

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

REGULAR MEETING AGENDA

**Tuesday, June 13, 2023
3:00 p.m.**

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



COUNTY COMMISSIONERS

Nick Maddox, Chairman
At-Large II

Carolyn D. Cummings
Vice Chair - At-Large I

Christian Caban
District 2

Rick Minor
District 3

David T. O'Keefe
District 5

Bill Proctor
District 1

Brian Welch
District 4

Vincent S. Long
County Administrator

Chasity H. O'Steen
County Attorney

The Leon County Commission typically holds regular meetings on the second Tuesday of each month and workshops are held on the fourth Tuesday of the month. Regularly scheduled meetings are held at 3:00 p.m. and workshops are held at 1:00 p.m. A tentative schedule of meetings and workshops is attached to this agenda as a "Public Notice." Commission meeting agendas and minutes are available on the County Home Page at: www.leoncountyfl.gov. The media and the public can access the meeting in real time on Comcast channel 16, 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 the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact, on behalf of the Chairman, Mathieu Cavell at Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301 or CMR@leoncountyfl.gov, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300, 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service. Accommodation Request Forms are available on the website www.leoncountyfl.gov/ADA.

Board of County Commissioners
Leon County, Florida
Agenda

Regular Public Meeting
Tuesday, June 13, 2023, 3:00 p.m.

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

The media and the public can access the meeting in real time on Comcast channel 16, 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 meeting may share public comment by using one of the following 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 provide virtual comment 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. Anyone needing assistance with registration may contact County Administration 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 Pastor Rudy Ferguson Sr. of New Birth Tabernacle of Praise

Pledge of Allegiance by Commissioner Bill Proctor

AWARDS AND PRESENTATIONS

- Proclamation Recognizing June as Pride Month
(Chairman Maddox)
- Proclamation for President Jim Murdaugh Recognizing Tallahassee Community College (TCC) for Being Named by the National Association of Business Resources as One of the Top 101 Best and Brightest Companies to Work for in the Nation
(Commissioner Caban)
- Proclamation Recognizing Gayle Grisiff for her Efforts to Secure the Donation of an Antique Piano for the Fort Braden Community Center
(Commissioner Caban)
- Proclamation Recognizing the Victory House Community Resource Center at Shady Grove Primitive Baptist Church for its Community Outreach Programs
(Commissioner O'Keefe)

- Proclamation Recognizing June 11, 2023 as Race Amity Day
(Commissioner Proctor)

CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS

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

CONSENT

1. Minutes: March 21, 2023 Regular Meeting and April 25, 2023 Budget Workshop
(Clerk of Court)
2. Payment of Bills and Vouchers
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
3. Acceptance of the County Administrator's Proposed Reorganization
(County Administrator)
4. Commissioner Appointments to the Library Advisory Board and the Water Resource Committee
(County Administrator/ County Administration)
5. Ratification of Board Actions Taken at the May 23, 2023 Workshop Addressing Homelessness
(County Administrator/ Human Services & Community Partnerships)
6. Report on Officer-in-Residence Programs
(County Administrator/ Human Services & Community Partnerships)
7. Ratification of the Acceptance of the Florida Local Government Cybersecurity Grant
(County Administrator/ Office of Information Technology)
8. Acceptance of the National Endowment of the Arts Big Read Grant
(County Administrator/ Library)
9. Agreement for Dedication of Real Property and Acceptance of the Public Roadways Supporting the Cawthon Development
(County Administrator/ Public Works)
10. Approval of Maintenance Map for Hannon Mill Road for Recording in the Public Records
(County Administrator/ Public Works)
11. Second Maintenance Agreement and Surety Device for Green Acres at Pedrick Subdivision
(County Administrator/ Public Works)

Procurements: (These items are included under Consent.)

12. Environmental System Research Institute, Incorporated Enterprise License Agreement for Geographic Information System Software
(County Administrator/ Purchasing/ Office of Information Technology)
13. Three-Year Renewal of the NEOGOV Services Agreement
(County Administrator/ Purchasing/ Office of Information Technology)
14. Authorization to Negotiate an Agreement for Construction Engineering and Inspection Services for the Magnolia Drive – Phase 2 Construction Project
(County Administrator/ Purchasing/ Public Works)

15. Bid Award for the Courthouse Window Repairs Phase I Project
(County Administrator/ Purchasing/ Public Works)

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

16. May 2023 Quarterly Economic Dashboard Report
(County Administrator/ Office of Economic Vitality)

CONSENT ITEMS PULLED FOR DISCUSSION

GENERAL BUSINESS

17. Proposed Renaming of the Northeast Branch Library in Honor of Former Leon County Commissioner Bruce J. Host
(County Administrator/ County Administration)
18. Tallahassee Housing Authority Funding Request for the Third Phase of the Orange Avenue Apartments Redevelopment
(County Administrator/ Human Services & Community Partnerships)
19. Virtual Citizen Comments During County Commission Meetings
(County Administrator/ County Administration)
20. Full Board Appointments to the Advisory Committee for Quality Growth, the Board of Adjustments & Appeals, the CareerSource Capital Region Board, Council on Culture & Arts, and the Planning Commission
(County Administrator/ County Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

21. Adoption Public Hearing on the 2023 Cycle Comprehensive Plan Text Amendment for the Southside Action Plan
(County Administration/ PLACE/ Planning)

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

RECEIPT AND FILE

- Capital Region Community Development District Meeting Minutes for February 9, 2023 and April 13, 2023
- Capital Region Community Development District Proposed Budgets Fiscal Year 2024

- Piney-Z Community Development District Proposed Annual Operating Budget for Fiscal Year 2024

ADJOURN

*The next regular meeting of the Board of County Commissioners is tentatively scheduled for
Tuesday, July 11, 2023 at 3:00 p.m.*

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

PUBLIC NOTICE

Leon County Board of County Commissioners 2023 Tentative Meeting Schedule

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

Date	Day	Time	Meeting
January 23	Monday	9:00 a.m.	Board Retreat
January 24	Tuesday	3:00 p.m.	Regular Board Meeting
February 21	Tuesday	3:00 p.m.	Regular Board Meeting
March 7	Tuesday	1:00 p.m.	Joint County/City Workshops on Comprehensive Plan Amendments & Infill Development
March 21	Tuesday	3:00 p.m.	Regular Board Meeting
April 11	Tuesday	3:00 p.m.	Regular Board Meeting <i>cancelled</i>
April 25	Tuesday	9:00 a.m.	Budget Workshop
May 9	Tuesday	3:00 p.m.	Regular Board Meeting
May 9	Tuesday	6:00 p.m.	Transmittal Hearing on the 2023 Cycle Comprehensive Plan Amendments
May 23	Tuesday	1:00 p.m.	Workshop on Addressing Homelessness
June 13	Tuesday	3:00 p.m.	Regular Board Meeting
June 13	Tuesday	6:00 p.m.	Adoption Hearing on 2023 Cycle Comprehensive Plan Amendments
June 20	Tuesday	9:00 a.m.	Budget Workshop
July 11	Tuesday	9:00 a.m.	Budget Workshop (if necessary)
July 11	Tuesday	3:00 p.m.	Regular Board Meeting
September 12	Tuesday	3:00 p.m.	Regular Board Meeting
September 12	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
September 26	Tuesday	1:00 p.m.	Workshop (TBD)
September 26	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
October 10	Tuesday	3:00 p.m.	Regular Board Meeting
October 24	Tuesday	1:00 p.m.	Workshop (TBD)
November 14	Tuesday	3:00 p.m.	Reorganization & Regular Board Meeting
November 28	Tuesday	1:00 p.m.	Workshop (TBD)
December 12	Tuesday	3:00 p.m.	Regular Board Meeting

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

PUBLIC NOTICE
Leon County Board of County Commissioners
2023 Tentative Meeting Schedule

Month	Day	Time	Meeting Type
January 2023	Monday 2	Offices Closed	NEW YEAR'S DAY OBSERVED
	Tuesday 10	No meeting	BOARD RECESS
	Monday 16	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Tuesday 17	9:00 a.m.	Capital Region Transportation Planning Agency Retreat PSC Room, 911 Easterwood Dr. Tallahassee, 32311
	Monday 23	9:00 a.m.	Board Retreat Parkview at Cascades 414 E. Bloxham St. Tallahassee
	Tuesday 24	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing to Consider a Proposed Ordinance Amending Chapter 4, Article II of Leon County Code of Laws Regarding Animal Control
	Thursday 26 – Friday 27		<i>Florida Association of Counties Broadband Summit St. Johns County- Ponte Vedra Beach, FL</i>
	February 2023	Thursday 9	3:00 p.m.
Saturday 11 – Tuesday 14			<i>NACO Legislative Conference Washington, D.C.</i>
Tuesday 21		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First & Only Public Hearing to Consider Adopting an Ordinance Amending Official Zoning Map to Change Zoning Classification from Residential Acre (RA) Zoning District to Single- and Two-Family Residential (R-3) Zoning District for 32.18 Acres Located at 3762 Capital Circle NW
		6:00 p.m.	First & Only Public Hearing on a Proposed Ordinance Amending the Official Zoning Map to add a 1.0-Acre Parcel at the Northeast Corner of the Intersection of Tram Road and Zillah Street (626 Tram Road) to the Local Register of Historic Places, and to Change the Zoning Classification from Single-Family Detached, Attached and Two-Family Residential (R-3) Zoning District to (R-3) Zoning District with Historic Preservation Overlay (HPO)
		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
		6:00 p.m.	First and Only Public Hearing to Consider an Ordinance Amending Chapter 10 to Correct Scrivener's Errors and Inadvertent Inconsistencies
		6:00 p.m.	First of Two Public Hearings to Consider an Ordinance Amending the Lake Protection Zoning District
Tuesday 28		1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
March 2023		Tuesday 7	
	Tuesday 7	1:00 p.m.	Joint County/City Workshop on the 2023 Cycle Comprehensive Plan Amendments & Infill Development
	Thursday 9	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers

Month	Day	Time	Meeting Type
March 2023 (cont.)	<i>Wednesday 15</i>		<i>Florida Association of Counties Legislative Day FSU Turnbull Conference Center</i>
	Monday 20 cancelled	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 21	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Second and Final Public Hearing to Consider an Ordinance Amending the Lake Protection Zoning District
		6:00 p.m.	First and Only Public Hearing to Consider an Ordinance Amending the Pre-Development Environmental Analysis Reviews Section of the Environmental Management Act
April 2023	Tuesday 11 cancelled	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
	Tuesday 18	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 25	9:00 a.m.	Budget Policy Workshop County Courthouse, 5 th Floor Commission Chambers
	<i>Saturday 29</i>		<i>Honor Flight Tallahassee Washington D.C.</i>
May 2023	Friday May 5		<i>Florida 2023 Legislative Session Ends</i>
	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	County Transmittal Hearing on Cycle 2023 Comprehensive Plan Amendments (City Public Hearing held 4/27/2023)
		6:00 p.m.	First and Only Public Hearing to Consider a Proposed Resolution Adopting Inventory List of County-Owned Properties Appropriate for Affordable Housing
	Thursday 11	1:00 p.m.	Blueprint Intergovernmental Agency Budget Workshop City Commission Chambers
		3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Friday 19	Offices Closed	FLORIDA EMANCIPATON DAY observed
	Saturday 20		FLORIDA EMANCIPATON DAY
	Monday 22	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 23	1:00 p.m.	Workshop on Addressing Homelessness County Courthouse, 5 th Floor Commission Chambers
	Monday 29	Offices Closed	MEMORIAL DAY
June 2023	Tuesday 13	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	County Adoption Hearing on Cycle 2023 Comprehensive Plan Amendments (City Public Hearing to be held June 14, 2023)
	<u>Thursday 15</u>	3:00 p.m. <u>9:00 a.m.</u>	Blueprint Intergovernmental Agency <u>Budget Workshop & Regular Meeting</u> City Commission Chambers
	Monday 19	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Tuesday 20	9:00 a.m.	Budget Workshop County Courthouse, 5 th Floor Commission Chambers
	Wednesday 21— Sunday 25	rescheduled to October 2023	National Organization of Black County Officials (NOBCO) Annual Conference—Miami Dade County, FL

