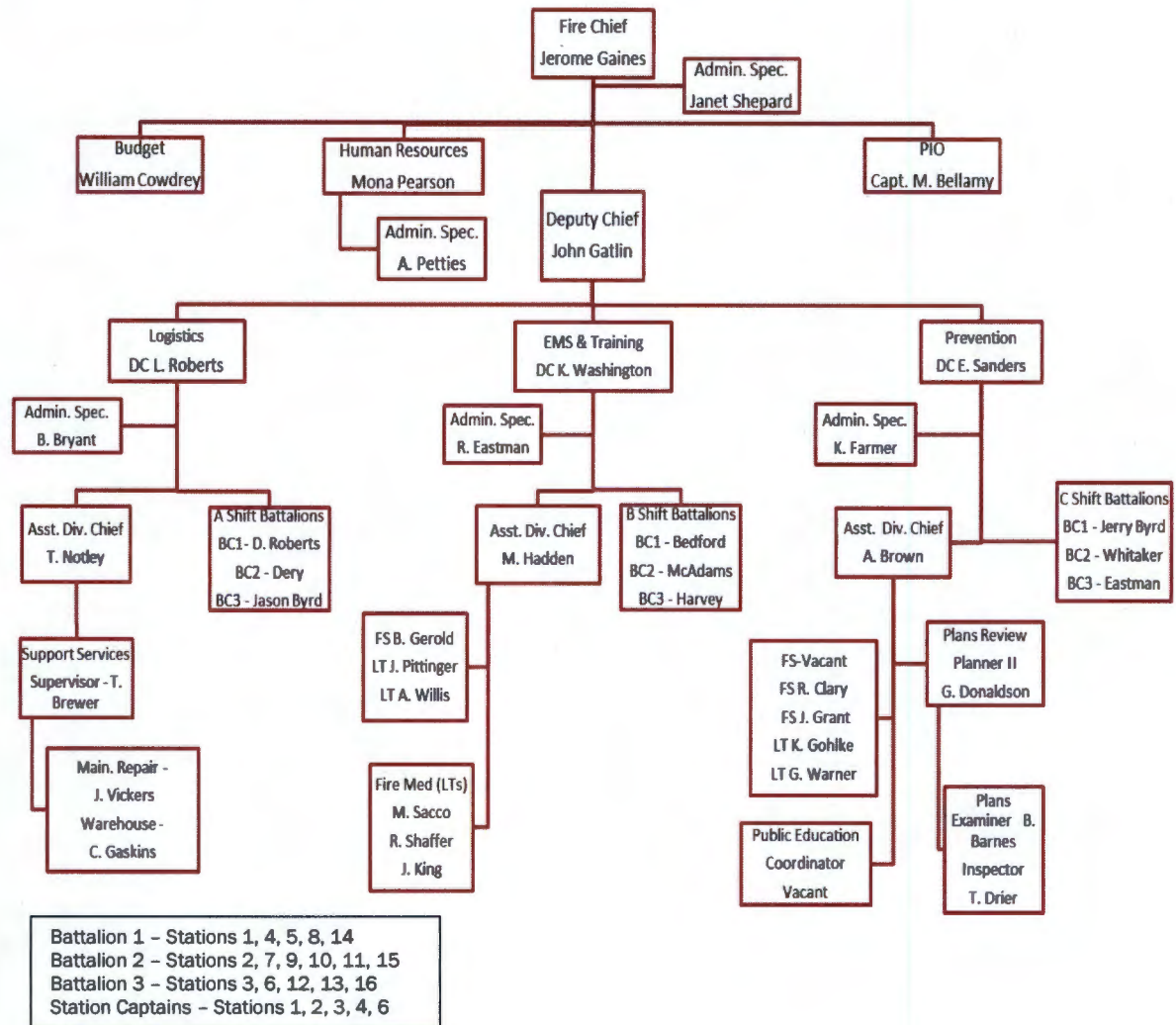


Table 3 describes the normal staffing for each apparatus. This information is used in the development of the Administrative Factor, as further discussed in the “Development of Factors” section of this Assessment Memorandum.

**Table 3**  
**Fire Rescue Department Apparatus Normal Staffing Requirements**

Apparatus	Typical Staffing
Aerial	3-4 personnel
Pumper	3-4 personnel
Ford Expedition/Battalion Chief	1 personnel
Rescue	2 Personnel
Air Truck	1 Personnel
Brush Truck	1 Personnel
Rescue Boat	2 Personnel
Tanker	1 Personnel
Chevy Suburban/FireMed1	1 Personnel
HazMat Apparatus	3-4 personnel
Squad or Mass Care	3-4 personnel
USAR Apparatus	3-4 personnel

Source: City of Tallahassee

Table 4 lists the location and the fire flow/pumping capacity of the Fire Rescue Department’s apparatus. This information is used to determine the square footage cap for non-residential properties.

**Table 4**  
**Fire Rescue Department Apparatus Fire Flow**

Location	Apparatus	Fire Flow (GPM)
Station 1	1994 E-One Tanker	1,500
	1996 E-One International Air and Light	N/A
	2014 Pierce Impel Pumper	1,500
	2007 E-One 95' Platform	1,500
	2008 Ford Expedition	N/A
	2003 E-One Typhoon Rescue Pumper	1,500
Station 2	1996 E-One Haz-Mat	N/A
	1998 Pace 16ft. Trailer	N/A
	2008 Ford Expedition	N/A
	2001 E-One Platform	1,500
	2002 Ford F-550 Brush Truck	350
	2005 E-One Typhoon Rearmount Pumper	1,500
Station 3	1994 Rescue-1 Boat	N/A
	2005 Ford-550 HazMat Tow Vehicle	N/A
	1997 E-One Medium Rescue	N/A
	2014 Pierce Impel 75 ft. Aerial	1,500
	2008 Ford Expedition	N/A
	2005 E-One Typhoon Rescue Pumper	1,500

Location	Apparatus	Fire Flow (GPM)
Station 4	2010 Rescue -1 Boat	N/A
	2002 E-One Bronto Aerial Platform	1,500
	1996 E-One International Rescue Squad	500
	1998 16ft. Trailer	N/A
	2002 Ford F-550 Brush Truck	350
	2014 Pierce Impel Pumper	1,500
	2005 International 4X4 Tractor	N/A
	2005 Hackney Trailer	N/A
	2005 E-One International Air Light Truck	N/A
Station 5*	1994 International ARFF	500
	2010 E-One Titan Force ARFF	3,300
	2014 Oshkosh Striker 3000	3,300
Station 6	1994 Rescue-1 Boat	N/A
	1997 95 Ft. E-One Tower	1,500
	2002 Ford F-550 Brush Truck	350
	2005 E-One Typhoon Rearmount Pumper	1,500
Station 7	2005 E-One Typhoon Rearmount Pumper	1,500
Station 8	2005 E-One Typhoon Rearmount Pumper	1,500
Station 9	2005 E-One Typhoon Rescue Pumper	1,500
Station 10	1998 E-One International Tanker/Pumper	2,500
	2000 E-One International Rescue	650
Station 11	1998 E-One International Tanker/Pumper	2,500
	1996 E-One International Rescue	650
Station 12	1998 E-One International Tanker/Pumper	2,500
	2000 E-One International Rescue	650
Station 13	1998 E-One International Tanker/Pumper	2,500
	2000 E-One International Rescue	650
Station 14	1994 Rescue-1 Boat	N/A
	2000 E-One International Rescue	650
	2006 E-One International Tanker/Pumper 7600	2,500
Station 15	1994 Rescue-1 Boat	N/A
	2000 Ford F-450 Brush Truck	350
	2003 E-One Typhoon Rearmount Pumper	1,500
Station 16	Tanker/Pumper	2,500
	Rescue	650
<b>Total GPM</b>		<b>44,800</b>

Source: City of Tallahassee

\* Pumping capacity for Station 5 is not included in total because those apparatus are dedicated to the airport.

The current pumping capacity is defined as the combined amount of water that all apparatus in the Fire Rescue Department can pump to a first alarm non-residential fire. As outlined by Table 4 above, the pumping capacity of the City's Fire Rescue Department is 44,800 gallons per minute. Accordingly, based on National Fire Protection Association firefighting standards for fire flow as provided for in NFPA 1 Fire Code, 2015, Chapter 18 (assuming ordinary construction), the Fire Rescue Department currently has sufficient fire flow capacity to provide service coverage in the event of a structure fire involving unlimited square feet.



Table 5 below details the Fire Rescue Department's response protocol.

**Table 5**  
**Minimum Response Protocol**

<b>Call Type</b>	<b>Typical City Response</b>
Medical	Engine (1)
Vehicle Accident	Engine (1)
Vehicle Accident with Extraction	Engine (2), Battalion Chief (1)
Residential Fire	Engine (2), Truck(1), Battalion Chief (1), FireMed (1)
Residential/Building Alarm	Engine (1)
Commercial Fire	Engine (3), Truck (1), Battalion Chief (1), FireMed (1)
Hazardous Material	Engine (2), Tanker (1), Truck (1), Haz-Mat (1), Battalion Chief (1), FireMed (1)
Service Calls	Engine (1)

<b>Call Type</b>	<b>Typical County Response</b>
Medical	Rescue (1), Tanker (1)
Vehicle Accident	Rescue (1), Tanker (1)
Vehicle Accident with Extraction	Rescue (1), Tanker (1), Battalion Chief (1), FireMed (1), Engine or Truck (1)
Residential Fire	Rescue (1), Tanker (2), Battalion Chief (1), FireMed (1), Engine or Truck (1)
Residential/Building Alarm	Rescue (1), Tanker (1)
Commercial Fire	Rescue (1), Tanker (1), Battalion Chief (1), FireMed (1), Engine or Truck (3)
Hazardous Material	Rescue (1), Tanker (1), Battalion Chief (1), FireMed (1), Engine or Truck (2), HazMat (1)
Service Calls	Rescue (1), Tanker (1)

Source: City of Tallahassee

## DEVELOPMENT OF FACTORS

### FIRE RESCUE V. EMERGENCY MEDICAL SERVICES

In June 2000, litigation over the City of North Lauderdale fire rescue assessment program resulted in a decision by the Fourth District Court of Appeals in the case of SMM Properties, Inc. v. City of North Lauderdale, (the "North Lauderdale" case). The Fourth District Court of Appeals concluded that Emergency Medical Services (EMS) did not provide a special benefit to property. The Court, however, reaffirmed that fire suppression, fire prevention, fire/building inspections and first response medical services do provide a special benefit to property. In 2002, the Florida Supreme Court upheld the decision of the Fourth District Court of Appeals.

To address these concerns, GSG developed a methodology that removed the costs associated with emergency medical services. This method of splitting the fire and EMS portions of a consolidated public safety department's budget was upheld by the Fourth District Court of Appeals in Desiderio Corporation, et al. vs. The City of Boynton Beach, Florida, et al., 39 So.3d 487 (Fla. 4<sup>th</sup> DCA 2010).

The proposed fire rescue department's line item costs were allocated between fire rescue and emergency medical services as a result of the Florida Supreme Court's opinion in City of North Lauderdale v. SMM Properties that emergency medical services (above the level of first response) do not provide a special benefit to property. Accordingly, the County's fire rescue costs were split from emergency medical service costs based on the following general guidelines.

## DIRECT ALLOCATIONS

To the extent that certain line items could be allocated directly to fire, direct allocations were made. For example, all costs associated with "Utility Service Expense," "Volunteer Fire Department," and "Contractual Svcs - VFD County" were allocated entirely to fire. All costs directly related to "Medical Services" were directly allocated to EMS.

## ADMINISTRATIVE FACTOR

Certain line items were allocated between fire and EMS based on an Administrative Factor. This Administrative Factor is derived by creating a ratio between non-EMS or fire personnel and total combat personnel per shift. The administrative factor calculations are based on the City's total Fire Rescue Department combat personnel staffing, including an allocation for volunteers. Under normal staffing, this results in 75 non-EMS personnel and 14 EMS personnel for a total of 89 combat personnel. This normal staffing yields an 84.27 % percent non-EMS Administrative Factor.

This percentage was applied to all applicable line items to allocate the costs that could not be directly allocated as fire costs or EMS costs, and that could not be operationally allocated (see below). For example, the Administrative Factor was applied to the line item expenditures for "Food," "Human Resource Expense" and "Utilities - Electric" to determine the fire service costs of these line items.

## OPERATIONAL FACTOR

Other line items were allocated between fire and EMS based on an Operational Factor. The Operational Factor is derived by creating a ratio between non-EMS (i.e. fire) calls and EMS calls, and this ratio which is based on the City's Fire Rescue Department's operations, was then applied to certain budget line items such as "Vehicle Fuel" and "Vehicle Replacement".