Month	Day	Time	Meeting Type
June 2023 (cont.)	<i>Tuesday 27 – Friday 30</i>		<i>FAC Annual Conference & Educational Exposition Orange County; Orlando, FL</i>
July 2023	Tuesday 4	Offices Closed	INDEPENDENCE DAY
	Tuesday 11	9:00 a.m.	Budget Workshop (if necessary) County Courthouse, 5th Floor Commission Chambers
		3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		<u>6:00 p.m.</u>	<u>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</u>
		<u>6:00 p.m.</u>	<u>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</u>
		<u>6:00 p.m.</u>	<u>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</u>
		<u>6:00 p.m.</u>	<u>First and Only Public Hearing to Approve Resolution Imposing Non-Ad Valorem Assessments for Sewer Services for Certain Real Property in Annawood, and Approve Resolution Adopting the Annawood Non-Ad Valorem Assessment Roll and Certifying the Roll to the Tax Collector</u>
		<u>6:00 p.m.</u>	<u>First and Only Public Hearing To Approve a Resolution Adopting the Tower Oaks Non-ad Valorem Assessment Roll and Certifying the Entire Roll to the Tax Collector</u>
		<u>6:00 p.m.</u>	<u>First and Only public hearing to consider adoption of an Ordinance amending Chapter 11, Article XIII of the Leon County Code of Laws regarding the Emergency Medical Service Taxing Unit</u>
		<u>6:00 p.m.</u>	<u>First and Only public hearing to consider adoption of an Ordinance regarding Leon County hosting a publicly accessible website for the digital publication of legal notices</u>
	<i>Friday 21 - Monday 24</i>		<i>NACo Annual Conference Travis County - Austin, TX</i>
	Tuesday 25	No Meeting	BOARD RECESS
	<i>Wednesday 26 – Saturday 29</i>		<i>National Urban League Annual Conference Houston, TX</i>
August 2023	<i>Friday 18 – Sunday 20</i>		<i>Chamber of Commerce Annual Conference Amelia Island, Fernandina Beach, FL</i>
September 2023	Monday 4	Offices Closed	LABOR DAY
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 23/24*
	<i>Wednesday 13 – Thursday 14</i>		<i>FAC Innovation & Policy Conference Seminole County – Lake Mary, FL</i>
	Thursday 14	3:00 p.m.	Blueprint Intergovernmental Agency Meeting & Budget Public Hearing at 5:00 p/m/ City Commission Chambers

Month	Day	Time	Meeting Type
September 2023 (cont.)	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	<i>Wednesday 20 – Sunday 24</i>		<i>Congressional Black Caucus Annual Legislative Conference – Washington D.C.</i>
	Tuesday 26	1:00 p.m.	Workshop - tentative (TBD) County Courthouse, 5 th Floor Commission Chambers
	Tuesday 26	6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 23/24*
	<i>Saturday 30 – Wednesday 4</i>		<i>ICMA Annual Conference Travis County / Austin, TX</i>
*These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings			
October 2023	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 24	1:00 p.m.	Workshop - tentative (TBD) County Courthouse, 5 th Floor Commission Chambers
	<i>TBD (mid-October)</i>		<i>National Organization of Black County Officials (NOBCO) Annual Conference – Charlotte-Mecklenburg County, NC</i>
November 2023	Tuesday 7	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Friday 10	Offices Closed	VETERAN'S DAY observed
	Tuesday 14	3:00 p.m.	Reorganization and Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Wednesday 15 – Friday 17</i>		<i>FAC Legislative Conference Hillsborough County – Tampa, FL</i>
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Thursday 23	Offices Closed	THANKSGIVING DAY
	Friday 24	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
	Tuesday 28	1:00 p.m.	Workshop - tentative (TBD) County Courthouse, 5 th Floor Commission Chambers
December 2023	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency Meeting City Commission Chambers
	Monday 25	Offices Closed	CHRISTMAS
January 2024	Monday 1	Offices Closed	NEW YEAR'S DAY
	Tuesday 9	No Meeting	BOARD RECESS

Meetings listed in italics are included in the Board's 2023 Travel Schedule

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

CURRENT VACANCIES

Advisory Committee for Quality Growth

Board of County Commissioners (4 appointments)

Animal Classification Committee

Board of County Commissioners (1 appointment) – Licensed Veterinarian

Board of County Commissioners (1 appointment) – Informed Citizen

CareerSource Capital Region Board

Board of County Commissioners (1 appointment)

Council on Culture and Arts

Board of County Commissioners (1 appointment) - Business/Economic Development Seat

Board of County Commissioners (1 appointment) - Practicing Artist Seat, City recommended

Library Advisory Board

Commissioner - District IV: Brian Welch (1 appointment)

Tallahassee Sports Council

Board of County Commissioners (2 appointments)

Water Resource Committee

Commissioner - District V: David T. O'Keefe (1 appointment)

UPCOMING VACANCIES

JUNE 30, 2023

Board of Adjustments & Appeals

Board of County Commissioners (2 appointments)

CareerSource Capital Region Board

Board of County Commissioners (1 appointment)

Planning Commission

Board of County Commissioners (1 appointment)

School Board of Leon County (1 appointment)

JULY 31, 2023

Code Enforcement Board

Commissioner - District II: Christin Caban (1 appointment)

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

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

Investment Oversight Committee

Clerk of Courts (1 appointment)

Leon County Educational Facilities Authority

Board of County Commissioners (1 appointment)

Water Resource Committee

Commissioner - District I: Bill Proctor (1 appointment)

SEPTEMBER 30, 2023

Animal Shelter Advisory Board

Board of County Commissioners (2 appointments)

Council on Culture & Arts Board

Board of County Commissioners (3 appointments)

Housing Finance Authority of Leon County

Commissioner - District II: Christian Caban (1 appointment)

Science Advisory Committee

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

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

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

Commissioner - District II: Christian Caban (1 appointment)

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

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

Board of County Commissioners (3 appointments – selected by the CSWG and ratified by the Board)

OCTOBER 31, 2023

Tourist Development Council

Board of County Commissioners (2 appointments)

**Leon County
Board of County Commissioners**

Notes for Agenda Item #1

Leon County Board of County Commissioners

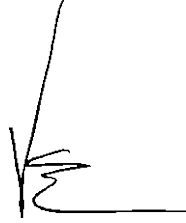
Agenda Item #1

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: March 21, 2023 Regular Meeting and April 25, 2023 Budget Workshop



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

Statement of Issue:

This item seeks Board review and approval of the following minutes: March 21, 2023 Regular Meeting, and April 25, 2023 Budget Workshop.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of the March 21, 2023 Regular Meeting, and April 25, 2023 Budget Workshop.

Attachments:

1. March 21, 2023 Regular Meeting Minutes
2. April 25, 2023 Budget Workshop

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
March 21, 2023**

The Board of County Commissioners of Leon County, Florida met in regular session at 3:00 p.m. with Chair Nick Maddox presiding. Present were Vice-Chair Carolyn Cummings and Commissioners David T. O'Keefe, Christian Caban, Brian Welch, Bill Proctor, and Rick Minor. Also present were County Administrator Vincent Long, County Attorney Chasity O'Steen, and Clerk to the Board Beryl H. Wood.

Chair Maddox called the meeting to order at 3:01 p.m.

Invocation and Pledge of Allegiance

The Invocation was provided by Pastor Anton G. Elwood of the New Mt. Zion AME Church.

The Pledge of Allegiance was provided by Chair Nick Maddox.

AWARDS AND PRESENTATIONS

- Proclamation Recognizing the New Leon County Inductees to the Florida Veterans' Hall of Fame
 - Chair Maddox presented a Proclamation recognizing the New Leon County Inductees to the Florida Veterans' Hall of Fame.
 - Sergeant Gordan Lightfoot thanked the Commission for all the support and stated he was honored to receive the award. He shared that Leon County and the City of Tallahassee have been one of the most veteran friendly places in the state of Florida. He stated both, the Leon County Commission and City of Tallahassee, have contributed significantly on getting the bell tower built at the National Cemetery.
 - Retired Army Lieutenant Colonel Glenn Sutphin thanked the Commission for the proclamation and the support. He shared that the first Veteran's Court took place in Texas, and now Florida has established the second Veteran's Court in Leon County. He stated this is important because a number of veterans who have problems, like mental health and drugs issues, have now been able to return to society, where they are no longer homeless and are able to participate and take care of their families.
 - Vice-Chair Cummings commended the honorees for being tremendous veterans and citizens of the United States. She thanked them for coming to Tallahassee to contribute with the community and for their service to the country, Leon County, and Tallahassee.
- Proclamation Recognizing March as Multiple Sclerosis Awareness Month
 - Chair Maddox presented a Proclamation recognizing March as Multiple Sclerosis Awareness Month.
 - Ashley Peterman thanked the commission for the Proclamation. She briefly discussed that Multiple Sclerosis is like an invisible disease and how it can affect

the body in different ways. She invited the Board to attend the Multiple Sclerosis Awareness annual walk on Saturday, March 25, 2023.

- Commissioner Caban thanked Chair Maddox for making this a proclamation and bringing recognition to Multiple Sclerosis Month. He spoke about how his mom still struggles with Multiple Sclerosis.
- Chair Maddox recalled how his own family deals with the disease as well.
- Proclamation Recognizing Sandy Beck, the Education Director for St. Francis Wildlife Association, for her Years of Service.
 - Commissioner Minor presented a Proclamation recognizing Sandy Beck, the Education Director for St. Francis Wildlife Association, for her years of service.
 - Sandy Beck stated it is a privilege and joy to serve St. Francis Wildlife Association for the last 34 years caring for raptors and other handicapped wild animals and create a generation of wildlife champions. She recalled how she has nurtured a connection with all the wildlife she's encountered. She thanked the Commission for the proclamation.
- Proclamation Recognizing Gary and Kim Anton, the owners Bradfordville Blues Club.
 - Commissioner Welch presented a Proclamation recognizing Gary and Kim Anton, the owners of Bradfordville Blues Club.
 - Gary Anton thanked the Board for the proclamation. He stated they will be turning the club over to dedicated club regulars and hope the new owners can continue with the tradition. He shared that it took not only them, but the local community, local musicians, and the National Blues Community, to keep the club open and alive for the past 20 years. He recalled how the community donated over \$40,000 when part of the club got damaged by a tree in 2018. He also shared that when the club closed during Covid for a whole year, the community donated again to keep the club alive. He finished by saying the club needs to be kept alive.
 - Commissioner Minor thanked Gary and Kim Anton for their amazing 22 years managing the club. He shared he's a big fan of music and admires their work. He also hopes for the continuation of the Bradfordville Blues Club.
 - Vice-Chair Cummings congratulated Gary and Kim Anton for all the years they contributed to the art of music in the community. She stated that Gary was one of the great employment civil rights attorneys over the years. She recalled how he was the mediator for a couple of her cases.
- Proclamation Recognizing Steve Lousberg, the Manager of the Ace Hardware in Woodville, for the partnership with the Agriculture Program at the Woodville School.
 - Commissioner Caban presented a Proclamation recognizing Steve Lousberg, the Manager of the Ace Hardware in Woodville, for the partnership with the Agriculture Program at the Woodville School.
 - Steve Lousberg thanked the Commission for the proclamation. He briefly described that ACE Store and noted it is a small, independent store and how the community is the lifeblood of their business. He shared that they opened in 1997 and recalls how the people of Woodville and surrounding areas have been

tremendous to them. He stated it's an honor for them to be involved in the community and able to support the educational efforts and educators in the area.

- Superintendent Rocky Hannah stated how blessed he is to attend the Commission Meeting. He thanked the Board for the proclamation. He shared it means a lot to him to see public officials notice and support the kids. He stated how much the Commission could change a kid's life and to keep doing what they're doing.
- Commissioner Welch thanked Mr. Lousberg and his team for what they do for the kids in Leon County.

CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS

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

- None

CONSENT

Commissioner Welch moved, duly seconded by Commissioner Minor, to approve the Consent Agenda, as presented. The motion carried 7-0.

1. Minutes: January 23, 2023, Board Retreat and January 24, 2023, Regular Meeting

The Board approved Option #1: Approve the minutes of the January 23, 2023, Board Retreat and January 24, 2023, Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved Option #1: Approve the payment of bills and vouchers submitted for March 21, 2023, and preapproval of payment of bills and vouchers for the period of March 22, 2023, through April 10, 2023.

3. Commissioner Appointments to the Tallahassee-Leon County Commission on the Status of Women & Girls and the Water Resource Committee

The Board approved Option #1: Ratify Commissioner Welch's appointment of a citizen, Caroline Pryor, to the Tallahassee-Leon County Commission on the Status of Women & Girls, for the remainder of the unexpired term ending September 30, 2023, followed by a two-year term ending September 30, 2025, and;

Option #2: Ratify Commissioner Cumming's appointment of a citizen, Christian Griffith, to the Water Resources Committee, for the remainder of the term ending July 31, 2023, followed by a four-year term ending July 31, 2027.

4. Proposed Revisions to Policy No. 00-1, "Finance Advisory Committee"

The Board approved Option #1: Adopt the proposed revised Policy No. 00-1, "Finance Advisory Committee."

5. Pulled

6. Request to Schedule a Workshop on Addressing Homelessness

The Board approved Option #1: Schedule a workshop on addressing homelessness for Tuesday, May 23, 2023, at 1:00 p.m.

7. Ratification of Board Actions Taken at the March 7, 2023, Joint Workshop on the 2023 Cycle Comprehensive Plan Amendments and Infill Development

The Board approved Option #1: Ratify the actions taken by the Board during the March 7, 2023, Workshop on the 2023 Cycle Comprehensive Plan Amendments and Infill Development which were to conduct the Joint Workshop on the 2023 Cycle Comprehensive Plan Amendments and to accept the report on infill development and redevelopment.

8. Approval of the Plat for Shops at Bannerman Village Subdivision

The Board approved Option #1: Approve the plat for Shops at Bannerman Village Subdivision for recording in the Public Record (Attachment #1), contingent upon staff's final review and approval, and authorize the County Administrator to accept and execute the Infrastructure Completion Agreement (Attachment #2), and any future extensions thereto.

9. Springs Restoration Grant Amendment for Construction of the Belair/Annawood Sewer System Project

The Board approved Option #1: Approve the Florida Department of Environmental Protection Springs Restoration Grant Amendment for the Belair/Annawood Sewer System Project (Attachment #1) and authorize the County Administrator to execute the grant amendment, including any future modifications, subject to final legal review by the County Attorney, and;

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

10. Interlocal Agreement with the City of Tallahassee for Street Sweeping Services

The Board approved Option #1: Approve the Interlocal Agreement with the City of Tallahassee to provide street sweeping services (Attachment #1), and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.

11. Acceptance of the 2022 Urban and Community Forestry Grant

The Board approved Option #1: Accept the 2022 Urban and Community Forestry Grant from the Florida Forest Service in the amount of \$25,000 and authorize the County Administrator to execute the forthcoming Agreement, including any future modifications, subject to legal review by the County Attorney, and;

Option #2: Approve the Resolution and associated Budget Amendment Request (Attachment #1).

12. Pulled - Approval of the Funding Recommendations for the Tourist Development Taxes Allocated Through the Community Redevelopment Agency

Procurements: (These items are included under Consent.)

- None

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

13. 2022 Annual Tallahassee-Leon County Board of Adjustment and Appeals Report

The Board approved Option #1: Accept the 2022 Annual Tallahassee-Leon County Board of Adjustment and Appeals Report (Attachment #1).

14. Fiscal Year 2022 Annual Leon County Contractors Licensing Board Report

The Board approved Option #1: Accept the FY 2022 Annual Contractors Licensing Board Report.

15. 2022 Annual Concurrency Report

The Board approved Option #1: Accept the 2022 Concurrency Annual Report (Attachment #1).

16. 2022 Annual Supervised Pretrial Release Program Report

The Board approved Option #1: Accept the 2022 Annual Supervised Pretrial Release Program Report (Attachment #1) and authorize staff to submit to the Clerk of Circuit Court and Comptroller for Leon County.

17. February 2023 Quarterly Economic Dashboard Report

The Board approved Option #1: Accept the February 2023 Quarterly Economic Dashboard Report (Attachment #1).

CONSENT ITEMS PULLED FOR DISCUSSION

5. Memorandum of Understanding Between Leon County, the City of Tallahassee and Children Services Council of Leon County

This item was pulled from Consent by Commissioner Minor.

Ms. Cecka Rose Green, Executive Director of the Children's Services Council of Leon County (CSC), gave recognition to 3 council members, Darryl Jones, Leon County School Board; Rocky Hanna, Superintendent of Schools; and Vice-Chair Carolyn Cummings. She provided a brief update on the funding through the CSC for local programs. She shared that they were able to collect their first ad valorem tax revenue in the Fall of 2021 in the amount of about \$6.9 million dollars, and they have been able to distribute \$1.56 million dollars for Summer Programs. She shared that they provided individual services to 13,000 families in Leon County. The second ad valorem tax collection happened in the Fall of 2022, and it's estimated they will collect about \$6.4 to \$6.9 million dollars. They are currently using an operating budget of \$12.8 million dollars, of this amount \$10.7 million dollars has been earmarked for programming in Leon County. She stated how they have a very busy schedule to get \$10.1 million dollars out and allocated before the end of this fiscal year (September 30, 2023). She shared that the Council prioritized eight areas which are: high quality early learning, family support, summer bridge funding, prenatal and post-natal support services, youth homelessness, youth development, mental and behavioral health, and youth gun violence. She stated summer meals are important, children and families struggle to stay fed and have proper nutrition. She stated how with high-quality early learning they can use

their resources to support families for a better education. Of the \$10.1 million they're working with, they are looking at creating programs under the family supports framework that includes family resource centers, one provider to establish up to three by 2025, family strengthening and parent engagement to help stabilize the family, and mentoring. She stated they will be presenting in April to the Program Services Committee additional strategies for high quality early learning.

Vice-Chair Cummings thanked Ms. Green and her staff for the summary of the hard work they have done since the inception of the CSC. She shared her excitement about the programs that have already been provided to children, and moving forward they will have more ongoing programs. She appreciated all the non-profits and the County for being a partner and expressed her support for this item. She stated she was very proud to be chosen as a representative for the CSC.

Commissioner Minor stated when he initially saw the budget at first, he believed it was bit high based on his knowledge. But, after talking with Ms. Green, he realized that it's very reasonable. He thanked her for all her hard work and for the update.

Commissioner Proctor recalled a letter he presented to the Board, City Commission, CSC, Ms. Green, and County Administrator regarding the hiring component. He expressed his concern in regard to the organizational chart and are they on track to securing the needed positions.

Ms. Green stated in the meeting packet that there are scenarios for hiring that include bringing on three positions and two positions. She stated that the Council is very judicious about taxpayer funding, they want to ensure that they are bringing on staff that are congruent with work that they need to be doing and are doing. She believes her proposal will fulfill this and expects to have a good and robust discussion on Thursday to see where they land on the positions. She stated that, whatever the Council settles on, they will do their best to do the work that needs to be done and that they are working with an a very aggressive timeline, and it will be helpful to bring in more positions to do the work.

Commissioner Proctor recalled the Primary Healthcare Committee and how they did an assessment on the needs of children for Leon County. He noted there was an effort in 2006 to bring this forth and this County has seen the needs of children fall through the cracks for a long time. He stated how he thanked God for the community's heart, and he's glad this is finally getting the proper review. He stated how with \$12 million in the bank, they are currently playing catch-up, and the kids need this help. He stated he's voting on this, and he's voting on this with his heart. He thanked Vice-Chair Cummings and Leon County School Board Darryl Jones for all they are doing and asked them to not be dissuaded by naysayers and those who want to spoil the mission of what has been done and documented since 2004.

Vice-Chair Cummings moved, seconded by Commissioner Minor, to approve Option # 1: Approve the Memorandum of Understanding (MOU) between Leon County, the City of Tallahassee, and the Children Services Council of Leon County to partner on opportunities to collaborate and coordinate on funding, program delivery, program evaluation, and outcome measures for children and family services, and authorize the County Administrator to execute the MOU, subject to legal review by the County Attorney.

The motion carried 7-0.

12. Approval of the Funding Recommendations for the Tourist Development Taxes Allocated Through the Community Redevelopment Agency

This item was pulled from Consent by Vice-Chair Cummings.