To develop the Operational Factor, GSG obtained fire rescue incident data identifying the number of fire rescue calls made to property categories within the entire County over a three-year period. The City fire rescue incident data was used to determine the demand for fire rescue services. GSG obtained information from the City in an electronic format, identifying the number and type of fire rescue incident responses for calendar years 2011, 2012 and 2013.

The State Fire Marshal's office uses the Florida Fire Incident Reporting System (FFIRS). This system is a tool for fire rescue departments to report and maintain computerized records of fire rescue incidents and other department activities in a uniform manner. Under this system, a series of basic phrases with code numbers are used to describe fire rescue incidents. Appendix A provides a codes list for the "type of situation found" as recorded on the fire rescue incident reports used to identify EMS and non-EMS calls.

The ratio between non-EMS (i.e. fire) calls and EMS calls is then applied to all applicable line items to allocate the costs that could not be directly allocated as fire costs or EMS costs, and that could not be administratively allocated. For calendar years 2011, 2012 and 2013, the City reported 50,089 total non-government fire rescue incident calls to FFIRS, of which 19,406 were non-EMS (i.e. fire) calls and 30,683 were EMS calls. This information results in a 38.74% non-EMS Operational Factor.

## ASSESSABLE COST CALCULATIONS

The fire services assessable cost calculations for Fiscal Years 2015-16 through 2019-20 are based on the following assumptions for the purpose of this Fire Assessment Memorandum.

- Actual projected expenditures and revenues were provided by the City for Fiscal Years 2015-16 through 2019-20.
- Revenues are shown as a reduction of the total projected expenditures for each fiscal year, thereby reducing the total assessable costs for that year. Revenues are comprised of revenues directly received from or for the delivery of fire services, such as "Fire Inspection Fees," "Forfeited Discounts," "Firefighters Supplemental," and contract for service revenues that are allocated to the fire budget.
- All costs associated with providing contract services to the Tallahassee Regional Airport were included in the assessable budget with the corresponding contract revenues removed from the assessable budget calculations.
- The line item "Under Collection Rate" under "Additional Costs" reflects a 95% collection rate of the Fire Services Assessment.
- The line item "GSG Study/Annual/Update" under "Operating Expenditures" is the cost associated with the anticipated update of the fire assessment program in Fiscal Year 2019-20. These costs are reimbursable through the assessment program.
- The costs associated with supporting the volunteer fire departments were included as 100% fire costs and are included in the assessable budget.

Table 6 provides a calculation of the assessable costs for Fiscal Year 2015-16 based on an application of the above factors to the Fiscal Year 2015-16 Projected Budget. The calculation yields an assessable cost of \$35,497,107 for Fiscal Year 2015-16.

**Table 6**  
**Fire Services Assessable Cost Calculations (FY 2015-16)**

	FY 15-16 Projected Budget	FY 15-16 Assessable Budget
<b>Personnel Services</b>		
Salaries	\$16,683,075	\$13,919,205
Capitalized Wages	(\$37,935)	(\$31,968)
Salary Enhancements	\$1,138,964	\$950,374
Firefighter Holiday Pay	\$617,613	\$515,380
Overtime	\$861,507	\$734,035
Other Salary Items	\$655,681	\$540,911
Pension-Current	\$4,143,996	\$3,457,681
Pension-MAP	\$55,983	\$46,619
Mandatory Medicare	\$242,113	\$201,821
Health Benefits	\$1,945,308	\$1,612,587
Health Benefits-OPEB	\$200,977	\$169,363
Flex Benefits	\$81,415	\$66,711
<b>Total Personnel Services</b>	<b>\$26,588,697</b>	<b>\$22,182,721</b>
<b>Operating Expenditures</b>		
Advertising	\$6,645	\$5,600
Cleaning & Laundry	\$8,731	\$8,209
Reproduction	\$5,412	\$2,401
Equipment Repairs	\$44,801	\$17,357
Medical Services	\$67,001	\$0
Construction Services	\$10,000	\$8,427



	<b>FY 15-16 Projected Budget</b>	<b>FY 15-16 Assessable Budget</b>
Unclassified Contract Svcs	\$290,916	\$170,389
Computer Software	\$3,150	\$2,654
Telephone	\$22,550	\$17,827
Chem-Med-Lab	\$70,246	\$1,672
Food	\$1,211	\$1,021
Gasoline	\$697	\$270
Office Supplies	\$20,441	\$15,978
Uniforms & Clothing	\$298,761	\$251,082
Unclassified Supplies	\$156,294	\$108,628
Non-Capitalized Furniture	\$5,673	\$5,541
Travel & Training	\$72,359	\$49,453
Journals & Books	\$16,857	\$14,963
Memberships	\$4,008	\$3,098
Certificates & Licenses	\$2,300	\$590
Rent Expense-Machines	\$9,992	\$8,420
Unclassified Charges	\$52,500	\$44,242
Bad Debt Expense	\$161,366	\$135,983
Unclassified Equipment	\$351,619	\$308,733
Human Resource Expense	\$421,915	\$355,546
Accounting Expense	\$87,776	\$73,969
Purchasing Expense	\$42,490	\$35,806
Information Systems Expense	\$1,709,303	\$1,440,424
Risk Management Expense	\$575,434	\$484,916
Radio Communications Expense	\$165,497	\$139,464
Revenue Collection Expense	\$64,707	\$54,528
Utility Service Expense	\$1,269,676	\$1,269,676
Vehicle Garage Expense	\$990,333	\$383,685
Vehicle Fuel	\$338,765	\$131,248
Vehicle Replacement	\$3,172,465	\$1,229,109
Utilities-Sewer	\$30,377	\$25,599
Utilities-Sanitation	\$16,149	\$13,609
Utilities-Stormwater	\$21,749	\$18,328
Utilities-Gas	\$37,495	\$31,597
Utilities-Water	\$25,177	\$21,217
Utilities-Electric	\$187,813	\$158,269
Utilities-Fire Services	\$47,890	\$40,357
Indirect Costs	\$757,947	\$638,719
Debt Service Transfer	\$2,834,850	\$2,388,919
RR&I Transfer	\$1,247,500	\$1,051,264
Inter-Fund Transfer	\$10,990	\$9,261
Contribution to Human Resources	\$45,000	\$37,921
Contribution to Consolidated Dispatch Agency	\$321,978	\$271,330
Contractual Svcs - VFD County	\$482,479	\$482,479
Airport Fire Protection	\$1,234,050	\$1,234,050
GSG Study/Annual/Update	\$0	\$0
<b>Total Operating Expenditures</b>	<b>\$17,823,335</b>	<b>\$13,203,830</b>
<b>Total Expenditures</b>	<b>\$44,412,032</b>	<b>\$35,386,551</b>
<b>Revenues</b>		
City-Fire Inspection Fees	\$294,500	\$294,500
City-Firefighters Supplemental	\$76,450	\$76,450
City-Airport	\$1,234,050	\$1,234,050
City-Forfeited Discounts	\$59,300	\$59,300
<b>Total Revenues</b>	<b>\$1,664,300</b>	<b>\$1,664,300</b>
<b>Total Expenditures</b>	<b>\$44,412,032</b>	<b>\$35,386,551</b>



	<b>FY 15-16 Projected Budget</b>	<b>FY 15-16 Assessable Budget</b>
Less Total Revenues	(\$1,664,300)	(\$1,664,300)
<b>Total Net Expenditures before Additional Costs</b>	<b>\$42,747,732</b>	<b>\$33,722,251</b>
<b>Additional Costs</b>		
Under Collection Rate (5%)		\$1,774,856
<b>Total Additional Costs</b>		<b>\$1,774,856</b>
<b>Total Assessable Costs</b>		<b>\$35,497,107</b>

Table 7 shows the calculation of the full cost of the Fire Services Assessment Program for Fiscal Year 2015-16 through Fiscal Year 2019-20 as well as the five-year average Fire Services Assessment Program cost.

**Table 7**  
**Fire Services Assessable Cost Calculations Proforma Five-Year Average (FY 2015-16 thru FY 2019-20)**

	<b>FY 15-16 Assessable Budget</b>	<b>FY 16-17 Assessable Budget</b>	<b>FY 17-18 Assessable Budget</b>	<b>FY 18-19 Assessable Budget</b>	<b>FY 19-20 Assessable Budget</b>	<b>Five-Year Average Assessable Budget</b>
Total Personnel Services	\$22,182,721	\$23,552,663	\$24,866,486	\$27,625,129	\$28,829,470	\$25,411,294
Total Operating Expenditures	\$13,203,830	\$13,360,632	\$13,697,672	\$13,209,205	\$13,000,395	\$13,294,347
<b>Total Expenditures</b>	<b>\$35,386,551</b>	<b>\$36,913,295</b>	<b>\$38,564,158</b>	<b>\$40,834,334</b>	<b>\$41,829,865</b>	<b>\$38,705,641</b>
<b>Total Revenues</b>	<b>(\$1,664,600)</b>	<b>(\$1,729,956)</b>	<b>(\$1,766,528)</b>	<b>(\$1,795,675)</b>	<b>(\$1,825,561)</b>	<b>(\$1,756,404)</b>
<b>Total Net Expenditures before Additional Costs</b>	<b>\$33,722,251</b>	<b>\$35,183,339</b>	<b>\$36,797,630</b>	<b>\$39,038,659</b>	<b>\$40,004,304</b>	<b>\$36,949,237</b>
<b>Total Additional Costs</b>	<b>\$1,774,856</b>	<b>\$1,851,755</b>	<b>\$1,936,718</b>	<b>\$2,054,667</b>	<b>\$2,105,490</b>	<b>\$1,944,697</b>
<b>Total Assessable Costs</b>	<b>\$35,497,107</b>	<b>\$37,035,094</b>	<b>\$38,734,348</b>	<b>\$41,093,326</b>	<b>\$42,109,794</b>	<b>\$38,893,934</b>

The average annual increase in the total assessable costs from Fiscal Year 2009-10 (Prior Study) to 2019-20 is estimated to be 4 - 5%. This estimate could be used for budgetary planning purposes relating to the fire assessment moving forward.

# Determination of Fire Services Demand

## INCIDENT DATA

GSG obtained information from the City in an electronic format, identifying the number and type of fire rescue incident responses for calendar years 2011, 2012 and 2013. The City uses the Florida Fire Incident Reporting System (FFIRS) to record its fire rescue incidents. The FFIRS is a tool for fire rescue departments to report and maintain computerized records of fire rescue incidents and other department activities in a uniform manner.

Under this system, a series of basic phrases with code numbers are used to describe fire rescue incidents. A data field in the FFIRS, "type of situation found," identifies the incident as an EMS or non-EMS type of call for each incident. Appendix A provides a code list for the "type of situation found" as recorded on the fire rescue incident reports used to identify EMS and non-EMS calls.

Another data field in the FFIRS, "fixed property use," identifies the type of property that fire rescue departments respond to for each fire rescue incident. The fixed property uses correlate to property uses determined by the Leon County Property Appraiser on the ad valorem tax roll. Appendix B provides a code list for the "fixed property use" as recorded on the fire rescue incident reports.

GSG analyzed the calendar year 2011, 2012 and 2013 fire rescue incident data from the FFIRS files to evaluate trends and determine if aberrations were present. The fire rescue incident data for calendar years 2011, 2012 and 2013 represents 52,103 fire rescue incidents. Of the 52,103 fire rescue incidents, there were 30,683 incidents classified as EMS type incidents based on the type of situation found indicated on the incident report. The 30,683 EMS type incidents were not included in the analysis.

There are certain fire incidents that could not be assigned to a specific property or parcel. These calls represent non-specific type incidents, which are incidents that either could not be correlated to a specific parcel or calls that involved auto accidents and other types of incidents along roads and highways.

Of the 21,420 remaining fire type incidents, 14,638 were calls to specific property uses. The remaining 6,782 incidents were considered non-specific type incidents. Because of the inability to correlate these non-specific type incidents to specific property categories, the call analysis does not include these 6,782 incidents. Additionally, the level of services required to meet anticipated demand for fire services and the corresponding annual fire services budget required to fund fire services provided to non-specific property uses would be required notwithstanding the occurrence of any incidents from such non-specific property uses.

The suppression of fires on vacant land and agricultural property primarily benefits adjacent property by containing the spread of fire rather than preserving the integrity of the vacant parcel. Thus, incidents to vacant and agricultural property were not included in the final analysis of the fire call database. The 116 calls to these two property use categories were removed.

Of the remaining 14,522 fire type incidents, there were 2,014 calls for service to government properties and 12,508 calls to non-Government properties as identified by addresses or fixed property use codes provided in the FFIRS reports. The costs associated with providing service to government properties was segregated and those government properties will fund fire service through a fee that is determined by the historical demand for service as detailed later in this Memorandum.