The following citizens provided in-person comments:

- Ariel Raff, Executive Director for LeMoyne Arts, spoke in support of the funding recommendations.
- Donna Cotterell, 703 Osceola Street, Tallahassee, Florida 32310, shared her excitement to see the program funding going forward. She stated she's looking for recommendations to move more funding in the Events Program that gear towards the African American Experience, Native American Community, Hispanic Community, and churches.
- Alan Hanstein, 3234 Yeats Avenue, Tallahassee, Florida 32311, Executive Director of the Challenger Learning Center, thanked Chair Maddox, the rest of the Commission, and County Administrator Long for the support of the funding request. He noted the 50,000 K-12 students they serve every year from all 67 counties across Florida, as well as from Georgia and Alabama. He stated the improvements will make a significant difference in the impact on them and for the students in Tallahassee, especially from those in underserved communities.
- Max Epstein 1001 San Luis Road, Tallahassee, Florida 32304, expressed his concern about how this process has transpired since 2018. He recalled he was involved in the original round of grants, there was a selection process and then went through political boards, and none of the projects happened. He doesn't believe the CRA has a good process in place and recalled all the barriers of entry put in place to keep it from passing. He stated he was only looking for an amount of \$50,000 to keep community work with a local high school. He would support smaller amounts of money going towards more organizations rather than two organizations. He stressed how the Board should really consider looking more into this.
- Commissioner Caban asked if Indaba, Inc., is subject to get additional funding for programming or does the money have to be allocated through a different source. Also, is the CRA moving in the right direction if they are looking for additional funding for programming.
- County Attorney O'Steen explained that the CRA and local agreement does provide the funds to be utilized for projects, programs and expenses related to culture, visual arts and heritage programs and performing arts program, so they qualify under the mentioned criteria.
- Commissioner Caban offered a motion for staff recommendation, when non-profits or entities are receiving tax dollar for construction projects, he believes they need to go through an invitation to bid, they should also need to work with OEV and the MWSBE Program, he also wanted to see the CRA be the score keeper on the invitations to bid to prevent nepotism and favoritism.
- County Attorney O'Steen stated there's nothing that precludes the County from placing an additional contingency upon the approval of any funding and the approval process. The City would just have to vote to approve.

- Chair Maddox recommended Option #2 or Option #3 and send back to the City for consideration to do an ITN process where they would get quotes from multiple businesses to do the work that will specify what the funding will be used for.
- County Administrator Long stated it was just a matter of approving Option #1. He noted that the construction contracts will follow, and the approval will be contingent on these agencies ultimately going through a competitive bidding process with public dollars on these grants.
- Commissioner Caban stated that when using public tax dollars, it is very easy for nepotism or favoritism to take place and an ethical layer is needed to make sure that public tax dollars are being allocated and spent correctly.
- Chair Maddox clarified that they will be approving the funding, the organizations receiving the funding will have to go through the ITN Process in order to access the money, and it will have to be approved by the City.
- Chair Maddox explained the ITN process to Commissioner Proctor.
- Vice-Chair Cummings thanked the CRA Board for its hard work. She stated that when she looked at the applicable Florida Statutes, it does not exclude the use of the funds for programming. She shared her concern that, after analyzing their application and looking at the award to Indaba, Inc., it specifically excluded programming. She asked why the CRA restricted the use of the funds and restricted programming, she wanted someone to explain that distinction.
- County Administrator Long stated that it was always the intent of the Board that the CRA would develop the program guidelines for the grant.
- Louis Norvell with the City Attorney's Office stated that under this grant, the programming was not excluded, it was eligible for funding when it was reviewed which included the committee, and their recommendation was to limit the funding or the award of the grant to infrastructure. He stated it was not that it wasn't eligible or the CRA said that it will not fund the programming, but it was the recommendations with the limited amount of funds that were available, that for this request it will be limited to the improvements to the amphitheater.
- Vice-Chair Cummings thanked Senior Assistant City Attorney Norvell for the explanation and asked if the Adderley Amphitheater was owned by the City.
- Senior Assistant City Attorney Norvell stated that it is a City facility, and the improvements were requested by the non-profits for their use.
- Vice-Chair Cummings asked if the funds that have been allocated to Indaba, Inc., if CRA has the authority to re-allocate those funds and use a portion for programming.
- Senior Assistant City Attorney Norvell stated that the programming is deemed to be eligible; the request is that the Board of County Commissioners approve the award of the grant as well as the City Commission.

- Chair Maddox asked if Vice-Chair Cummings wanted them to consider programming, the CRA would have to go back and reconsider that piece before they are able increase any funding because programming is not included.
- Senior Assistant City Attorney Norvell stated if the Board wanted to approve something different than what was recommended it was a possibility.
- Chair Maddox asked if they approved programming funding if it would have to go back to the CRA and the City to approve.
- Senior Assistant City Attorney Norvell stated any approval of the funding under the Interlocal Agreement must be approved by the City Commission.
- Vice-Chair Cummings provided a substitute motion that the CRA reconsider the allocation to Indaba, Inc., to include programming as well as infrastructure.
- County Administrator Long stated it would require re-calculation of the grants or simply adding a step to the process and request for the CRA to reconsider the proposal and reconsider Indaba, Inc., programming funding.
- Vice-Chair Cumming stated she still wanted to make a substitute motion that the CRA reconsider the allocation to Indaba, Inc., to include programming as well as infrastructure.
- Chair Maddox asked if they could specify to just consider Indaba, Inc., when it comes to programming, or they must extend that option to other applicants as well.
- County Attorney O'Steen stated based on the direction the Board provided, it will only be Indaba, Inc., because there is limited funding if they consider the allocation for programming in addition to infrastructure it could affect the funding for the other two projects.
- Commissioner Minor asked to clarify the substitute motion. He stated this will be a reallocation from the funds. He shared his concern about how that will affect existing applications with the other organizations.
 - Senior Assistant City Attorney Norvell stated the capital improvements is the only recommendation for funding, if they partially fund programming, there will have to be a reduction of the amount for improvement to the amphitheater.
- Commissioner Minor asked if he knows how much of the Indaba, Inc., portion part of the \$570,000 is.
 - Senior Assistant City Attorney Norvell stated the \$570,000 is for the improvements, there is no funding for programming. He stated programming was an additional \$440,000. He mentioned that the CRA staff was present, and they are looking for ways to provide some funding for some of the Indaba, Inc., programming, there is also an additional \$50,000 that could be allocated to programming.

- Commissioner Welch stated he will not be able to support the motion because if they send this back to the CRA or the City Commission, they're going to have to take from the other options to approve this funding. He asked Senior Assistant City Attorney Norvell if there is any programming funding in the LeMoyne Arts or the Challenger Learning Center allocation.
 - Senior Assistant City Attorney Norvell stated no, the funding for the LeMoyne project is for improvements to the property and with the Challenger Learning Center, funding is for the planetarium.
- Commissioner Welch stated that he cannot support the motion because LeMoyne Arts and the Challenger Learning Center will be thrown out just to support programming for Indaba, Inc.
- Commissioner O'Keefe asked for clarification from Senior Assistant City Attorney Norvell.
 - City Attorney Norvell states that this is just a recommendation, and nothing is set in stone.
- Commissioner O'Keefe asked if the Board has the authority to award \$50,000 to Indaba, Inc., tonight or is there an extended process.
- Senior Assistant City Attorney Norvell asked staff for clarification.
- Ken Morris, Assistant County Administrator, stated the item being discussed is projected at a total of \$2,049,000. Based on the CRA's direction, they fully funded the LeMoyne Arts and the Challenger Learning Center with the remaining funds going to the Indaba project. He noted the agenda item incorporates the extra \$49,000 to the Indaba project so there isn't extra money to be allocated.
- Commissioner O'Keefe stated since the motion limits the change within that amount to not affect LeMoyne Arts and the Challenger Learning Center, any reduction will impact them. He asked if any representatives from the Challenger Learning Center or LeMoyne Arts would like to speak.
- Commissioner Welch stated if they send it back, it will impact LeMoyne Arts and the Challenger Learning Center allocation.
- Chair Maddox stated if everyone understood that the intent is not to increase the funding of Indaba, Inc., but to change allocation for some of the \$570,000 to be included as programming instead of the capital improvement to the Adderley Amphitheater.
- Commissioner Minor clarified that it does affect LeMoyne Arts and the Challenger Learning Center in terms of the delay. It doesn't affect the funding, it delays the process because the recommendation has to go back to the CRA.
- Vice-Chair Cummings stated that there were many entities that came together to apply, so when she mentioned Indaba, Inc., she meant to include the other entities that applied for the grant as well.

- Chair Maddox clarified that the substitute motion on the floor is to ask that the CRA or City reconsider the funding portion of the \$570,000 to include a piece specifically for programming that will go to Indaba, Inc.
- Commissioner Proctor asked why any of these groups must pay for capital improvements and pay fees. He asked what these fees will do for their efforts to provide cultural performances in our community and what percentage will Indaba, Inc., be held accountable for.
- Chair Maddox asked if it's because the grant application requested those things.
 - Senior Assistant City Attorney Norvell stated yes because the private interest asked for the grant.
- Chair Maddox asked Donna Cotterell if the city made any request to include their facilities.
 - Donna Cotterell stated no, in the grant application you can only request funding for improvements to buildings that are owned by municipalities, so they choose the amphitheater because all of them have used it before and know what improvements need to be done, and the people who use it will benefit from those improvements.
- Commissioner Proctor stated he would withdraw his second.
- Commissioner Caban stated that he has the same aspiration to help Indaba, Inc., but he would like to see an ethical component when they are giving out taxpayer money. He asked Vice-Chair Cummings if she is open to amend this motion so that whoever applies for this money must go through an invitation to bid on any construction, because when using taxpayers' dollars, they need to have a level of protection.
- Vice-Chair Cummings accepted the amendment.
- Commissioner Minor shared he couldn't accept the substitute motion on the floor because these applications have been pooled. It has been passed by the CRA and it's likely to pass by the City Commission tomorrow and added they don't know how this will affect all these organizations that currently apply. He doesn't support the motion because these partners banded together to apply for this money so because of that, they have submitted their applications in good faith and so it won't delay funding to LeMoyne Arts and the Challenger Learning Center. He agreed with Commissioner Caban that they need to make sure that any money allocated doesn't suffer for nepotism or lack of minority opportunities.
- Chair Maddox asked if Southern Shakespeare Organization had any objections for programming to be added into the contemplation.
- Mark Mustian, President of Word of South, stated he was fine with allocating some of the money for the programming.
- Chair Maddox supported the substitute motion on the floor because it does not affect the funding for LeMoyne Arts and the Challenger Learning Center.

Vice-Chair Cummings made a substitute motion, seconded by Commissioner Caban to approve Option #3: Board direction: Request the Community Redevelopment Agency (CRA) Board reconsider its recommendation for the Indaba, Inc., project to allow a portion of the funds to be utilized for programming; and, require the CRA to ensure and document that the organizations to be awarded funding for capital improvement projects utilize an Invitation to Bid process and MWSBE aspirational goals for the selection of vendors.

The motion carried 4-3 (Commissioners Welch, O'Keefe, and Minor in opposition).

Commissioner Minor moved, seconded by Vice-Chair Cummings, to approve Option #1, as amended: Approve the funding recommendations for the Tourist Development Taxes allocated through the Community Redevelopment Agency for the LeMoyne Art Foundation and Challenger Learning Center.

The motion carried 7-0.

GENERAL BUSINESS

18. Lake Munson Status Report

County Administrator Long introduced this item. This item provided a six-month status update on the implementation and ongoing efforts related to the Lake Munson Action Plan, as approved by the Board at the October 11, 2022, meeting, including a recommendation to extend the drawdown through Spring 2024, to further dry out the exposed areas of the lake and promote sediment capping to enhance water quality. He then turned the discussion over to staff.