Table 8 outlines the assignment of fire type incidents based on the analysis conducted by GSG.

**Table 8**  
**Fire Calls by Category (Calendar Years 2011, 2012 and 2013)**

Property Category	Number of Fire Incidents	Percentage of Total Incidents
Non-Government	12,508	86.13%
Government	2,014	13.87%
<b>Total</b>	<b>14,522</b>	<b>100%</b>

Source: City of Tallahassee

## PROPERTY DATA

GSG obtained information from the ad valorem tax roll from the Leon County Property Appraiser's office to develop the assessment roll. Each building within the County on the ad valorem tax roll was assigned to one or more of the property use categories based on their assignment of use by the Leon County Property Appraiser or verification of use obtained through field research. A list of building improvement codes used by the Leon County Property Appraiser and their assignment to a property use category is provided as Appendix C.

The Residential Property Use Category includes such properties as single-family dwelling units, duplexes, mobile homes, triplexes, quadruplexes, apartments, condominiums, townhouses, and cooperatives. In the event the data was indefinite, the DOR codes were used to clarify mobile home categories and help identify condominium and townhouse buildings. For parcels assigned to the Residential Property Use Category, GSG utilized the total number of dwelling units as determined from the building files on the ad valorem tax roll or through the use of field research.

The Non-Residential Property Use Category includes commercial and industrial/warehouse property uses. For parcels within the Non-Residential Property Use Categories (Commercial and Industrial/Warehouse), GSG determined the amount of square footage of the structures using the building files on the ad valorem tax roll or through the use of field research.

For RV parks regulated under Chapter 513, Florida Statutes, in accordance with Sections 166.223 and 125.0168, Florida Statutes, which mandate that cities and counties treat RV parks like commercial property for non-ad valorem assessments levied by the City and County, each RV space within the park was treated as a building of commercial property and assigned the square footage of 191 square feet, the average size of a recreational vehicle, according to the Florida Association of RV Parks and Campgrounds.



# Computation of Fire Services Assessments

This section of the Memorandum includes the assessment rates as calculated within this Assessment Memorandum. The fire rescue assessment cost calculations provided herein are primarily based on information supplied by the City. The assessable cost projections developed by GSG are designed to forecast assessment rates within each property use category for Fiscal Years 2015-16 through 2019-20.

## SERVICE ZONES

Service zones were created under the previous fire assessment study in Fiscal Year 2009-10 to reflect the level of service differentiation of a property located in a higher density area that receives fire protection coverage from multiple stations as compared to a property located in an area generally described as rural and typically serviced by a single fire station. For this purpose, “core stations” were identified and defined as those stations within five road miles of at least two other stations. The creation of a core area was necessary to eliminate the appearance of a higher service level of those properties that may be within five road miles of two stations; however, the location of the property lies between two stations that are nearly ten miles apart. This same approach was used in this study. Any changes in the level of service provided in the two zones will need to be reviewed in subsequent studies to ensure that this approach is still valid.

Those properties included in “Zone 1” were generally located within five road miles of two “core stations.” Properties located outside of five road miles of two “core stations” were included in “Zone 2.” A map of the service zones is provided in Appendix E.

Calls were plotted, or “geocoded,” on a map based upon the address provided in the FFIRS database. Those calls correlated to properties included in “Zone 1,” and those calls correlated to properties included in “Zone 2,” were aggregated and assigned to the respective zone. Table 9 details the assignment of calls to service zones.

**Table 9**  
**Fire Calls to Non-Governmental Properties by Zone (Calendar Years 2011, 2012 and 2013)**

Zone	Number of Calls to Specific Property Uses
Zone 1	9,590
Zone 2	2,918

The calls for service were then weighted based on the average call duration differential between Zone 1 and Zone 2 to account for the difference in resources used on calls between the two zones. On average a call in Zone 2 is 26% longer in duration than a call in Zone 1. Therefore, all calls in Zone 2 were multiplied by a weighting factor of 1.26 to determine the weighted number of calls while all calls in Zone 1 were assigned a weighting factor of 1.00. Table 10 details the weighting of calls by zone

**Table 10**  
**Weighted Fire Calls to Non-Governmental Properties by Zone (Calendar Years 2011, 2012 and 2013)**

Zone	Number of Calls to Specific Property Uses	Weighting Factor	Number of Weighted Calls to Specific Property Uses
Zone 1	9,590	1.00	9,590.00
Zone 2	2,918	1.26	3,676.68

Table 11 outlines the property use category assignment of weighted fire type incidents for non-governmental properties based on the historical demand for service in each zone.

**Table 11**  
**Weighted Fire Calls by Category to Non-Governmental Properties (Calendar Years 2011, 2012 and 2013)**

Category	Zone 1		Zone 2	
	Number of Incidents	Percentage of Calls	Number of Incidents	Percentage of Calls
Residential	6,036	62.94%	3,186.54	86.67%
Commercial	3,448	35.95%	444.78	12.10%
Industrial/Warehouse	106	1.11%	45.36	1.23%
<b>Total</b>	<b>9,590</b>	<b>100%</b>	<b>3,676.68</b>	<b>100%</b>

Source: City of Tallahassee

## SPECIAL BENEFIT ASSUMPTIONS

The following assumptions support a finding that the fire services, facilities, and programs provided by the City provide a special benefit to the assessed parcels.

- Fire services, facilities, and programs possess a logical relationship to the use and enjoyment of property by: (i) protecting the value and integrity of improvements and structures through the availability and provision of comprehensive fire services; (ii) protecting the life and safety of intended occupants in the use and enjoyment of property; (iii) lowering the cost of fire insurance by the presence of a professional and comprehensive fire services program; and (iv) containing fire incidents occurring on land with the potential to spread and endanger other property and property features.
- The availability and provision of comprehensive fire services enhances and strengthens the relationship of such services to the use and enjoyment of the parcels of property, the market perception of the area and, ultimately, the property values within the assessable area.

## APPORTIONMENT METHODOLOGY

The following section describes the assessment apportionment methodology for fire services based on: (i) the fire services assessable cost calculations; (ii) the ad valorem tax roll maintained by the property appraiser and the availability of the data residing on the database; and (iii) the fire rescue incident data.

### COST APPORTIONMENT

The assessable costs were first apportioned among government and non-government property based upon the historical demand for service percentages shown in Table 8. The assessable costs attributable to non-government property were then apportioned to Zone 1 and Zone 2 and then further to the individual property use categories in each service zone based upon the weighted historical demand for fire services reflected by the fire incident data experienced in each service zone for Calendar Years 2011, 2012 and 2013. The five-year average cost apportionment is illustrated in Table 12.

**Table 12**  
**Cost Apportionment (Five-Year Average)**

Category	Zone 1 (72.29% of Weighted Fire Calls)			Zone 2 (27.71% of Weighted Fire Calls)		
	Total Calls	Percentage	Assessable Costs	Total Calls	Percentage	Assessable Costs
Residential	6,036	62.94%	\$15,239,222	3,186.54	86.67%	\$8,045,128
Commercial	3,448	35.95%	\$8,705,242	444.78	12.10%	\$1,122,946
Industrial/Warehouse	106	1.11%	\$267,621	45.36	1.23%	\$114,521
<b>Total</b>	<b>9,590</b>	<b>100%</b>	<b>\$24,212,085</b>	<b>3,676.68</b>	<b>100%</b>	<b>\$9,282,595</b>

## PARCEL APPORTIONMENT

The share of the assessable costs apportioned to each property use category was further apportioned among the individual buildings of property within each property use category in the manner described in Table 13.

**Table 13**  
**Parcel Apportionment within Property Use Categories**

Category	Parcel Apportionment
Residential	Dwelling Unit
Non-Residential	Improvement Area Per Building Within Square Footage Ranges
-Commercial	(100,000 Square Foot Cap Per Building)
-Industrial/Warehouse	

Applying the foregoing parcel apportionment methodology, fire assessment rates were computed for each property use category. The specific methodology, underlying special benefit and fair apportionment assumptions are included below and generally described.

## RESIDENTIAL PARCEL APPORTIONMENT ASSUMPTIONS

The following assumptions support findings that the parcel apportionment applied in the Residential Property Use category are fair and reasonable. The Residential Property Use Category includes such properties as single-family dwelling units and multi-family dwelling units.

- The size or the value of the residential parcel does not determine the scope of the required fire services. The potential demand for fire services is driven by the existence of a dwelling unit and the anticipated average occupant population.
- Apportioning the assessable costs for fire services attributable to the residential property use category on a per dwelling unit basis is required to avoid cost inefficiency and unnecessary administration, and is a fair and reasonable method of parcel apportionment based upon historical fire call data.
- The consolidation of single-family and multi-family properties into a single category is fair and reasonable because they are similar property uses and the number of calls per dwelling unit is not significantly different.



## RESIDENTIAL PARCEL APPORTIONMENT CALCULATION

Based upon the historical demand for fire services, the percentages of assessable costs attributable to residential properties were calculated. The amount of the assessable costs allocable to each residential property was divided by the number of dwelling units in the Residential Property Use Category to compute the fire assessment to be imposed against each dwelling unit. For each residential parcel, the actual number of dwelling units located on the parcel will be multiplied by the residential dwelling unit rate to compute the residential fire assessment amount for the parcel.

Table 14 illustrates the assignment of dwelling units under this apportionment methodology to the Residential Property Use Category for each zone.

**Table 14**  
**Parcel Apportionment (Residential Property Use Category)**

Residential Property Use Category	Number of Dwelling Units-Zone 1	Number of Dwelling Units-Zone 2
Residential Dwelling Units	75,921	43,378

Source: Leon County Property Appraiser Data

## NON-RESIDENTIAL PARCEL APPORTIONMENT ASSUMPTIONS

The Non-Residential Property Use category includes commercial and industrial/warehouse property uses. The capacity to handle fires and other emergencies in Non-Residential Property Use category is governed by the following:

- The current pumping capacity is defined as the combined amount of water that all apparatus in the Fire Department can pump to a non-residential fire. As outlined by Table 4 above, the pumping capacity of the Fire Department is 44,800 gallons per minute. Accordingly, based on National Fire Protection Association firefighting standards for fire flow as provided for in NFPA 1 Fire Code, 2015, Chapter 18 (assuming ordinary construction), the Fire Rescue Department currently has sufficient fire flow capacity to provide service coverage in the event of a structure fire involving unlimited square feet. To avoid inefficiency and unnecessary administration, the City has made a policy decision to set the maximum classification of any building at 100,000 square feet.

The following assumption supports findings that the parcel apportionment applied in the Non-Residential Property Use category is fair and reasonable.

- The risk of loss and demand for fire services availability is substantially the same for structures below a certain minimum size. Because the value and anticipated occupancy of structures below a certain minimum size is less, it is fair, reasonable, and equitable to provide a lesser assessment burden on such structures by the creation of a specific property parcel classification for those parcels.
- The separation of non-residential buildings into square footage classifications is fair and reasonable for the purposes of parcel apportionment because: (i) the absence of a need for precise square footage data within the ad valorem tax records maintained by the property appraiser undermines the use of actual square footage of structures and improvements within each improved building as a basis for parcel apportionment; (ii) the administrative expense and complexity created by an on-site inspection to determine the actual square footage of structures and improvements within each improved parcel assessed is impractical; and (iii) the demand for fire services availability is not precisely determined or measured by the actual square footage of structures and improvements within benefited parcels; and (iv) the classification of buildings within square footage ranges is a fair and reasonable method to classify benefited parcels and to apportion costs among benefited buildings that create similar demand for the availability of fire services.
- The consolidation of commercial and institutional properties into a single category is fair and reasonable because the non-government institutional type properties are similar in use to the commercial type properties.

The parcel apportionment for each Non-Residential Property Use Classification shall include both minimum building classifications and an additional classification of all other buildings based upon the assumed square footage of structures and improvements within the improved parcel. The Non-Residential Property Use Classifications include Commercial and Industrial/Warehouse. The following describes the Non-Residential Property parcel apportionment calculation and classification for the Commercial and Industrial/Warehouse categories.

## NON-RESIDENTIAL PARCEL APPORTIONMENT CALCULATION

Based upon the historical demand for fire services, property in the Non-Residential Property Use categories will be responsible for funding a percentage of assessable costs. The amount of the assessable costs allocable to buildings within each of the Non-Residential Property Use Classifications was calculated based upon the following building classifications.