Anna Padilla, Stormwater Management Coordinator, provided a detailed overview. She shared efforts to improve the water quality of Lake Munson and the implementation of the Lake Munson Action Plan.

Implementation of Action Plan – Launched Public Notification, Pre-Drawdown in-lake water chemistry samples. This was to look at the water chemistry, using samples taken from the lake. They tested for 39 parameters. Point-Source Testing for PCBs and other contaminants were collected in-lake and in Munson Slough. Staff and the workgroup agreed on the testing methods but have not agreed to the one-time sampling event. Only four containments were detected in the water (they were all metals and included iron), all which came back below state standards. The samples in the Slough results have not come back yet.

On Tuesday, November 29th, a survey was conducted. It was determined that 77% of the lake had been exposed during that time. Ms. Padilla stated the drawdown only benefited the lake. She stated that an extended drawdown was talked about at the meeting, and they supported this action.

Ongoing Capital Investments – Over \$290 million investment in Lake Munson Basin Northeast Lake Munson Septic-To- Sewer Project including the following:

- \$15.6 million committed.
- Board awarded a Construction Bid on Dec. 13, 2022.
- Construction commenced early March 21, 2023.

Septic Upgrade Incentive Program:

- \$2.22 Million committed.
- Applications opened Feb 1, 2023 - This project provides direct help to Wakulla Springs.

Staff recommends:

- Extending the drawdown through Spring 2024.
- Continuing quarterly updates with the Science Advisory Committee and Workgroup.
- Updating the Board every six months.
- Lake Clean-up Events.
 - April 8th – Lake Munson
 - April 22nd – Lake Henrietta

In-person speakers:

- Max Epstein, 1001 San Luis Road, provided a presentation and spoke in support of sediment removal opportunities for Lake Munson.
- Anita Davis, 1111 E Paul Russell Road, spoke about the poor water quality of the water draining from the lake, and in support of sediment removal.
- Sean McGlynn, 568 Beverly Court, Florida Lake Management Society Board member, spoke in support of cleaning up the lake.
- Lida Rivers, 5312 Trinidad Drive, spoke in support of cleaning up Lake Munson.
- Wyatt Hendricks, 1357 Tom Still Road, expressed concern about the effect on property values around the Lake and in support of sediment removal.
-
- Ms. Padilla noted the dredging, which was done 34 years ago, would cause more harm than good now and that they would not recommend this option. She clarified that there is no proximity issue with the proposed solution, and they have partnered with FDEP to assist with the project. She stated that it is not recommended that the north lobe of the lake be drained and that quarterly aerial surveys would not provide additional information.
- The Board discussed further the recommendation to extend the drawdown, why dredging was not recommended, the Lake Management strategies, the extent that the lake could be restored, the planned clean-up events, the possibility of burning the lake bottom, and the 2021 Terracon Report (a third-party report).
- Commissioner Caban proposed testing the chemicals in water monthly if the drawdown solution is chosen.
- Ms. Padilla explained that more frequent sampling would not provide any additional information.
- Commissioner Proctor expressed disappointment in the management strategies and proposed cleaning Lake Henrietta first and starting upstream.
- Ms. Padilla stated that the scientific evidence they have currently supports the draw-down, and they don't have evidence that dredging is the right solution.
- Vice-Chair Cummings agreed that the current solution is the best option based on scientific evidence.
- Commissioner Minor noted the problems that they are seeing at Lake Munson aren't unique. They are seeing these issues throughout the state.
- Commissioner Proctor requested an independent study be done on the other recommendations.

- Chair Maddox proposed coming back to this agenda item if there is no change by the end of the year with what staff has proposed. He shared his support for the staff recommendation.
- Ms. Padilla stressed that SAC (Stakeholder Advisory Committee), FWC (Florida Fish and Wildlife Conservation Commission), and industry experts do not recommend lake bottom dredging in low-to moderate-risk areas like Lake Munson, due to dredging can pose risks to ecological and human health. She shared staff would continue to investigate other options for managing the lake to provide the greatest overall benefit to the lake.

Commissioner Caban moved, seconded by Commissioner Proctor, to approve Option #1: Accept the status report on Lake Munson; and

Option #2 as amended: Approve the extension of the Lake Munson drawdown through Spring 2024; and include monthly chemistry testing at northern entry point and southern outflow of the Lake during the drawdown; an emergency plan to close the dam in anticipation of flooding or severe weather events such as a hurricane until the sediment has an opportunity to settle; and quarterly aerial surveys of sediment compression during the drawdown.

The motion carried 7-0.

19. Establishing the FY 2024 Maximum Discretionary Funding Levels for Outside Agencies Including the Community Human Services Partnership

County Administrator Long introduced this item. Pursuant to the County's Discretionary Funding Ordinance and Policy No. 93-44 "Fiscal Planning" this item seeks Board consideration to approve the FY 2024 maximum discretionary funding levels for outside agencies including the Community Human Services Partnership (CHSP) and special events.

In-Person Public Comments:

- K. Lennorris Barber, 527 W. Brevard Street, advocated for Frenchtown Rising events. He stated the organization has provided a number of community engagement events with over 123,000 participants.
- Stanley Sims, 1320 Avondale Way, supported Mr. Barber in advocating for Frenchtown Rising. He commended him publicly. He stated this will be an economic and environmental driver for the Frenchtown community. He shared that there is unity in the community with these type events.

Commissioner O'Keefe made a motion for Options #1, #2, #4, #5, #6 and #3 amended to \$12,500, the current Commissioner Office Budget. It was seconded by Commissioner Welch.

Commissioner Proctor spoke in support of increasing the Commissioner Office Budgets. He stated that he is not supporting the motion on the floor. He shared his stance on paying out of pocket for something he felt would benefit the County and his work as Commissioner. He made a substitute motion for Options #1 through #6, seconded by Vice-Chair Cummings.

The Board discussed the Commissioner Office Budget and what the funds may be used for.

Commissioner O'Keefe stated that he has enjoyed many conferences that he has attended as a commissioner. He's confident these motions will provide great change.

Commissioner Welch noted that he felt similar to Commissioner O'Keefe. He stated he understood where Commissioner Proctor is coming from. He shared he can't in good faith move forward with these obligations; he doesn't agree with only giving office budgets a \$5,000 increase and giving \$25,000 for Frenchtown Rising. He stated he can't support Option #3 and currently can't support the motion on the floor.

Commissioner Caban said he felt frustration when he heard his colleagues speak on affordable housing. He would like to see some of these non-profits reach out to the Children Services Council directly, versus the Board.

Vice-Chair Cummings stated that, in regard to the Children Services Council, they have many proposals in motion at this current time. She stated she supports Commissioner Proctor's motion. Regarding Option #3, she recalls running a business for 30 years and stated it's all about your budget. She recalled viewing the information that staff has provided to them, and it showed none of the Commissioners exhausted their budget. She stated that we should consider it as money being spent. She stated her support for Options #1-#6.

Chair Maddox explained why he would be supporting Commissioner Proctor's motion. He shared how the budget is there for them to cover their expenditures. He stated that he is responsible for his own budget. He stated that the monies not used will go back into general revenue. He stated that the money doesn't roll over. He noted that each Commissioner's budget is up to them, and how they want to spend it is up to them.

Commissioner Proctor moved, seconded by Vice-Chair Cummings, to approve Options #1-#6:

Option #1: Approve the Community Human Services Partnership (CHSP) funding level for FY 2024 at \$1,445,000.

Option #2: Approve the non-departmental maximum discretionary funding level for FY 2024 at \$44,500 for special events funding.

Option #3: Establish the Commissioner Office Budgets at \$20,500.

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

Option #5: Establish the FY 2024 Outside Agency Contracts as follows:

- DISC Village: \$222,759*
- Domestic Violence Coordinating Council: \$25,000*
- Legal Services of North Florida: \$125,000*
- Oasis Center: \$68,750*
- St. Francis Wildlife Association: \$71,250*
- Tallahassee Senior Citizens Foundation: \$179,000*
- Tallahassee Trust for Historic Preservation: \$63,175*
- United Partners for Human Services: \$40,000*

- *Whole Child Leon: \$38,000; and*

Option #6: Provide \$25,000 in Special Event Funding in support of Frenchtown Rising Events.

The motion carried 5-2 (Commissioner O'Keefe and Commissioner Welch in opposition).

Chair Maddox stated they could revisit the office budget policy in regard to sponsorship and events.

20. Award for the Exclusive Franchise to Provide Waste Collection Services in Unincorporated Leon County

County Administrator Long introduced this item. This item seeks Board direction in establishing residential and commercial rates in awarding the exclusive franchise to provide waste collection services in unincorporated Leon County to Waste Pro of Florida, Inc.

Commissioner Proctor made a motion for Option A, which was seconded by Commissioner O'Keefe.

Commissioner Proctor expressed concerns about Options C and D and sought clarification from the County Attorney. He stated that he is comfortable with the cheaper option.

Commissioner Minor discussed the difference in the fees between the current options and suggested that Option B would result in the same amount that customers are currently paying. He requested clarification on fees between the options.

Commissioner Proctor withdrew his motion.

Commissioner Minor made a substitute motion for Option B, which was seconded by Commissioner Welch.

The motion carried 7-0.

County Administrator Long reiterated the options and stated that Option B would save customers \$200,000 compared to Option A.

Commissioner Proctor sought clarification on whether money is saved by going with Option B.

Commissioner Welch clarified the information for Commissioner Proctor and expressed support for Option B. He also suggested that Option C could be another option to consider as it saves customers money in the long term. He thanked the County Administrator and County Attorney for their work and emphasized the obligation to go with the best bidder. He stated his support for Commissioner Minor's motion.

Commissioner Proctor commended the staff for their work in gathering information on the item.

Vice-Chair Cummings thanked the County Administrator and staff for keeping the rates in good standing and reducing them. She expressed confidence in Waste Pro as a provider for the community and thanked the regional director.

Commissioner Minor moved, seconded by Commissioner Welch, to approve Option #1: Award the exclusive franchise to provide waste collection services in unincorporated Leon County to Waste Pro of Florida, Inc., based upon one of the following rate options, and authorize the County Administrator execute the Franchise Agreement, subject to legal review by the County Attorney.

b. Residential rate of \$23.17, Franchise fee of 3%, and commercial rates as reflected in the item.

The motion carried 7-0.

21. Alternatives to Incarceration for the Possession of Small Amounts of Marijuana

County Administrator Long introduced this item. As requested by the Board at its February 21, 2023, regular meeting, this item provides an analysis of the alternatives to incarceration for the possession of small amounts of marijuana, including the current alternatives utilized in Leon County.

County Attorney O'Steen noted that there were no current arrests in regard to possession of small amounts of marijuana alone.

During the meeting, there were in-person speakers who expressed support for Option #2, which involved drafting a proposed ordinance to provide law enforcement with the discretion to issue a civil penalty for possession of small amounts of marijuana as stated below.