- Non-residential buildings with square footage of non-residential improvements less than 1,999 square feet were assigned an improvement area of 1,000 square feet per building. Buildings with square footage of non-residential improvements between 2,000 square feet and 3,499 square feet were assigned an improvement area of 2,000 square feet per building. Buildings with non-residential improvements between 3,500 square feet and 4,999 square feet were assigned an improvement area of 3,500 square feet per building. Buildings with non-residential improvement areas between 5,000 square feet and 9,999 square feet were assigned an improvement area of 5,000 square feet per building. For buildings containing non-residential improvements between 10,000 square feet and 99,999 square feet, assignments of improvement area were made in 10,000 square foot increments.
- For buildings, containing non-residential improvements over 99,999 square feet, an assignment of improvement area of 100,000 was made.

Sections 125.0168 and 166.223, Florida Statutes, relating to special assessments levied on recreational vehicle parks regulated under Chapter 513, Florida Statutes are based on the following:

- When a city or county levy a non-ad valorem special assessment on a recreational vehicle park regulated under Chapter 513, the non-ad valorem special assessment shall not be based on the assertion that the recreational vehicle park is comprised of residential units. Instead, recreational vehicle parks regulated under Chapter 513 shall be assessed as a commercial entity in the same manner as a hotel, motel, or other similar facility.



Table 15 illustrates the assignment of improvement area under this apportionment methodology for the Commercial and Industrial/Warehouse categories.

**Table 15**  
**Parcel Apportionment (Non-Residential Property Use Category)**

Square Foot Tiers	Number of Commercial Buildings		Number of Industrial/Warehouse Buildings	
	Zone 1	Zone 2	Zone 1	Zone 2
≤ 1,999	1,444	238	86	45
2,000 - 3,499	961	173	147	54
3,500 - 4,999	536	88	122	51
5,000 - 9,999	809	111	274	79
10,000 - 19,999	407	73	196	27
20,000 - 29,999	141	19	60	5
30,000 - 39,999	81	4	28	2
40,000 - 49,999	48	7	13	0
50,000 - 59,999	34	3	9	0
60,000 - 69,999	18	4	5	0
70,000 - 79,999	13	2	3	4
80,000 - 89,999	11	2	5	1
90,000 - 99,999	9	3	3	0
≥ 100,000	39	3	13	0

Source: Leon County Property Appraiser Data

Because the suppression of fires on vacant land and agricultural property primarily benefits adjacent property by containing the spread of fire rather than preserving the integrity of the vacant parcel, incidents to vacant and agricultural property were not included in the final analysis of the fire call database. Therefore, only the primary structures on vacant and agricultural parcels will be charged.

## FIRE ASSESSMENT RATES

Applying the parcel apportionment methodology, fire services assessment rates were computed for each specified property use category. Based on the assessable costs of providing fire services, the number of fire calls apportioned to specific property categories and the number of billing units within the specified property categories.

Table 16 illustrates the assessment rates after application of the assessment methodology based on 100 percent funding of the five-year average total assessable costs.

**Table 16**  
**Fire Services Assessment Rates (Five Year Average)**

Residential Property Use Categories		Zone 1 - Rate Per Dwelling Unit	Zone 2 - Rate Per Dwelling Unit
Residential Dwelling Unit		\$201	\$185
Commercial Property Use Category	Building Classification (in square foot ranges)	Zone 1 - Rate Per Building	Zone 2 - Rate Per Building
	≤ 1,999	\$293	\$267
	2,000 - 3,499	\$585	\$533
	3,500 - 4,999	\$1,023	\$933
	5,000 - 9,999	\$1,461	\$1,332
	10,000 - 19,999	\$2,921	\$2,663
	20,000 - 29,999	\$5,842	\$5,326
	30,000 - 39,999	\$8,762	\$7,989
	40,000 - 49,999	\$11,683	\$10,652
	50,000 - 59,999	\$14,603	\$13,315
	60,000 - 69,999	\$17,524	\$15,978
	70,000 - 79,999	\$20,444	\$18,641
	80,000 - 89,999	\$23,365	\$21,304
	90,000 - 99,999	\$26,285	\$23,967
	≥ 100,000	\$29,206	\$26,630
Industrial/Warehouse Property Use Category	Building Classification (in square foot ranges)	Zone 1 - Rate Per Building	Zone 2 - Rate Per Building
	≤ 1,999	\$28	\$76
	2,000 - 3,499	\$56	\$152
	3,500 - 4,999	\$98	\$265
	5,000 - 9,999	\$139	\$378
	10,000 - 19,999	\$278	\$756
	20,000 - 29,999	\$556	\$1,511
	30,000 - 39,999	\$834	\$2,266
	40,000 - 49,999	\$1,112	\$3,021
	50,000 - 59,999	\$1,390	\$3,776
	60,000 - 69,999	\$1,668	\$4,532
	70,000 - 79,999	\$1,946	\$5,287
	80,000 - 89,999	\$2,224	\$6,042
	90,000 - 99,999	\$2,502	\$6,797
	≥ 100,000	\$2,780	\$7,552

\*Estimated Gross Revenue: \$33,494,680; Estimated Institutional Tax Exempt Buy-down: \$1,052,276; Estimated Net Revenue: \$32,442,404.

## EXEMPTIONS AND IMPACT OF EXEMPTIONS

Because the fire services assessment is being developed to meet the case law standards for a valid special assessment, any proposed exemptions require special scrutiny. The crafting of an exemption must be founded upon a legitimate public purpose, and not tramp on state or federal constitutional concepts of equal protection and constitutional prohibitions against establishment of religion or the use of the public treasury directly or indirectly to aid religious institutions. Furthermore, to ensure public acceptance, any exemption must make common sense and be fundamentally fair. Finally, the impact of any proposed exemption should be evaluated in terms of its magnitude and fiscal consequences on the City and County's general funds respectively.

Whenever crafting an exemption, it is important to understand that the fair apportionment element required by Florida case law prohibits the shifting of the fiscal costs of any special assessment from exempt landowners to other non-exempt landowners. In other words, the funding for an exemption from a special assessment must come from a legally available external revenue source, such as the City and

County's general funds. Funding for fire assessment exemptions cannot come from the proceeds derived directly from the imposition of special assessments for fire services and facilities. Because any exemption must be funded by an external funding source, the grant of any exemption will not have any impact upon the fire assessment to be imposed upon any other non-exempt parcels.

The decision to fund exemptions for fire services assessments on property owned by non-governmental entities is based upon the determination that such exemptions constituted a valid public purpose.

Table 17 summarizes the estimated impact of exempting institutional, wholly tax-exempt property based on the five-year average assessable budget.

**Table 17**  
**Estimated Impact of Exemptions (Five-Year Average)**

<b>Financial Classification</b>	<b>Zone 1</b>	<b>Zone 2</b>	<b>Total</b>
Estimated Assessable Costs	\$24,212,085	\$9,282,595	\$33,494,680
Estimated Buy-down for Institutional Tax-Exempt Building Uses	\$791,202	\$261,074	\$1,052,276
<b>Estimated Revenue Generated</b>	<b>\$23,420,883</b>	<b>\$9,021,521</b>	<b>\$32,442,404</b>



# Fire Services Fees Imposed on Governmental Property

The special benefit and fair and reasonable apportionment requirements for a valid special assessment do not rigidly apply to charges against government property. Florida case law has stated that user fees are paid by choice and are charged in exchange for a particular governmental service, which benefits the property paying the fee in a manner not shared by other members of the public. In the user fee context, choice means that the property paying the fee has the option of not using the governmental service and thereby avoiding the charge. Under such tests and definition of choice, the validity of both impact fees and stormwater fees have been upheld.

Impact fees are imposed to place the economic burden of infrastructure required by growth on new development. Stormwater fees are imposed to control and treat the stormwater burden generated by the use and enjoyment of developed property. Likewise, fire services provided by the City and County are intended to meet the historical demand for fire services from developed property and such fee benefits the owner or user of developed property in a manner not shared by other members of society (e.g., the owner of undeveloped property).

The Florida Attorney General has recognized that state-owned property is not required to pay a special assessment without legislative authorization but that such authorization is not needed for user fees or service charges. Additionally, a valid charge cannot be enforced by a lien against public property absent elector approval. Rather, the enforcement remedy is a mandamus action to compel payment. In addition, certain general laws preempt the home rule power of local governments to impose special assessments on educational institutions.

As discussed previously and documented in the "Incident Data" section of this document, the fire services incidents were analyzed to determine the fire services demand for all governmental property. It was determined that approximately 13.87% of the total fire calls were attributable to governmental property. Therefore, approximately 13.87% of the total assessable budget was allocated to governmental property as shown in Table 18 below.

**Table 18**  
**Government Cost Allocation**

Total Assessable Costs	Percentage of Governmental Calls	Governmental Cost Allocation
\$38,893,934	13.87%	\$5,399,254

The costs attributable to each governmental entity will be allocated based on each entities percentage of the total governmental square footage as determined by the City. GSG calculated a rate per square foot for governmental property based on the governmental cost allocation in Table 18 and the total governmental square footage as provided by the City. This calculation is shown in Table 19 below.

**Table 19**  
**Government Rate Calculation**

Governmental Cost Allocation	Total Government Square Feet	Government Rate Per Square Foot
\$5,399,254	25,608,345	\$0.211

# Additional Information

## EXEMPTION CALCULATIONS

GSG utilized the most current data to identify institutional, tax-exempt parcels within the County in order to calculate the aggregate cost ('buy down') of these parcels. In addition, best efforts were made by GSG to reconcile any differences necessary to calculate the estimated buy down for this exemption category. Missing or incorrect property data could affect the estimated aggregate costs.

## NON-SPECIFIC CALLS

In the fire call analysis, certain fire related calls were classified as non-property specific, because of the location of occurrence in the incident report. These calls represent non-specific incidents that either could not be correlated to a specific parcel or involved auto accidents or other types of incidents along roads and highways. These calls are excluded from the analysis that determines the percentage of calls for service to respective property types and therefore, are not considered in the determination of the extent of budget required to fund the department. Because the budget is established based on the ability of the department to adequately protect structures, no adjustment has been made to the budget due to non-property specific calls.

## MOBILE HOME AND RECREATIONAL VEHICLE PARK VACANCY CREDIT

As a consequence of the transient use and potential extraordinary vacancies within mobile home and recreational vehicle (RV) parks as compared to other residential property and the lack of demand for fire services for unoccupied spaces, it is fair and reasonable to provide for an extraordinary vacancy adjustment procedure for mobile home and RV park properties. Vacant mobile home and RV spaces within a mobile home or RV park will be charged; however, these properties will be eligible for an extraordinary vacancy adjustment for vacant mobile home or RV spaces.

## VERIFICATION OF SQUARE FOOTAGE OF STRUCTURES ON TAX-EXEMPT PARCELS

The ad valorem tax roll provides the data required to determine value. So long as properties remain in the name of owners exempt from ad valorem taxation, the property appraiser may not consistently maintain data related to building improvements on such parcels. As a consequence of such data imperfections, the square footage on some of the parcels, particularly for institutional private sector classifications, may not be complete. The City of Tallahassee Fire Department staff has assisted GSG in verifying square footage information for certain parcels of property within the County.

## BILLING PROPERTIES WITH MULTIPLE UTILITY ACCOUNTS

The proposed methodology can determine the assessment rate per building on a tax parcel. However, for some non-residential properties there may be many utility accounts assigned to a building. When utilizing the utility bill to collect the Fire Services Assessment, a considerable amount of data collection will be necessary to assess each utility account assigned to the building.

# Appendix A

## SITUATION FOUND CODES AND DESCRIPTIONS

Code	Description	Type
100	Fire, Other	Non-EMS
111	Building Fire	Non-EMS
112	Fires in structures other than in a building	Non-EMS
113	Cooking fire, confined to a container	Non-EMS
114	Chimney or flue fire, confined to chimney or flue	Non-EMS
115	Incinerator overload or malfunction, fire confined	Non-EMS
116	Fuel burner/boiler malfunction, fire confined	Non-EMS
117	Commercial compactor fire, confined to rubbish	Non-EMS
118	Trash or rubbish fire, contained	Non-EMS
118B	Bonfire Contained	Non-EMS
120	Fire in mobile property used as a fixed structure, other	Non-EMS
121	Fire in mobile home used as a fixed residence	Non-EMS
122	Fire in mobile home, camper, recreational vehicle	Non-EMS
123	Fire in portable building, fixed location	Non-EMS
130	Mobile property (vehicle) fire, other	Non-EMS
131	Passenger vehicle fire	Non-EMS
132	Road freight or transport vehicle fire	Non-EMS
134	Water vehicle fire	Non-EMS
137	Camper or RV fire	Non-EMS
138	Off Road vehicle or heavy equipment fire	Non-EMS
140	Natural vegetation fire	Non-EMS
141	Forest, woods or wildland fire	Non-EMS
142	Brush, or brush and grass mixture fire	Non-EMS
143	Grass fire	Non-EMS
150	Outside rubbish fire, other	Non-EMS
151	Outside rubbish, trash or waste fire	Non-EMS
152	Garbage dump or sanitary landfill fire	Non-EMS
153	Construction or demolition landfill fire	Non-EMS
154	Dumpster or other outside trash receptacle fire	Non-EMS
155	Outside stationary compactor/compacted trash fire	Non-EMS
160	Special outside fire, other	Non-EMS
161	Outside storage fire	Non-EMS
162	Outside equipment fire	Non-EMS
170	Cultivated vegetation, crop fire, other	Non-EMS
200	Overpressure rupture, explosion, overheat, other	Non-EMS
210	Overpressure rupture from steam, other	Non-EMS
211	Overpressure rupture of steam pipe or pipeline	Non-EMS
213	Steam rupture of pressure or process vessel	Non-EMS
220	Overpressure rupture from air or gas, other	Non-EMS
221	Overpressure rupture of air or gas pipe/pipeline	Non-EMS
223	Air or gas rupture of pressure or process vessel	Non-EMS
240	Explosion (no fire), other	Non-EMS
243	Fireworks explosion (no fire)	Non-EMS
251	Excessive heat, scorch burns with no ignition	Non-EMS
3	Rescue Call	EMS
300	Rescue, EMS call, other	EMS
311	Medical assist, assist EMS crew	EMS
320	Allergic reaction	EMS

Code	Description	Type
321	EMS call, excluding vehicle accident with injury	EMS
321B	Blood Pressure Check	EMS
322	Vehicle accident with injuries	EMS
323	Motor vehicle/pedestrian accident (MV Ped)	EMS
324	Motor Vehicle Accident, No Injuries	Non-EMS
331	Lock-in (if lock out, use 511)	Non-EMS
341	Search for person on land	Non-EMS
342	Search for person in water	Non-EMS
350	Extrication, rescue, other	Non-EMS
351	Extrication of victim(s) from building/structure	Non-EMS
352	Extrication of victim(s) from vehicle	Non-EMS
353	Removal of victim(s) from stalled elevator	Non-EMS
354	Trench/below grade rescue	Non-EMS
355	Confined space rescue	Non-EMS
356	High angle rescue	Non-EMS
361	Swimming/recreational water areas rescue	Non-EMS
365	Watercraft rescue	Non-EMS
370	Electrical rescue	Non-EMS
371	Electrocution or potential electrocution	Non-EMS
372	Trapped by power lines	Non-EMS
381	Rescue or EMS standby	EMS
400	Hazardous condition, other	Non-EMS
400P	Hazardous Condition Powder	Non-EMS
410	Flammable gas or liquid condition, other	Non-EMS
411	Gasoline or other flammable liquid spill	Non-EMS
412	Gas leak	Non-EMS
413	Oil or other combustible liquid spill	Non-EMS
422	Chemical spill or leak	Non-EMS
423	Refrigeration leak	Non-EMS
424	Carbon monoxide incident	Non-EMS
440	Electrical wiring/equipment problem, other	Non-EMS
441	Heat from short circuit (wiring), defective/worn	Non-EMS
442	Overheated motor	Non-EMS
443	Light ballast breakdown	Non-EMS
444	Power line down	Non-EMS
445	Arcing, shorted electrical equipment	Non-EMS
451	Police Assist	Non-EMS
460	Accident, potential accident, other	Non-EMS
461	Building or structure weakened or collapsed	Non-EMS
462	Aircraft standby	Non-EMS
462A	Aircraft Standby, Electrical Indicators	Non-EMS
462E	Aircraft Standby, Engine Failure	Non-EMS
462O	Aircraft Standby, Other	Non-EMS
463	Vehicle accident, general cleanup	Non-EMS
471	Explosive, bomb removal (for bomb scare, use 721)	Non-EMS
480	Attempted burning, illegal action, other	Non-EMS
481	Attempt to burn	Non-EMS
482	Threat to burn	Non-EMS



Code	Description	Type
500	Service call, other	Non-EMS
500C	Service Call Other - Check	Non-EMS
510	Person in distress, other	Non-EMS
511	Lock-out	Non-EMS
512	Ring or jewelry removal	Non-EMS
520	Water problem, other	Non-EMS
521	Water evacuation	Non-EMS
522	Water or steam leak	Non-EMS
531	Smoke or odor removal	Non-EMS
540	Animal problem, other	Non-EMS
541	Animal problem	Non-EMS
542	Animal rescue	Non-EMS
550	Public service assistance, other	Non-EMS
551	Assist police or other governmental agency	Non-EMS
551E	Assist EMS	EMS
551R	Airport Runway Check	Exclude
552	Police matter	Non-EMS
553	Public service	Non-EMS
553D	Public Service Smoke Detector	Non-EMS
554	Assist invalid	EMS
555	Defective elevator	Non-EMS
561	Unauthorized burning	Non-EMS
571	Cover assignment, standby, moveup	Non-EMS
600	Good intent call, other	Non-EMS
611	Dispatched & canceled en route	Non-EMS
621	Wrong location	Non-EMS
621L	Unable to Locate	Non-EMS
622	No incident found upon arrival	Non-EMS
631	Authorized controlled burning	Non-EMS
632	Prescribed fire	Non-EMS
641	Vicinity alarm (incident in other location)	Non-EMS
650	Steam, other gas mistaken for smoke, other	Non-EMS
651	Smoke scare, odor of smoke	Non-EMS
652	Steam, vapor, fog or dust thought to be smoke	Non-EMS
653	Barbecue, tar kettle	Non-EMS
661	EMS call, party transported by non-fire agency	EMS
671	Hazmat release investigation w/no hazmat	Non-EMS
672	Biological hazard investigation, none found	Non-EMS
700	False alarm or false call, other	Non-EMS
710	Malicious, mischievous false call, other	Non-EMS
711	Municipal alarm system, malicious false alarm	Non-EMS
712	Direct tie to FD, malicious/false alarm	Non-EMS
713	Telephone, malicious false alarm	Non-EMS
714	Central station, malicious false alarm	Non-EMS
715	Local alarm system, malicious false alarm	Non-EMS
721	Bomb scare - no bomb	Non-EMS
730	System malfunction	Non-EMS
731	Sprinkler activation due to malfunction	Non-EMS

Code	Description	Type
732	Extinguishing system activation due to malfunction	Non-EMS
733	Smoke detector activation due to malfunction	Non-EMS
734	Heat detector activation due to malfunction	Non-EMS
735	Alarm system sounded due to malfunction	Non-EMS
736	CO detector activation due to malfunction	Non-EMS
740	Unintentional transmission of alarm, other	Non-EMS
740R	Alarm Reset	Non-EMS
741	Sprinkler activation, no fire - unintentional	Non-EMS
742	Extinguishing system activation	Non-EMS
743	Smoke detector activation, no fire - unintentional	Non-EMS
744	Detector activation, no fire - unintentional	Non-EMS
745	Alarm system sounded, no fire - unintentional	Non-EMS
745B	Alarm System Activated/Burnt Floor/No Fire	Non-EMS
745T	Alarm System Activated/Testing/Maintenance	Non-EMS
746	Carbon monoxide detector activation, no CO	Non-EMS
800	Severe weather or natural disaster, other	Non-EMS
813	Wind storm, tornado/hurricane assessment	Non-EMS
814	Lightning strike (no fire)	Non-EMS
900	Special type of incident, other, Dumpster fire	Non-EMS
900A	Training/Academy	Exclude
900B	Training/Territory	Exclude
900E	Inspection	Exclude
900G	Drug Test	Exclude
900H	Hose Testing	Exclude
900I	Hydrant Inspection	Exclude
900P	Prefire Planning	Exclude
900R	Fire/Re-Check	Non-EMS
900T	Test Incident/CAD/PMDC	Exclude
911	Citizen complaint	Non-EMS

## Appendix B

### FIXED PROPERTY USE CODES AND DESCRIPTIONS

Code	Description	Category
000	FIXED PROP USE UNDETERMINED	NON-SPECIFIC
100	UNKNOWN OTHER	NON-SPECIFIC
110	FIXED USE RECREATION, OTHER	COMMERCIAL
111	BOWLING ESTABLISHMENT	COMMERCIAL
112	BILLIARD CENTER	COMMERCIAL
113	AMUSEMENT CENTER	COMMERCIAL
115	ROLLER RINK	COMMERCIAL
116	SWIMMING FACILITY	COMMERCIAL
120	VARIABLE USE AMUSEMENT/RECREATION	COMMERCIAL
121	BALLROOM, GYMNASIUM	COMMERCIAL
122	EXHIBITION HALL	COMMERCIAL
123	ARENA/STADIUM	COMMERCIAL
124	PLAYGROUND	COMMERCIAL
129	AMUSEMENT CENTER INDOOR/OUTDOOR	COMMERCIAL
130	PLACES OF WORSHIP, CHURCH, FUNERAL PARLOR	COMMERCIAL
131	CHURCH/CHAPEL	COMMERCIAL
134	FUNERAL PARLOR/CHAPEL	COMMERCIAL
140	CLUBS, OTHER	COMMERCIAL
141	ATHLETIC CLUB/YMCA	COMMERCIAL
142	CLUB HOUSE	COMMERCIAL
143	YACHT CLUB	COMMERCIAL
144	CASINO, GAMBLING CLUBS	COMMERCIAL
150	PUBLIC, GOVT, OTHER	COMMERCIAL
151	LIBRARY	COMMERCIAL
152	MUSEUM, ART GALLERY	COMMERCIAL
154	MEMORIAL STRUCTURE, MONUMENT	COMMERCIAL
155	COURT ROOM	COMMERCIAL
160	EATING/DRINKING PLACES	COMMERCIAL
161	RESTAURANT	COMMERCIAL
162	NIGHTCLUB	COMMERCIAL
170	TERMINALS OTHER	COMMERCIAL
173	BUS TERMINAL	COMMERCIAL
180	THEATER, STUDIO OTHER	COMMERCIAL
181	PERFORMANCE THEATER	COMMERCIAL
182	AUDITORIUM, CONCERT HALL	COMMERCIAL
183	MOVIE THEATER	COMMERCIAL
185	RADIO, TV STUDIO	COMMERCIAL
200	EDUCATIONAL PROPERTY OTHER	COMMERCIAL
210	SCHOOLS NON-ADULT OTHER	COMMERCIAL
211	PRE-SCHOOL	COMMERCIAL
213	ELEMENTARY SCHOOL	COMMERCIAL
215	HIGH SCHOOL/JR HIGH/MIDDLE SCHOOL	COMMERCIAL
241	COLLEGE/UNIVERSITY	COMMERCIAL
254	DAY CARE-IN COMMERCIAL PROPERTY	COMMERCIAL
255	DAY CARE-IN RESIDENCE-LICENSED	COMMERCIAL
300	HEALTHCARE/DETENTION OTHER	COMMERCIAL
311	CARE OF THE AGED/NURSING STAFF	COMMERCIAL
321	MENTAL RETARDATION/DEVELOPMENT DISABILITY FACILITY	COMMERCIAL