- **In-person speakers:**

- Will Crowley, 2308 Cypress Cove Drive, spoke in support of Option #2: To direct staff to draft a proposed ordinance providing law enforcement the discretion to issue a civil penalty for the possession of small amounts of marijuana.
- Stanley Sims, 1320 Avondale Way, spoke in support of a civil penalty for the possession of small amounts of marijuana.

Commissioner Proctor motioned for support of Option #2, seconded by Commissioner O'Keefe. County Attorney O'Steen confirmed that possession of marijuana violates federal and state law.

Commissioner Welch expressed his opposition to Option #2, stating that it would make it more difficult for law enforcement and that the ordinance would be illegal as it goes against state law. He cited data showing a decrease in marijuana possession numbers.

Vice-Chair Cummings thanked Commissioner Proctor for bringing up the issue but expressed concern about adopting an ordinance that goes against state law. She highlighted the State Attorney's diversion program and urged the Commission to press the issue with state legislators.

Commissioner O'Keefe expressed support for the ordinance and stated that he was not aware of any financial penalty if the ordinance was put in place by a lawsuit, noting the difference between civil and criminal lawsuits.

Commissioner Caban expressed support for the ordinance, citing other counties in Florida that have similar ordinances in place with a \$100 fine for possession.

Commissioner Minor conveyed support for the legalization of marijuana but expressed concerns about the County's authority to pass such an ordinance, giving people the wrong impression, and stated he would vote against Option #2.

Commissioner Proctor urged Vice-Chair Cummings to recuse herself from the vote.

Chair Maddox expressed concern about voting in this direction without the support of law enforcement and the State's Attorney Office and suggested pursuing a resolution or going to the state to enact change.

The Board further discussed the responsibility for decriminalizing the possession of small amounts of marijuana lying with the State, the State Attorney's diversion program, ordinances in jurisdictions in Florida, the need to make this a state legislative priority, the need for cooperation from the State Attorney and Sheriff to enforce a County ordinance, and their duty to their constituents.

Commissioner Welch made a substitute motion, seconded by Commissioner Maddox, to approve Option #1, which involved accepting the report on alternatives to incarceration for possession of small amounts of marijuana and taking no further action.

The motion carried 4-3 (Commissioners O'Keefe, Caban, and Proctor in opposition).

22. Full Board Appointments to the Advisory Committee for Quality Growth and the Affordable Housing Advisory Committee

County Administrator Long introduced this item. This item sought the full Board's consideration of the appointment of citizens to the Advisory Committee for Quality Growth and the Affordable Housing Advisory Committee.

In-person speakers:

- Guy Prentice, 1021 Lothian Drive, conveyed his desire and availability to be appointed to the Advisory Committee for Quality Growth.
- Lonnie Mann, 1120 E. Windwood Way, Panhandle Archaeological Society, spoke in support and to the character of the appointment of Mr. Prentice to the Advisory Committee for Quality Growth.

Commissioner Minor moved, seconded by Commissioner Welch, to approve Option #1: Appoint one citizen to Archaeologist Seat on the Advisory Committee for Quality Growth for the remainder of the unexpired term ending May 31, 2025. The eligible applicants were Barbara Clark, Matthew Marino and Guy Prentice. Guy Prentice was appointed. The motion carried 7-0.

Commissioner Proctor moved, seconded by Vice-Chair Cummings, to approve Option #2: Appoint one citizen, Oral Payne, to Seat Category a. on the Affordable Housing Advisory Committee for a three-year term ending January 31, 2026. The motion carried 7-0.

Vice-Chair Cummings moved, seconded by Commissioner Minor, to approve Option #3: Appoint one citizen, Alexandria Currie, to Seat Category b. on the Affordable Housing Advisory Committee for a three-year term ending January 31, 2026. The motion carried 7-0.

Commissioner Welch moved, seconded by Commissioner O'Keefe, to approve Option #4: Appoint one citizen, John Hershey, to Seat Category c. on the Affordable Housing Advisory Committee for a three-year term ending January 31, 2026. The motion carried 7-0.

Commissioner O'Keefe moved, seconded by Commissioner Caban, to approve Option #5: Appoint two citizens, Bruce Strouble and Mary Williams, to Seat Category d. on the Affordable Housing Advisory Committee for a three-year term ending January 31, 2026. The motion carried 7-0.

Vice-Chair Cummings moved, seconded by Commissioner Welch, to approve Option #6: Re-appoint two citizens, Trina Searcy and Rachel Stevens, to Seat Category g. on the Affordable Housing Advisory Committee for a two-year term ending January 31, 2025. The motion carried 7-0.

Commissioner Welch moved, seconded by Vice-Chair Cummings, to approve Option #7: Re-appoint two citizens, Madelon Horwich and Lawrence Tobe, to Seat Category i. on the Affordable Housing Advisory Committee for a two-year term ending January 31, 2025. The motion carried 7-0.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

23. Second and Final Public Hearing to Consider an Ordinance Amending the Lake Protection Zoning District

County Administrator Long introduced this item. This item requested the Board conduct the second and final Public Hearing and adopt an Ordinance amending the Lake Protection Zoning District. The proposed Ordinance would avoid potential litigation over Summerfield Land, LLC's, Notice of Claim under the Bert J. Harris, Jr. Private Property Protection Act (Chapter 70, F.S.) by correcting Lake Protection cluster subdivision requirements that inadvertently impacted development entitlements within the Summerfield Planned Unit Development. It also clarified the process for designating open space and development areas, established tiers of open space, clarified design standards, and ensured consistency with the County's Environmental Management Act.

Public Comment:

- Sophie Wacongne-Speer, 704 Duparc Circle, Vice President of Friends of Lake Jackson. She spoke in support of the ordinance and shared they appreciated the private briefing provided by staff.

Commissioner Minor moved, seconded by Commissioner Caban, to approve Option #1: Conduct the second and final Public Hearing and adopt an Ordinance amending the Lake Protection Zoning District.

The motion carried 7-0.

24. First and Only Public Hearing to Consider an Ordinance Amending the Predevelopment Environmental Analysis Reviews Section of the Environmental Management Act

County Administrator Long introduced this item. This item requested the Board conduct the first and only Public Hearing and consider adopting an Ordinance amending the Pre-Development Environmental Analysis Reviews Section of the Environmental Management Act. The revision was intended to clarify the process required to identify trees during the Natural Features Inventory (NFI) stage. This would ensure that protected trees (especially patriarch trees) were identified and reflected within the submitted NFI maps. As directed by the Board, this item included an analysis of the existing patriarch tree identification included in the Land Development Code.

Public Comment:

In person speakers:

- Jason Ghazvini, 4708 Capital Circle, stated his opposition to the ordinance. He cited its potential impact on affordable housing. He recommended a density bonus as an alternative solution.
- Max Epstein, 1001 San Luis Road, expressed support of the ordinance. He stated how it would improve the current process of tree preservation.
- Nita Davis, 1111 E. Paul Russell Road, spoke in support of the ordinance. She thanked the Commission and stressed how important this clarification was. She recalled the time when 30 oak trees that were at least 100-150 years old were destroyed.

Commissioner O'Keefe thanked staff for their work on the clarification.

Commissioner Welch clarified that Jason Ghazvini was supportive of the clarification and that it would not affect affordable housing.

Commissioner O'Keefe moved, seconded by Commissioner Caban, to approve Option #1: Conduct the first and only Public Hearing and adopt an Ordinance amending the Pre-Development Environmental Analysis Reviews Section of the Environmental Management Act (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.

- None

COMMENTS/DISCUSSION ITEMS

County Attorney O'Steen: No additional comments.

County Administrator Long:

- Acknowledged his 25th Wedding Anniversary and thanked everyone for the well wishes.
- Commended County staff for their work on the agenda items.

- Thanked the Board for its continued commitment to Lake Munson. He shared that the Lake Munson project is an on-going project.

COMMISSIONER DISCUSSION ITEMS

Commissioner Proctor:

- Commended Vice-Chair Cummings in regard to seeking action to decriminalize small amounts of marijuana.
- Shared an article from the Washington Post reporting that President Biden requested a 5.2% increase in salary for federal employees. He also suggested that the Board consider a 5% increase for County employees during the upcoming budget process, similar to the Governor's proposal for state employees.
- Shared with the Board his thoughts on acquiring part of the Apalachicola National Forest to become part of Leon County.
- Highlighted the community involvement with the Lake Munson clean up.

Commissioner Minor:

- Motioned to add decriminalizing possession of small amounts of marijuana to the County's State Legislative priorities agenda.

Commissioner Minor moved, seconded by Vice-Chair Cummings, to add decriminalizing possession of small amounts of marijuana (20 grams or less) to the County's State Legislative priorities agenda. The motion carried 7-0.

- Requested a proclamation recognizing Pastor Clarence Jackson and Destiny Church's 10-year anniversary.

Commissioner Minor moved, seconded by Commissioner Maddox, to approve a proclamation recognizing the 10-year anniversary for Destiny Church.

The motion carried 7-0.

- Acknowledged staff for their work for the agenda items.

Commissioner Welch:

- Congratulated the County Administrator of his wedding anniversary.
- Congratulated Julie Childers, a teacher at Chiles High School, for the chalk walk project on Wednesday, March 22nd on Adams Street.
- Thanked Blueprint staff for the design plan for the Northeast Park event on March 30th at Montford Middle School.
- Thanked Sheriff McNeil for the recent Hotdogs with Deputies outreach held at Walmart on Thomasville Road.
- Thanked Congressman Neal Dunn for his efforts with the ongoing postal problems in the County.
- Commended Tallahassee Community College for the establishment of the new Tallahassee Collegiate Academy, a charter high school.

Commissioner O'Keefe:

- Reflected on the October Board request for staff analysis of enforceability of an ordinance to increase the amount of notice that landlords give for rent increases over 5% and of rent market data. He made a motion for an agenda item to include a draft ordinance.

Commissioner O'Keefe moved, seconded by Commissioner Proctor, to direct staff to provide an agenda item including a draft ordinance to increase the required notice that landlords give for rent increases over 5%, to 30 days for month-to-month leases, and 60 days for quarterly leases, and include best practices from other Florida jurisdiction ordinances.

The motion carried 6-1. (Commissioner Caban in opposition).

Commissioner Caban:

- Requested a proclamation recognizing Tallahassee Community College and President Jim Murdaugh.

Commissioner Caban moved, seconded by Vice-Chair Cummings, to approve a proclamation for Tallahassee Community College (TCC) and President Jim Murdaugh for being named by the National Association of Business Resources as one of the top 101 best and brightest companies to work for in the nation. The motion carried 7-0.

- Requested a proclamation recognizing Sharon Gray for her efforts with Apalachicola National Forest clean up.

Commissioner Caban moved, seconded by Commissioner O'Keefe, to approve a proclamation recognizing Sharon Gray for her efforts in organizing the Apalachicola National Forest clean up. The motion carried 7-0.

- Requested a proclamation recognizing Gayle Grissett for her donation of an antique piano to the Fort Braden Community Center.