Code	Description	Category
322	ALCOHOL/SUBSTANCE ABUSE RECOVERY CENTER	COMMERCIAL
323	ASYLUM/MENTAL INSTITUTION	COMMERCIAL
331	HOSPITAL-MEDICAL/PSYCHIATRIC	COMMERCIAL
332	HOSPICES	COMMERCIAL
340	CLINICS, OTHER	COMMERCIAL
341	CLINIC, CLINIC-TYPE INFIRMARY	COMMERCIAL
342	DOCTOR/DENTIST/SURGEONS OFFICE	COMMERCIAL
343	HEMODIALYSIS UNIT	COMMERCIAL
361	JAIL/PRISON - NOT JUVENILE	COMMERCIAL
363	REFORMATORY, JUVENILE DETENTION CENTER	COMMERCIAL
365	POLICE STATION	COMMERCIAL
365A	POLICE TRAINING CENTER	COMMERCIAL
400	RESIDENTIAL OTHER	RESIDENTIAL
419	ONE- AND TWO-FAMILY DWELLING	RESIDENTIAL
429	MULTI-FAMILY DWELLINGS	RESIDENTIAL
439	ROOMING, BOARDING, RESIDENTIAL HOTELS	COMMERCIAL
449	HOTELS, MOTELS, INNS, LODGES	COMMERCIAL
459	RESIDENTIAL BOARD AND CARE	COMMERCIAL
460	DORMITORIES OTHER	COMMERCIAL
462	FRATERNITY, SORORITY HOUSE	COMMERCIAL
464	MILITARY BARRACKS/DORMITORY	RESIDENTIAL
500	MERCANTILE PROPERTIES OTHER	COMMERCIAL
511	CONVENIENCE STORE	COMMERCIAL
519	FOOD, BEVERAGE SALES, GROCERY STORE	COMMERCIAL
529	TEXTILE, WEARING APPAREL SALES	COMMERCIAL
539	HOUSEHOLD GOODS SALES, REPAIRS	COMMERCIAL
549	SPECIALTY SHOPS	COMMERCIAL
557	BARBER, BEAUTY SHOP, PERSONAL SERVICES	COMMERCIAL
559	RECREATIONAL, HOBBY, HOME SALES, PET STORE	COMMERCIAL
564	SELF-SERVICE LAUNDRY/DRY CLEANING	COMMERCIAL
569	PROFESSIONAL SUPPLIES	COMMERCIAL
571	SERVICE STATION	COMMERCIAL
579	MOTOR VEHICLE, BOAT SALES/SERVICE/REPAIRS	COMMERCIAL
580	GENERAL ITEM STORES, OTHER	COMMERCIAL
581	DEPARTMENT STORE	COMMERCIAL
592	BANK W/FIRST STORY BANKING FACILITY	COMMERCIAL
593	MEDICAL, RESEARCH, SCIENTIFIC OFFICE	COMMERCIAL
596	POST OFFICE OR MAILING FORMS	COMMERCIAL
599	BUSINESS OFFICES	COMMERCIAL
600	BASIC INDUSTRY, UTILITY, DEFENSE OTHER	INDUSTRIAL/WAREHOUSE
610	ENERGY PRODUCTION, OTHER	INDUSTRIAL/WAREHOUSE
614	STEAM, HEAT ENERGY PLANT	INDUSTRIAL/WAREHOUSE
615	ELECTRIC GENERATING PLANT	INDUSTRIAL/WAREHOUSE
629	LABORATORIES	INDUSTRIAL/WAREHOUSE
631	NATIONAL DEFENSE SITE/MILITARY SITE	COMMERCIAL
635	COMPUTER, DATA PROCESSING CNTR	INDUSTRIAL/WAREHOUSE
639	COMMUNICATIONS CENTER	INDUSTRIAL/WAREHOUSE
640	UTILITY, ENERGY DISTRIBUTION CNTR OTHER	INDUSTRIAL/WAREHOUSE

Code	Description	Category
642	ELECTRIC TRANSMISSION DISTIB. SYSTEM	INDUSTRIAL/WAREHOUSE
644	GAS DISTRIBUTION SYSTEM, PIPELINE	INDUSTRIAL/WAREHOUSE
647	WATER UTILITY	INDUSTRIAL/WAREHOUSE
648	SANITARY SERVICE	INDUSTRIAL/WAREHOUSE
655	CROPS, ORCHARDS	LAND
669	FOREST, TIMBERLAND	LAND
700	MANUFACTURING PROPERTY, PROCESSING	INDUSTRIAL/WAREHOUSE
800	STORAGE PROPERTY OTHER	INDUSTRIAL/WAREHOUSE
807	OUTSIDE MATERIAL STORAGE AREA	NON-SPECIFIC
808	SHED	NON-SPECIFIC
819	LIVESTOCK, POULTRY STORAGE	LAND
839	REFRIGERATED STORAGE	INDUSTRIAL/WAREHOUSE
880	VEHICLE STORAGE; OTHER	INDUSTRIAL/WAREHOUSE
882	GENERAL VEHICLE PARKING GARAGE	INDUSTRIAL/WAREHOUSE
888	FIRE STATIONS	COMMERCIAL
888T	FIRE TRAINING CENTER/ACADEMY	COMMERCIAL
891	GENERAL WAREHOUSE	INDUSTRIAL/WAREHOUSE
898	WHARF, PIER	INDUSTRIAL/WAREHOUSE
899	RESIDENTIAL OR SELF STORAGE UNITS	INDUSTRIAL/WAREHOUSE
900	OUTSIDE, SPECIAL PROPERTIES; OTHER	NON-SPECIFIC
919	DUMP SANITARY LANDFILL	NON-SPECIFIC
921	BRIDGE, TRESTLE	NON-SPECIFIC
926	OUTBUILDING, EXCLUDING GARAGE	NON-SPECIFIC
931	OPEN LAND, FIELD	LAND
935	CAMPSITE WITH UTILITIES	COMMERCIAL
936	VACANT LOT	LAND
938	GRADED AND CARED FOR PLOTS OF LAND	LAND
940	WATER AREAS, OTHER	NON-SPECIFIC
946	LAKE/RIVER/STREAM	NON-SPECIFIC
951	RAILROAD RIGHT OF WAY	NON-SPECIFIC
952	SWITCH YARD, MARSHALLING YARD	NON-SPECIFIC
960	STREET, OTHER	NON-SPECIFIC
961	DIVIDED HIGHWAY, HIGHWAY	NON-SPECIFIC
962	PAVED PUBLIC STREET, RESIDENTIAL	NON-SPECIFIC
963	PAVED PRIVATE STREET, COMMERCIAL	NON-SPECIFIC
965	UNCOVERED PARKING AREA	NON-SPECIFIC
972	AIRCRAFT RUNWAY	COMMERCIAL
972H	AIRCRAFT HANGER/STORAGE	COMMERCIAL
972T	AIRPORT CONTROL TOWER	COMMERCIAL
974	AIRCRAFT LOADING AREA	COMMERCIAL
981	CONSTRUCTION SITE	NON-SPECIFIC
983	PIPELINE, POWER LINE RIGHT OF WAY	NON-SPECIFIC
984	INDUSTRIAL PLANT YARD	INDUSTRIAL/WAREHOUSE
NNN	NONE	NON-SPECIFIC
UUU	UNDETERMINED	NON-SPECIFIC

## Appendix C

### LEON COUNTY PROPERTY APPRAISER BUILDING IMPROVEMENT CODES AND USE DESCRIPTIONS WITH ASSIGNMENT OF PROPERTY USE CATEGORY

Code	Description	Category
0100	SINGLE FAMILY RESIDENTIAL	Residential
0300	DUPLEX	Residential
0400	CONDOMINIUM	Residential
0500	STUDENT APARTMENTS	Residential
0501	FRAT/SORORITY	Commercial
0510	STUDENT MULTI LEASE	Residential
0600	STANDARD APARTMENTS	Residential
0601	APT/ LESS THAN 10 UNITS	Residential
0602	DORMITORY	Residential
0650	LIHTC	Residential
0700	TOWNHOUSE	Residential
0800	MOBILE HOME	Residential
1000	GARDEN APARTMENT	Residential
1100	HIGH RISE	Residential
1200	EXEMPT MULTI FAMILY	Residential
1400	MOTELS	Commercial
1500	EXTENDED STAY HOMES	Commercial
1600	HOTELS	Commercial
1700	HOSP/NURS HOME	Residential
1710	NURSING HOME	Residential
1720	CLINIC	Commercial
1730	VET CLINIC	Commercial
1740	REGIONAL MEDICAL CENTER	Commercial
1750	ASSISTED LIVING FACILITY	Residential
1800	CO-OP	Residential
2000	STORE	Commercial
2010	CONDO-STORE	Commercial
2011	SALON/BARBER SHOP	Commercial
2012	LAUNDROMAT	Commercial
2013	CARWASH	Commercial
2014	PHYS FITNESS CENTER	Commercial
2015	STORE SFR CONV	Commercial
2016	IND/RETAIL/STORE	Commercial
2018	DRY CLEANERS	Commercial
2020	CONVENIENCE STORE	Commercial
2030	CONV-STORE/GAS	Commercial
2040	SUPERMARKET	Commercial
2050	PHARMACY	Commercial
2060	JR DISCOUNT	Commercial
2070	SUPER DISCOUNT	Commercial
2080	AUTO PARTS	Commercial
2090	AUTO SERVICE	Commercial
2100	DEPARTMENT STORE	Commercial
2110	JR DEPARTMENT STORE	Commercial
2200	SHOP CENTER	Commercial
2210	NBHD SHOP CENTER	Commercial
2220	COMM SHOP CENTER	Commercial
2300	SERVICE STATION	Commercial



Code	Description	Category
2400	REC/BOWL ALLEY	Commercial
2410	CLUBHOUSE/REC	Commercial
2500	REST/LOUNGE	Commercial
2510	FAMILY RESTAURANT	Commercial
2520	TAKE-OUT RESTAURANT	Commercial
2600	FAST FOOD DRIVE IN	Commercial
2610	FAST FOOD NO SEAT	Commercial
2620	NITE CLUB	Commercial
2700	AUDIT/THEATER	Commercial
2800	MALL	Commercial
2810	SUPER REG MALL	Commercial
3000	OFFICE	Commercial
3010	OFFICE CONDO	Commercial
3015	OFFICE CONDO HIGH RISE	Commercial
3020	OFFICE STRIP CENTER	Commercial
3030	OFFICE LOW RISE	Commercial
3040	OFFICE MID RISE	Commercial
3045	OFFICE PARK	Commercial
3050	OFFICE HIGH RISE	Commercial
3060	OFFICE INDUSTRIAL	Commercial
3070	OFFICE/SFR CONVERSION	Commercial
3080	CONDO MEDICAL OFFICE	Commercial
3100	ED/RELIGIOUS	Commercial
3110	CHILD CARE	Commercial
3200	PUBLIC PARKING	Industrial/Warehouse
3300	BANKS	Commercial
3400	BANKS-BRANCH	Commercial
3410	BANKS-DRV THRU	Commercial
3500	FUNERAL HOME	Commercial
3600	TRAINING CENTER	Commercial
3700	MEDICAL OFFICE	Commercial
3901	BROADCAST CENTER	Commercial
3902	WCTV 2	Commercial
3930	CLASSROOM/TRAINING	Commercial
3940	LIBRARY/MULTI-MEDIA	Commercial
3950	OFFICES	Commercial
3960	DORMITORY/HOUSING	Commercial
3970	MEDICAL FACILITIES	Commercial
3980	COURTHOUSE	Commercial
4000	WAREHOUSE	Industrial/Warehouse
4010	CONDO WAREHOUSE	Industrial/Warehouse
4020	DISTRIBUTION WAREHOUSE	Industrial/Warehouse
4030	TECH MANUFACTURING	Industrial/Warehouse
4031	INDUSTRIAL OFFICE	Industrial/Warehouse
4040	WAREHOUSE/MULTI-BAY	Industrial/Warehouse
4100	SERVICE/PARKING GARAGE	Industrial/Warehouse
4110	INDEPENDENT AUTO CENTER	Commercial
4200	MINI WAREHOUSE	Industrial/Warehouse

Code	Description	Category
4300	COLD STORAGE	Industrial/Warehouse
4400	LIGHT MANUFACTURING	Industrial/Warehouse
4500	HEAVY MANUFACTURING	Industrial/Warehouse
4600	AUTO SHOW/GARAGE	Industrial/Warehouse
4610	CAR/TRUCK RENTAL	Commercial
4620	BOAT S/E DEALER	Commercial
4700	PREFAB METAL BUILDING	Not Used
4800	BARN SHED	Not Used
4810	AIRPORT TERMINAL	Commercial
4900	MAINT/MECH/WAREHOUSING	Industrial/Warehouse
4910	RESEARCH/DEVELOP LABS	Industrial/Warehouse
4920	STADIUMS/ARENAS	Commercial
4930	PARKING GARAGES	Industrial/Warehouse
4940	PRISONS/JAILS	Commercial
4950	MILITARY FACILITIES	Commercial
4960	FIRE STATION	Commercial
MHPK	MOBILE HOME PARK	Residential
MUSE	MUSEUM/CULTURAL	Commercial
RVPK	RV PARK	Commercial

## Appendix D

### DEPARTMENT OF REVENUE (DOR) CODES

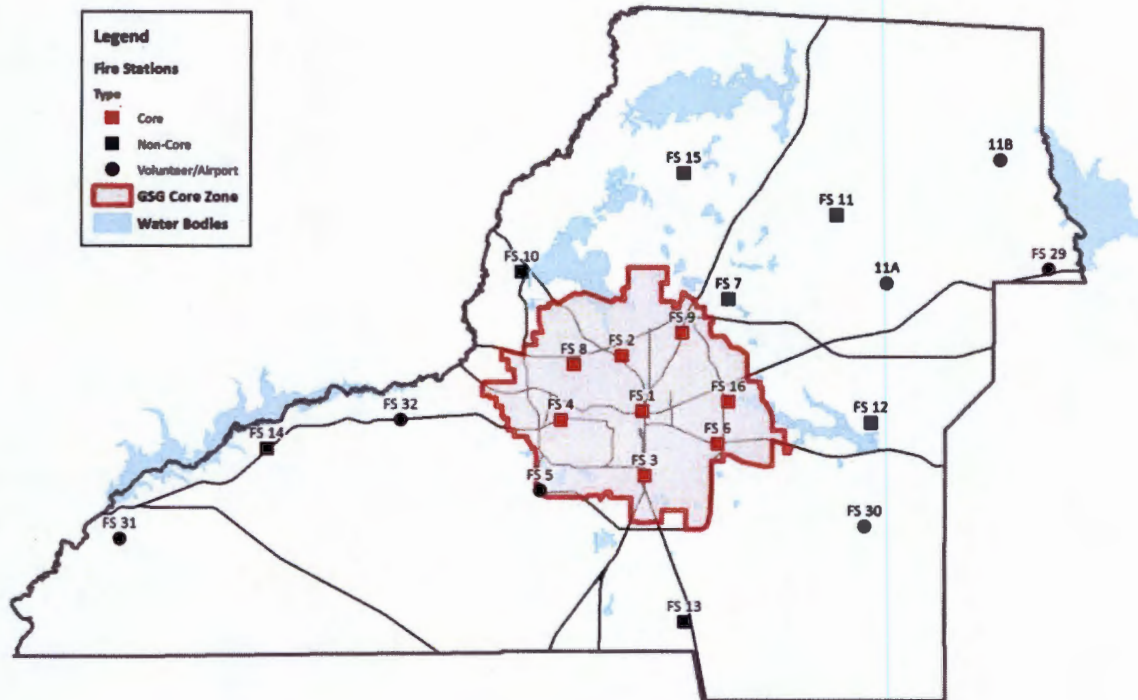
CODE	DESCRIPTION
0	VACANT RESIDENTIAL
100	SINGLE FAMILY IMPROVED
200	MOBILE HOME
300	MULTI FAMILY +10 UNITS
400	CONDOMINIUM
500	CO-OPS
600	RETIREMENT HOMES/NONEXPT
700	MISC RESIDENTIAL
800	MULTI FAMILY 2-9 UNITS
1000	VACANT COMMERCIAL
1100	STORES 1 STORY
1200	MIXED USE STORE/OFFICE
1300	DEPARTMENT STORES
1400	SUPERMARKETS
1500	REGIONAL SHOPPING CTRS
1600	COMMUNITY SHOPPING CTR
1700	OFFICE NON-PROF 1 STORY
1800	OFFICE NON-PROF 2+ STORY
1900	PROFFESIONAL SERVICES
2000	AIR/MARINE/BUS TERMINALS
2100	RESTAURANTS/CAFETERIAS
2200	DRIVE-IN RESTAURANT
2300	BANK/S & L/MORTGAGE/CREDIT
2400	INSURANCE COMPANY OFFICE
2500	REPAIRS SVC TV/LAUNDRIES
2600	SERVICE STATIONS
2700	AUTO SALES/SERVICE/RENTAL
2800	MOBILE HOME PARKS/PK LOTS
2900	WHOLESALE/PRODUCE OUTLETS
3000	FLORIST/GREENHOUSE
3100	OPEN STADIUMS
3200	THEATER/AUDITORIUM (ENCL)
3300	NIGHTCLUB/BAR/LOUNGE
3400	BOWLING/SKATING/POOL HALL
3500	TOURIST ATTRACTION
3600	CAMPS
3700	RACE TRACK; HORSE/DOG/AUTO
3800	GOLF COURSE/DRIVING RANGE
3900	HOTELS/MOTELS
4000	VACANT INDUSTRIAL
4100	LT MFG/SM MACH SHOP/PRINT
4200	HEAVY IND/EQUIP MFG/MACH
4300	LUMBER YARD/SAWMILL
4400	PACK PLANT (FRUIT/MEAT)
4500	CANNERIES/DISTILLERIES

CODE	DESCRIPTION
4600	FOOD PROCESSING/BAKERIES
4700	CEMENT PLANTS
4800	WAREHOUSING
4900	OPEN STORAGE
5000	IMPROVED AGRICULTURAL
5100	VEGETABLE CROPS
5200	BI-ANNUAL ROW CROPS
5300	ROW CROPS
5400	TIMBERLAND SITE 90+
5500	TIMBERLAND SITE 80-89
5600	TIMBERLAND SITE 70-79
5700	TIMBERLAND SITE 60-69
5800	TIMBERLAND SITE 50-59
5900	TIMBERLAND NOT CLASSIFIED
6000	IMPROVED PASTURE LAND
6100	SEMI-IMPROVED LAND
6200	NATIVE LAND
6300	WASTE LAND
6400	GRAZING LAND CLASS V
6500	GRAZING LAND CLASS VI
6600	CITRUS
6700	POULTRY/BEES/FISH/RABBIT
6800	DAIRY, HOG & CATTLE FEED
6900	ORNAMENTALS, MISC AG
7000	VACANT INSTITUTIONAL
7100	CHURCHES
7200	PRIVATE SCHOOLS & COLLEGE
7300	PRIVATE OWNED HOSPITALS
7400	HOMES FOR THE AGED
7500	ORPHANAGES
7600	MORTUARIES/CEMETERIES
7700	CLUBS, LODGES, UNION HALLS
7800	SANITARIUMS, CONVALES, REST
7900	CULTURAL ORG, FACILITIES
8000	UNDEFINED
8100	MILITARY
8200	GOVT FOREST/PARKS/RECREATIONAL
8300	PUBLIC COUNTY SCHOOLS
8400	COLLEGES
8500	HOSPITALS
8600	COUNTY
8700	STATE
8800	FEDERAL
8900	MUNICIPAL NOT PARKS
9000	LEASEHOLD GOVT OWNED

CODE	DESCRIPTION
9100	UTILITIES, GAS/ELEC/TELEP
9200	MINING, PETROLEUM, GAS
9300	SUBSURFACE RIGHTS
9400	RIGHT-OF-WAY
9500	RIVERS & LAKES, SUBMERGED
9600	SEWAGE DISP, BORROW PITS
9700	OUTDOOR REC OR PARK
9800	CENTRALLY ASSESSED
9900	ACREAGE NON AGRICULTURAL

# Appendix E

## MAP OF SERVICE ZONES





## Rate Schedule

		Per Annum For FY 2016 and FY 2017		Per Annum for FY 2018 and each Fiscal Year Thereafter	
		Zone 1	Zone 2	Zone 1	Zone 2
<u>Residential</u>	<u>Per Residential Dwelling Unit</u>	\$170.85	\$157.25	\$201.00	\$185.00
<u>Commercial/Institutional</u>	<u>Square Feet Classification</u>				
	≤ 1,999	\$249.05	\$226.95	\$293.00	\$267.00
	2,000 - 3,499	\$497.25	\$453.05	\$585.00	\$533.00
	3,500 - 4,999	\$869.55	\$793.05	\$1,023.00	\$933.00
	5,000 - 9,999	\$1,241.85	\$1,132.20	\$1,461.00	\$1,332.00
	10,000 - 19,999	\$2,482.85	\$2,263.55	\$2,921.00	\$2,663.00
	20,000 - 29,999	\$4,965.70	\$4,527.10	\$5,842.00	\$5,326.00
	30,000 - 39,999	\$7,447.70	\$6,790.65	\$8,762.00	\$7,989.00
	40,000 - 49,999	\$9,930.55	\$9,054.20	\$11,683.00	\$10,652.00
	50,000 - 59,999	\$12,412.55	\$11,317.75	\$14,603.00	\$13,315.00
	60,000 - 69,999	\$14,895.40	\$13,581.30	\$17,524.00	\$15,978.00
	70,000 - 79,999	\$17,377.40	\$15,844.85	\$20,444.00	\$18,641.00
	80,000 - 89,999	\$19,860.25	\$18,108.40	\$23,365.00	\$21,304.00
	90,999 - 99,999	\$22,342.25	\$20,371.95	\$26,285.00	\$23,967.00
	≥ 100,000	\$24,825.10	\$22,635.50	\$29,206.00	\$26,630.00
<u>Industrial/Warehouse</u>	≤ 1,999	\$23.80	\$64.60	\$28.00	\$76.00
	2,000 - 3,499	\$47.60	\$129.20	\$56.00	\$152.00
	3,500 - 4,999	\$83.30	\$225.25	\$98.00	\$265.00
	5,000 - 9,999	\$118.15	\$321.30	\$139.00	\$378.00
	10,000 - 19,999	\$236.30	\$642.60	\$278.00	\$756.00
	20,000 - 29,999	\$472.60	\$1,284.35	\$556.00	\$1,511.00
	30,000 - 39,999	\$708.90	\$1,926.10	\$834.00	\$2,266.00
	40,000 - 49,999	\$945.20	\$2,567.85	\$1,112.00	\$3,021.00
	50,000 - 59,999	\$1,181.50	\$3,209.60	\$1,390.00	\$3,776.00
	60,000 - 69,999	\$1,417.80	\$3,852.20	\$1,668.00	\$4,532.00
	70,000 - 79,999	\$1,654.10	\$4,493.95	\$1,946.00	\$5,287.00
	80,000 - 89,999	\$1,890.40	\$5,135.70	\$2,224.00	\$6,042.00
	90,999 - 99,999	\$2,126.70	\$5,777.45	\$2,502.00	\$6,797.00
	≥ 100,000	\$2,363.00	\$6,419.20	\$2,780.00	\$7,552.00
<u>Governmental</u>	per square foot	\$0.18	\$0.18	\$0.21	\$0.21

## **EXHIBIT 2**

### **FIRE RESCUE SERVICES NON-AD VALOREM ASSESSMENT ROLL**

Due to the voluminous nature thereof, the assessment roll is not attached to this Resolution in this Agenda Item but is available for public inspection at <https://leoncountyfl.gov/specialassessment> and in the office of the County Administrator. Anyone needing assistance may contact the office of the County Administrator at (850) 606-5300. The assessment roll will be attached hereto upon adoption.



## CERTIFICATE TO NON-AD VALOREM ASSESSMENT ROLL

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of Leon County Board of County Comm'rs, located in Leon County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 13th day of July, 2021 year.

\_\_\_\_\_  
Chairman of the Board or authorized agent  
of Leon County Board of County Commissioners  
Name of local government  
Leon County, Florida

## **NOTICE OF PUBLIC HEARING**

Notice is hereby given, pursuant to Section 197.3632(4)(b), Florida Statutes, that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, July 13, 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 adoption of a fire rescue services non-ad valorem assessment roll for the subject parcels of improved real property located within the unincorporated area of Leon County, Florida. The purpose of the special assessment is to equitably recover costs incurred for providing and funding fire rescue services to improved parcels of property located within the unincorporated area of Leon County (geographic depiction of the property subject to the assessment is set forth below). The assessment shall be collected annually by the Leon County Tax Collector.

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](http://www.LeonCountyFL.gov)).

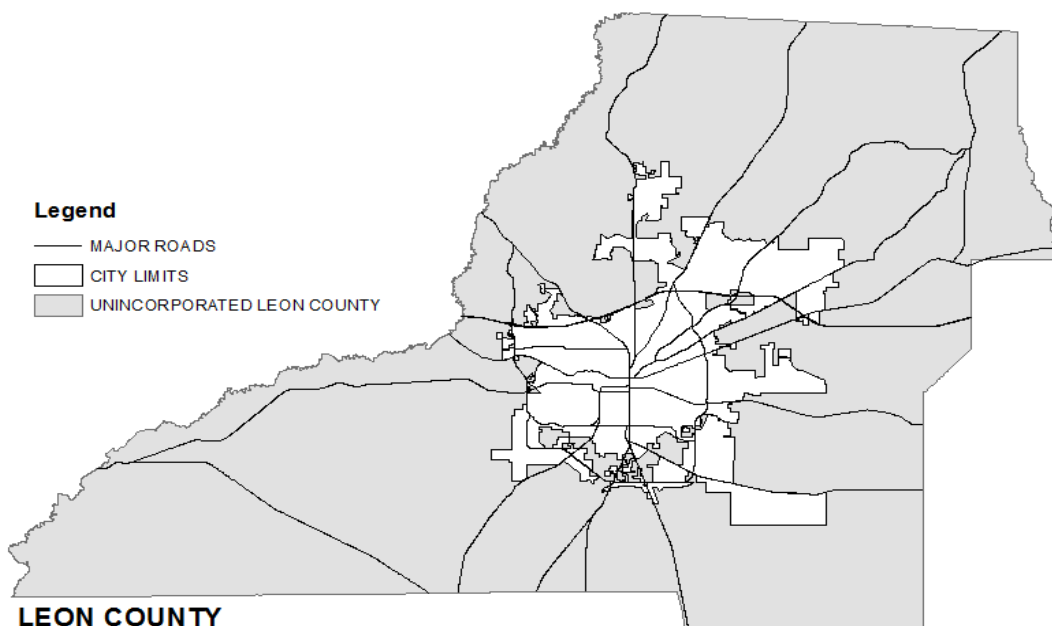
All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties may also provide virtual real-time public comments during the public hearing. Persons wishing to provide virtual real-time public comments must complete and submit the registration form provided at <https://www2.leoncountyfl.gov/coadmin/agenda/> by 8:00 p.m. on Monday, July 12, 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](mailto: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.