Commissioner Caban moved, seconded by Commissioner Minor, to approve a proclamation recognizing Gayle Grissett for her donation of an antique piano to the Fort Braden Community Center. The motion carried 7-0.

- Thanked Anna Padilla, Stormwater Management Coordinator, for all her efforts on the Lake Munson clean up.

Vice-Chair Cummings:

- Congratulated County Administrator Long on his wedding anniversary.
- Recognized March as Women's History Month.
- Commended the Tallahassee Democrat for profiling 25 women to know in Leon County, and acknowledged Carmen Conner, Children's Services Council Board member, and Wanda Hunter, Assistant County Administrator, and requested a proclamation recognizing Wanda Hunter.

Vice-Chair Cummings moved, seconded by Commissioner Proctor, to approve a proclamation recognizing Wanda Hunter, Assistant County Administrator, for being named as one of the Tallahassee Democrat's 25 Women You Need to Know. The motion carried 7-0.

- Commended the Oasis Center’s recent Trailblazer luncheon for Women’s History Month and recognized the presentation by Riley Long, daughter of the County Administrator.
- Thanked staff for the recent Lake Munson site visit.

Chair Maddox:

- Requested a proclamation recognizing National Public Works Week, May 21-27, 2023. *Commissioner O’Keefe moved, seconded by Commissioner Minor, to approve a proclamation recognizing May 21-27, 2023, as National Public Works Week. The motion carried 7-0.*
- Asked for a proclamation recognizing Representative Al Lawson.
- *Commissioner Caban moved, seconded by Vice-Chair Cummings, to approve a proclamation recognizing Representative Al Lawson for his years of service to the State of Florida and the U.S. Government. The motion carried 7-0.*

RECEIPT AND FILE:

- Capital Region Community Development District Meeting Minutes for January 12, 2023.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 9:52 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Nick Maddox, Chair
Board of County Commissioners

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

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
BUDGET WORKSHOP
April 25, 2023**

The Leon County Board of County Commissioners met for a Budget Workshop on Tuesday, April 25, 2023, in the County Commissioner Chambers. Present were Chair Nick Maddox, Vice-Chair Carolyn Cummings, and Commissioners Bill Proctor, Rick Minor, Brian Welch, Christian Caban, and David T. O'Keefe. Also present were County Administrator Vincent Long, County Attorney Chasity O'Steen, Board Secretary Beryl Wood, Deputy County Administrator Alan Rosenzweig, Assistant County Administrator Ken Morris, Assistant County Administrator Wanda Hunter, Office of Financial Stewardship Director Scott Ross, and Budget Manager Roshaunda Bradley.

Chair Maddox called the meeting to order at 9:01 a.m. He asked Commissioners for initial comments.

Commissioner Welch thanked staff for preparing a great agenda and looking forward to a robust discussion.

Commissioner O'Keefe commended Deputy County Administrator Alan Rosenzweig and his team for their work in preparing a well-thought-out and strategic budget document. He acknowledged the importance of the budget and the decisions the Board would be making based on it.

Commissioner Minor emphasized the significance of the two workshops and expressed appreciation for the thorough overview provided. He commended the staff for their approach to the budget and their efforts in preparing for the workshops.

Commissioner Caban expressed gratitude to the staff for prioritizing Lake Munson and allocating an additional \$100,000 in funding for it. He also commended County Administrator Long for taking the lead on the Florida Retirement System (FRS) and working with counties across the state.

Vice-Chair Cummings acknowledged staff for their excellent preparation and documentation and expressed excitement for the upcoming presentations.

Chair Maddox expressed gratitude for the staff's exceptional efforts in preparing the budget, especially considering the unique circumstances and dependence on two budget scenarios. He highlighted the importance of conducting discussions in a respectful and equitable manner, with the well-being of Leon County as the primary focus. He specifically commended Deputy County Administrator Alan Rosenzweig and his team for their dedicated work in putting the budget together.

Commissioner Proctor commended the staff for delivering a flawless presentation and expressed his confidence in their abilities. He acknowledged the external factors and dynamics that are affecting the County, particularly emphasizing the impact of the state's decisions. He recognized that this year, Leon County faces specific concerns related to the decisions made at the state level and their potential consequences.

1. Fiscal Year 2024 Preliminary Budget Overview

County Administrator Long provided opening remarks and an overview of the FY 2024 Preliminary Budget Highlights. He stated the Board would have another workshop in June with all recommendations received today. He shared the Board has provided a lot of direction. He shared how the budget is a multi-year process to fulfill the vision. He shared they have budgeted through a pandemic. He recalled the Florida Retirement System (FRS) legislation, along with the modest tax increase and ad valorem tax increase. Sheriff, SOE – Presidential Primary, no general revenue supported positions, modest capital budget, no millage increase (12 year). He thanked Deputy County Administrator Alan Rosenzweig, Office of Financial Stewardship Director Scott Ross, and OMB Budget Manager Roshaunda Bradley for their continuous work and the Board for the continued leadership.

Deputy County Administrator Alan Rosenzweig noted they are early in the budget process and continued sharing a presentation for the Board:

- American Rescue Plan (ARPA) revenues completed
- Inflation still significantly above normal rates
 - Resulted in increased costs for the County to purchase goods and services
- Federal Reserve raising interest rates intending to slow the economy
 - Resulted in lower tax collections for the County
- Uncertainty regarding future recession
- Locally, revenues increasing modestly with post-COVID economic rebound
- Property value growth return to normal
 - Modest growth rate of 7.5% projected

Cost Avoidance and Savings:

- Deliberate approach occurs throughout the year
- Not only during formal budget process
- Specific & targeted practices: LEAD's Listening Sessions, I² (squared) Leverage Partners
- Employees continuously empowered to seek and implement cost saving measures
- Occurs prior to seeking any new taxes, fees, and positions

\$500,000 in current year savings
\$63.6 million in cumulative savings since 2013

Deputy County Administrator Alan Rosenzweig shared a table and provided details about the FY 2024 Preliminary Budget General Revenue and Expense Changes from FY 2023.

Commissioner Proctor discussed his contemplated direction for June, expressing his intention to propose a millage rate increase if the legislative process does not result in reduced projections for the FRS. He highlighted a longstanding constraint that the millage rate should never be raised due to an unwritten policy and mindset. Commissioner Proctor requested a thorough examination of the numbers and measures needed to

maintain stability, particularly in light of a projected \$14 million increase for FRS. He expressed interest in exploring the potential impact of a 5% raise for employees if the millage rate were to be increased.

Commissioner O'Keefe asked Deputy County Administrator Rosenzweig for the expected percentage increase for the Sheriff's Budget.

Deputy County Administrator Rosenzweig stated 8.1% to 8.2% and property value of 7.5%.

Commissioner O'Keefe expressed appreciation for including \$500,000 in federal funding to address the homeless initiative. He also expressed agreement with the proposed 5% increase for employee raises.

Commissioner Welch asked if they did 5% last cycle.

Deputy County Administrator Rosenzweig stated yes.

Commissioner Welch asked how much it cost.

Deputy County Administrator Rosenzweig stated about \$1.5 million to \$1.6 million, and this year they forecasted about \$1.2 million.

Vice-Chair Cummings spoke about increasing the millage rate and asked if that would cover the shortfall for EMS and Fire Rescue Services.

County Administrator Long indicated that the millage rate increase could potentially help offset the impact on EMS and Fire Rescue Services. However, he emphasized that the Board would review all the relevant information and staff would bring it back in June for further discussion and decision-making.

Commissioner Minor thanked County staff for the \$500,000 federal funds for homelessness. He stated they need to produce ideas to address the national issue as they address the issue locally. He commented on ad valorem taxes and asked what percentage of the residential properties are subject to save their homes.

Deputy County Administrator Rosenzweig stated 60% - 70%.

Commissioner Caban inquired if there is a way to give employees a 5% increase without increasing the millage rate.

County Administrator Long replied yes, it is a matter of choices later in the process.

Commissioner Caban stated he was in favor of increasing the 5% employee raise but not in favor of increasing the millage rate unless they must.

Chair Maddox asked if there is any contemplation of an increase for staff whether it be cost of living or 5%.

County Administrator Long replied yes, they have taken the standard approach, which is a 0-5 merit performance-based average of three, the average of three is what is reflected in the budget.

Chair Maddox commented on looking at the MSTU this year as well as the fire services fee. He asked County Administrator Long if a raise in the MSTU would qualify as a raise in the millage rate.

County Administrator Long replied yes.

Chair Maddox asked if they are contemplating 0-5 % employee raise depending on what comes back from the legislation.

County Administrator Long replied yes.

Commissioner Proctor asked if the MSTU is to all County taxpayers.

County Administrator Long replied it is County-wide.

Commissioner Proctor expressed his desire for all County employees to receive a raise. He requested that the staff reassess the current \$10.00 hauling fee charged by Waste Management and consider reducing it to \$5.00. This reduction would free up \$1.2 million, which could be allocated towards increasing staff salaries. Additionally, Commissioner Proctor emphasized the need to evaluate fleet management and gasoline usage within the County.

Chair Maddox inquired whether implementing a 5% across-the-board increase would exceed the budget's current plans.

County Administrator Long confirmed that if the Board decides to proceed with a 5% across-the-board increase, staff would accommodate the direction and present funding options in June to support the 5% raise.

Chair Maddox inquired whether reducing the Waste Pro hauling fee to \$5.00 would result in the funds being allocated to the Board.

County Administrator Long stated it will be a cost to the Board.

Chair Maddox recommended that they come back in June with 5% versus 3% increase in the next Budget Workshop.

Commissioner O'Keefe inquired whether the Board needed to provide specific direction to staff regarding the options to be presented in June, or if they can rely on the staff to bring back all relevant ideas without specific instructions.

Chair Maddox emphasized that if the Board has specific numbers or scenarios in mind, they would provide staff with clear direction. This is because it can be time-consuming for the staff to evaluate and analyze every possible scenario without specific guidance.

Commissioner Welch clarified that the proposed 5% increase for employee salaries applies uniformly across the board and is not an average. He also mentioned the FRS increase of \$14 million and the additional 3% increase for employees along with potential merit raises.

Commissioner Minor provided an additional perspective on the matter, focusing on the importance of merit increases in retaining employees. He expressed his intention to initiate a discussion in June regarding the benefits of merit increases and the value of rewarding those who demonstrate exceptional performance. Furthermore, he voiced his opposition to increasing the millage rate.

Chair Maddox expressed agreement with Commissioner Minor's viewpoint. He stated his support for increasing employee salaries and expressed curiosity about the potential impact of a 5% increase. Chair Maddox then directed a question to County Administrator Long regarding the possibility of providing pay raises to employees based on their performance across the Board.

County Administrator Long agreed.

Chair Maddox emphasized that their organization prioritizes employee well-being and cares about their workforce. He expressed the belief that if there is room to consider doing more for the employees, they should explore those possibilities.

Commissioner Proctor referenced a letter sent on April 5th to the Legislative Delegation regarding waivers for counties that do not experience a 10% increase in growth. The letter highlighted the possibility for the state to offset any owed amounts from the \$13 billion surplus, of which \$7.5 billion remains unallocated in the general revenue reserve. Commissioner Proctor suggested that the Board write another letter including these arguments and inquired about potential legal challenges and whether anyone had addressed the issue of unfunded mandates with County Attorney O'Steen.