Written objections may be mailed to the Board within 20 days of publication of this Notice at: Leon County Board of County Commissioners, Leon County Courthouse, 301 South Monroe Street, 5th Floor Chambers, Tallahassee, Florida 32301. Written objections will also be accepted within 20 days of publication of this Notice via electronic submission by visiting <https://leoncountyfl.gov/PublicComments>. Persons needing assistance with submitting written objections may contact County Administration via telephone at (850) 606-5300 or via email at [LCG\\_PublicComments@leoncountyfl.gov](mailto:LCG_PublicComments@leoncountyfl.gov).

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.

Publish: June 21, 2021



**Leon County  
Board of County Commissioners**

**Notes for Agenda Item #42**

# Leon County Board of County Commissioners

## Agenda Item #42

July 13, 2021

**To:** Honorable Chairman and Members of the Board

**From:** Vincent S. Long, County Administrator

**Title:** First and 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

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

### **Statement of Issue:**

As required by Florida Statutes, this Public Hearing provides for the adoption of an assessment roll for all properties being assessed for the first time, and certification of the entire assessment roll for Solid Waste Disposal Services.

### **Fiscal Impact:**

This item has a fiscal impact. The FY 2022 budget includes the non-ad valorem special assessment generating \$1,617,000.

### **Staff Recommendations:**

Option #1: Conduct the first and only public hearing and approve the Resolution adopting the Solid Waste Disposal Services Non-Ad Valorem Assessment Roll (Attachment #1) and authorize the certification of the entire Roll to the Tax Collector (Attachment #2).



## **Report and Discussion**

### **Background:**

As required by Florida Statutes, this Public Hearing provides for the adoption of a Solid Waste Disposal Services assessment roll for all properties being assessed for the first time, and certification of the entire assessment roll to the Tax Collector. The Solid Waste Disposal Assessment is included on the Truth-In-Millage (TRIM) Property Tax Notice. The assessment is recommended to remain unchanged for FY 2022.

The annual disposal service assessment is applied to all single-family residences, except for apartment complexes, mobile home parks, and public lodging establishments that are served by commercial garbage service. The annual disposal service assessment covers the cost of transporting, processing, and disposing of solid waste.

Section 18-164, Leon County Code of Laws provides that, prior to October 1<sup>st</sup> of each year, the Board of County Commissioners shall: 1) adopt a budget for the operation and maintenance of the Solid Waste Management System; and 2) adopt a resolution incorporating a determination of annual fees, rates, charges, or assessments for disposal service to be imposed upon the owners of improved residential real property in the service area.

### **Analysis:**

Originally the Solid Waste Disposal Assessment was established in 1994 at \$40 per single-family residence. On August 28, 2012 the Board reestablished this assessment at the same \$40 rate, which remains in effect annually, thereafter, until such time the Board determines otherwise. No changes are recommended for the FY 2022 annual solid waste disposal service assessment.

Section 197.3632, Florida Statutes, requires that the Board of County Commissioners hold a public hearing and adopt an assessment roll for all properties being assessed for the first time, and certify the entire assessment roll to the Tax Collector by September 15<sup>th</sup>.

The proposed assessment roll is available for public inspection at the County Administration offices located on the fifth floor of the County Courthouse. A link to the County's website has also been created at <https://leoncountyfl.gov/specialassessment>, which provides additional access to persons interested in reviewing the proposed assessment roll. The proposed assessment roll has not been attached to this item due to the voluminous nature thereof. The assessment roll contains the name of the owner, the parcel identification number, the parcel address, and the amount of the assessment. Written comments and objections filed by affected property owners, if any, have been compiled and likewise have been made available for public inspection on the County's website and available for public inspection in the County Administration Office.

The proposed Resolution adopting the Solid Waste Disposal Services Non-Ad Valorem Assessment Roll for all properties subject to the assessment for the first time (Attachment #1), and

Title: First and 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

July 13, 2021

Page 3

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the Certificate to the Non-ad Valorem Assessment Roll to the Tax Collector (Attachment #2), are included for the Board's consideration.

The public hearing notice was published in the Tallahassee Democrat and first-class notices were mailed to each of the 279 property owners subject to the Non-ad Valorem Assessment for Solid Waste Disposal Services for the first time in accordance with the requirements of Section 197.3632, Florida Statutes (Attachment #3).

Not adopting the Non-ad Valorem Assessment Roll for Solid Waste Disposal Services will create a budget impact in the amount of \$1,617,000 for Fiscal Year 2022.

**Options:**

1. Conduct the first and only public hearing and approve the proposed Resolution adopting the Solid Waste Disposal Services Non-Ad Valorem Assessment Roll (Attachment #1) and authorize the certification of the entire Roll to the Tax Collector (Attachment #2).
2. Conduct the first and only public hearing and do not approve the proposed Resolution adopting the Solid Waste Disposal Services Non-Ad Valorem Assessment Roll.  
(*This action would require changes to the FY 2022 proposed budget.*)
3. Board direction.

**Recommendation:**

Option #1

**Attachments:**

1. Proposed Resolution adopting the Solid Waste Disposal Services Non-Ad Valorem Assessment Roll
2. Certificate of the entire Solid Waste Disposal Services Non-Ad Valorem Assessment Roll to the Tax Collector
3. Notice of Public Hearing



**LEON COUNTY RESOLUTION NO. R2021-**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, ADOPTING THE SOLID WASTE DISPOSAL SERVICES NON-AD VALOREM ASSESSMENT ROLL; PROVIDING FOR CERTIFICATION OF THE ROLL TO THE TAX COLLECTOR; AND PROVIDING AN EFFECTIVE DATE.**

**RECITALS**

**WHEREAS**, on June 25, 1995, the Board of County Commissioners enacted the Solid Waste Disposal Ordinance, which authorizes the Board to establish an *Annual Disposal Service Charge* for the disposal of solid waste, which is an annual special assessment imposed upon each parcel of *Improved Residential Real Property* in the *Service Area* of unincorporated Leon County; and

**WHEREAS**, on August 28, 2012, the Board of County Commissioners adopted a *Rate Resolution* determining the *Annual Disposal Service Charge* for the operation and maintenance of the solid waste disposal system applicable to all *Improved Residential Real Property* located within the *Service Area* of unincorporated Leon County (see Exhibit 1); and

**WHEREAS**, pursuant to section 18-167, Leon County Code of Laws, and section 197.3632, Florida Statutes, the Board of County Commissioners has reviewed the solid waste disposal services non-ad valorem assessment roll for conformity with the *Rate Resolution*; and

**WHEREAS**, the Board wishes to approve and adopt the solid waste disposal services non-ad valorem assessment roll and to certify the roll for collection to the Tax Collector; and

**WHEREAS**, Leon County has provided notice of this public hearing at least twenty days prior to same by first class United States mail and by publication in the *Tallahassee Democrat* advising that a public hearing would take place;

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

**Section 1. Recitals.**

The Recitals to this Resolution are incorporated herein and made a part hereof as if fully set forth below.

**Section 2. Definitions.**

For purposes of this Resolution, the definitions contained in section 18-161, Leon County Code of Laws, are incorporated herein by reference.

**Section 3. Adoption of Non-Ad Valorem Assessment Roll.**

Pursuant to section 197.3632, Florida Statutes, Leon County hereby approves and adopts the solid waste disposal services non-ad valorem assessment roll, which is attached hereto as Exhibit 2 and incorporated herein as if fully set forth below.

**Section 4. Unit of Measurement for Non-Ad Valorem Assessment.**

The unit of measurement for the annual solid waste disposal services non-ad valorem assessment is as set forth in the *Rate Resolution*, Resolution No. 2012-37, which is attached hereto as Exhibit 1 and incorporated herein as if fully set forth below, and the amount of the annual solid waste disposal services assessment is as further set forth in Exhibits 1 and 2 for each single family unit of *Improved Residential Real Property* located within the *Service Area* of the unincorporated area of Leon County, for the period commencing October 1, 2012, and continuing each year thereafter until such time as the Board determines.

**Section 5. Certification of Non-Ad Valorem Assessment Roll to Tax Collector.**

The solid waste disposal services non-ad valorem assessment roll is hereby certified to the Tax Collector for collection in accordance with Florida law.

**Section 6. Effective Date.**

This resolution shall have effect upon adoption.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this 13th day of July, 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: \_\_\_\_\_

**RESOLUTION NO. 2012- 37 ,****A RESOLUTION DETERMINING THE ANNUAL DISPOSAL SERVICE CHARGE FOR THE OPERATION AND MAINTENANCE OF THE SOLID WASTE DISPOSAL SYSTEM APPLICABLE TO ALL IMPROVED RESIDENTIAL REAL PROPERTY LOCATED WITHIN THE UNINCORPORATED AREA OF LEON COUNTY.****RECITALS**

WHEREAS, Section 18-165, Leon County Code of Laws, adopted by the Leon County Board of County Commissioners on July 25, 1995, authorizes the Board to impose an annual disposal service charge on all improved residential real property in the service area of Leon County; and

WHEREAS, Section 18-164, Leon County Code of Laws, authorizes the Board to annually adopt a resolution determining the annual disposal service charge to be imposed upon all improved residential real property within the service area; and

WHEREAS, the Board finds that the reasonable costs of providing residential solid waste disposal services within the service area is forty dollars (\$40.00) per single family residential unit per year; and

WHEREAS, the Board finds that the annual disposal service charge shall cover the period from October 1, 2012, through September 30, 2013 and annually thereafter until such time as the Board determines otherwise.

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

1. The Recitals set forth above are incorporated herein and made a part hereof.
2. The annual disposal service charge for each single family residential unit located within the service area of Leon County is hereby determined and shall be forty dollars (\$40.00) for the period from October 1, 2012, through September 30, 2013, and annually thereafter until such time as the Board determines.

3. This Resolution shall be effective upon adoption.

DONE AND ADOPTED by the Board of County Commissioners of Leon County,  
Florida, this 28th day of August, 2012.



LEON COUNTY, FLORIDA

BY: Akin Akinyemi  
Akin Akinyemi, Chairman  
Board of County Commissioners

ATTEST:  
Bob Inzer, Clerk of the Court  
Leon County, Florida

BY: [Signature]

Approved as to Form:  
Leon County Attorney's Office

BY: [Signature]

Herbert W.A. Thiele, Esq.  
County Attorney

## **EXHIBIT 2**

### **SOLID WASTE DISPOSAL SERVICES NON-AD VALOREM ASSESSMENT ROLL**

Due to the voluminous nature thereof, the assessment roll is not attached to this Resolution in this Agenda Item but is available for public inspection at <https://leoncountyfl.gov/specialassessment> and in the office of the County Administrator. Anyone needing assistance may contact the office of the County Administrator at (850) 606-5300. The assessment roll will be attached hereto upon adoption.



## CERTIFICATE TO NON-AD VALOREM ASSESSMENT ROLL

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of Leon County Board of County Comm'rs, located in Leon County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the 13th day of July, 2021 year.

\_\_\_\_\_  
Chairman of the Board or authorized agent  
of Leon County Board of County Commissioners  
Name of local government

\_\_\_\_\_  
Leon County, Florida

## **NOTICE OF PUBLIC HEARING**

Notice is hereby given, pursuant to Section 197.3632(4)(b), Florida Statutes, that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, July 13, 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 adoption of a solid waste disposal system non-ad valorem assessment roll for the subject parcels of improved real property located within the unincorporated area of Leon County, Florida. The purpose of the assessment is to equitably recover costs incurred for the construction, operation and maintenance of the solid waste disposal system for the benefit of improved residential parcels of property located within the unincorporated area of Leon County (geographic depiction of the property subject to the assessment is set forth below). The assessment shall be collected annually by the Leon County Tax Collector.

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](http://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 may also provide virtual real-time public comments during the public hearing. Persons 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, July 12, 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](mailto: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.

Written objections may be mailed to the Board within 20 days of publication of this Notice at: Leon County Board of County Commissioners, Leon County Courthouse, 301 South Monroe Street, 5th Floor Chambers, Tallahassee, Florida 32301. Written objections will also be accepted within 20 days of publication of this Notice via electronic submission by visiting <https://leoncountyfl.gov/PublicComments>. Persons needing assistance with submitting written objections may contact County Administration via telephone at (850) 606-5300 or via email at [LCG\\_PublicComments@leoncountyfl.gov](mailto:LCG_PublicComments@leoncountyfl.gov).

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.

Publish: June 21, 2021