County Attorney O'Steen responded by stating that the County has the option to explore alternative retirement plans instead of solely relying on the FRS.

Commissioner Proctor expressed his view on the proposed 5% increase across the board for non-executive level individuals. He mentioned the tipping fee and raised the issue of ambulance services, suggesting that a thorough examination should be conducted to ensure fair compensation for every individual involved. Commissioner Proctor requested a new approach to be presented and proposed for consideration.

Commissioner O'Keefe expressed his anticipation of hearing the most effective strategies to retain valuable employees. He emphasized that increases in property insurance, Waste Pro fees, fire services fees, and EMS fees should not deter them from delivering quality services to the community. He affirmed that the Board would consider all available options, with a millage rate increase being the last resort among a range of creative alternatives. He requested an updated assessment of the costs associated with providing enterprise or business-type services before burdening taxpayers. Additionally, he urged

the Board to adopt a long-term perspective, ensuring that capital investments and infrastructure development align with future community needs, cautioning against short-sighted decision-making observed in other governments.

Chair Maddox inquired with County Administrator Long whether the 5% increase across the board would include employees of the Constitutional Officers when presented for consideration in June.

County Administrator Long replied yes.

Chair Maddox asked if the 5% increase included all BOCC employees.

County Administrator Long replied yes.

Chair Maddox asked if the Constitutional Officers have the discretion to do whatever they want to do.

County Administrator Long stated the Board approves the budget for the most part.

Chair Maddox raised the question of whether, if the Board approves the increase and allocates funds to the Constitutional Officers, they would have the authority to decide whether to implement a 3% or 5% increase for their own employees.

County Administrator Long responded by stating that in the past the Constitutional Officers have followed the lead of the Board and have not independently implemented different salary increases.

Vice-Chair Cummings expressed solidarity among the Board members and acknowledged their appreciation for the hard work of County employees. She affirmed their desire to provide a salary increase across the Board but noted the need to understand the potential impact of legislation before finalizing decisions. She emphasized the Board's commitment to delivering essential services to the citizens of Leon County. Regarding tipping fees, she inquired whether County Administrator Long had engaged in any negotiations with hospitals on the matter.

County Administrator Long responded that it is not legally permissible for the County to engage in negotiations with hospitals regarding tipping fees.

Commissioner Proctor moved, second by Vice-Chair Cummings, to approve Options #1-#3, as amended, to have staff bring back a budget contemplating 5% across the board increases for all County and Constitutional Officer employees.

Option #1: Accept the report on the Preliminary Budget overview.

Option #2: Approve increasing the Primary Health Care Provider patient visit reimbursement rate from \$125 to \$175 in FY 2024 and to \$225 in FY 2025.

Option #3: Approve the \$500,021 of Federal Local Assistance and Tribal Consistency Funding to be considered as part of the May 23, 2023, Homelessness Workshop or the Board may wish to provide any additional direction on the use of these funds.

In addition, this item seeks any other direction the Board wishes to provide in the development of the FY 2024 Preliminary Budget.

The motion carried 7-0.

The Board recessed at 10:23 a.m. for a morning break. The meeting was resumed at 10:40 a.m.

2. Joint City/County 2023 Fire Rescue Services Fees

County Administrator Long introduced this item. He stated this item sought Board approval to implement updated fire rescue assessments and fire rescue services fees in the unincorporated area of Leon County effective October 1, 2023, to provide adequate funding for fire rescue services in the unincorporated area. This item has a fiscal impact. The updated fire rescue assessments and fire rescue services fees will generate \$11.6 million annually. This is an annual increase of \$2.1 million generated from the imposition of the existing rates.

Sandi Neubarth, Government Services Group, provided an overview of the Fire Assessment Program Update Fiscal Year 2023-24.

What is a Fire Assessment:

- Charge imposed against real property to pay for fire protection services
- Does not include EMS-type services above level of first responder

Case Law Requirements

- Special benefit to the property and
- Fair and reasonable apportionment

Historical Demand Methodology

- Court tested and approved
- Most widely adopted
- Easy for property owners to understand
- Historical demand is the driving factor

She commented on the Updated Apportionment Methodology

- Data Components
 1. Service delivery

- Benefit area – entire County
 - ALS without transport
 - Service Zones – based on proximity to fire stations
2. Fire Department's 5-Year Pro-forma Budget
 - EMS vs Non-EMS (Fire)
 - 5-Year average Fire Assessable Budget
 - \$51,423,076
 3. Fire Call Data – 3 Years Call Data
 - EMS vs Non-EMS (Fire)
 - Analyze Non-EMS (Fire) calls
 4. Ad Valorem Tax Roll/Assessment Roll
 - Non- Government Rate Calculations
 - Government Fee Calculation

Commissioner Proctor raised a concern about the fairness of charging the same amount of money for fire services in Zone 2, particularly in the case of Crawfordville Road where there is no fire hydrant. He questioned the equity of this situation and highlighted the need to address this issue.

Ms. Neubarth stated that Zone 2 is actually being charged less than Zone 1 for fire services, despite still responding to calls in Zone 2. She mentioned that responding to calls in areas without fire hydrants may require sending out tanker trucks with water, which could potentially increase costs.

Commissioner Proctor highlighted the geographical imbalance and expressed concern about the lack of fairness in providing the same level of service in areas without fire hydrants. He mentioned that residents in those areas may not have the same level of security and might face higher insurance rates due to the absence of fire hydrants. Commissioner Proctor expressed discomfort with this situation and emphasized the need to address the issue.

Ms. Neubarth clarified that the City responds to all calls for service, with the volunteers providing supplementary assistance. She emphasized that there is always a response from the City for every call.

Commissioner Proctor expressed his concern about not having the same level of access to volunteers in the Woodville area compared to the Bannerman area. He emphasized that the quality of service may not be equal in these different areas.

Commissioner Caban commented on the use of fill-up stations as substitutes for fire hydrants and cited an example of a fill-up station at Ft. Braden School. He inquired about

the sufficiency of fill stations in rural communities and whether they would serve as adequate alternatives to fire hydrants.

Ms. Neubarth responded by stating that their analysis aimed to provide a legally defensible fire assessment.

County Administrator Long explained that the fire rating of a community is determined by factors such as ISO (Insurance Services Office) ratings. He noted that not all insurance companies recognize ISO fill-up stations and instead focus on the overall community rating when assessing insurance rates.

Commissioner Caban expressed his desire to ensure that rural communities are represented and treated equally in terms of the services and resources they receive.

Ms. Neubarth clarified that the ISO rating for the area in question is 3, which is considered to be a very good rating. She provided this information to give context regarding the quality of fire services in the community.

Commissioner Minor inquired whether Zone 1 and Zone 2 align with the City limits.

Ms. Neubarth replied yes.

Commissioner Minor asked about the decision-making process for determining the ratio between residential, commercial, and industrial properties in the context of fire services.

Ms. Neubarth explained that the determination of the ratio between residential, commercial, and industrial properties is based on the analysis of call volumes. The distinction between Zone 1 and Zone 2 is influenced by the demand for non-residential services and the number of residential units, rather than solely considering square footage.

Commissioner Minor inquired as to how Ms. Neubarth produced those ratios.

Ms. Neubarth clarified that they established tier values and assigned them to the properties with the lowest square footage. This approach likely influenced the determination of the ratio between residential, commercial, and industrial properties for fire services.

Commissioner Minor clarified that they take the unit cost per square foot and categorize properties into different tiers based on that unit cost. This allows for the assignment of the respective unit cost per square foot to each tier, which contributes to the determination of fire services fees.

Ms. Neubarth replied yes.

Commissioner Minor expressed gratitude towards Ms. Neubarth for her analysis, as well as County Administrator Long and the staff for their efforts in keeping rates low for residents, commercial properties, and industrial properties.

Commissioner Welch clarified that this study is done every 5 years.

County Administrator Long confirmed.

Commissioner Welch conveyed that they have been postponing the use of fund balance to fulfill this requirement. He pointed out that the majority of the County falls within Zone 2. He mentioned that the approximate total increase in fire services fees would amount to around \$3 per month.

Commissioner Proctor raised concerns about the City's responsibility and their lack of interest in extending infrastructure, such as sewer pipes, to the Southside. He expressed dissatisfaction with the lack of equity in terms of fire services and infrastructure development. He specifically mentioned Lake Munson and expressed apprehensions regarding fire services in that area.

Commissioner O'Keefe inquired whether any alternative options have been explored to provide water for fire suppression purposes in the Southside.

Chair Maddox confirmed that a few years ago, the Board examined alternative options for the placement of fire hydrants in all the unincorporated areas, including the Southside. This indicated that efforts were made to explore potential solutions for water availability for fire suppression purposes.

County Administrator Long responded that they have explored alternative solutions and continued to add fire hydrants to the system on an annual basis. They have also looked into potential federal appropriations for water tanks to assist in enhancing the system. These efforts demonstrate their ongoing commitment to improving the fire suppression infrastructure.

Chief Chad Abrams provided information about an existing policy in place for adding fire hydrants to the current water systems. He mentioned that Public Works collaborates with Utilities to identify suitable locations where hydrants can be added. This process ensures a systematic approach to expanding the fire hydrant network.

Commissioner O'Keefe inquired about the number of new fire hydrants that have been installed in Commissioner Proctor's area in recent years.

Chair Maddox requested an agenda item to be added regarding fire hydrant placement in unincorporated areas.

Commissioner Caban asked if they can request a status report on fire hydrants in the unincorporated areas including fill up stations.

County Administrator Long replied yes.

Vice-Chair Cummings expressed commendation towards the Commission and staff for their efforts in maintaining low rates over the past five years. This acknowledgment highlighted their commitment to fiscal responsibility and ensuring affordability for the community.

Commissioner Proctor expressed his opposition to the motion and stated that he would have to answer to his constituents regarding the proposed action. He also inquired about the possibility of co-locating sewer pipes with water pipes in the Woodville area.

Deputy County Administrator Rosenzweig responded by stating that the co-location of sewer pipes with water pipes in the Woodville area would depend on the availability of infrastructure provided by the City.

Commissioner Proctor questioned the reasons behind the City's reluctance to consider running water pipes and installing hydrants in the Woodville area. He reiterated his stance of not supporting the motion.

Vice-Chair Cummings moved, second by Commissioner O'Keefe, to approve Options #1-3, as amended to have staff bring back an agenda item on Fire Hydrant Placement in the unincorporated areas and any alternative fire suppression methods.

Option #1: Direct staff to prepare an updated Rate Resolution to adopt the Fire Rescue Assessments and Fire rescue services fees at the July 11, 2023, meeting.

Option #2: As required by Section 197.3632(4)(a) and (b), Florida Statutes, authorize mailing of first-class notices to property owners regarding proposed changes to the fire rescue assessments and authorize scheduling a Public Hearing on July 11, 2023, to impose the updated assessments and to place the assessments on the tax bill if applicable.

Option #3: Direct staff to amend the Fire Rescue Services Interlocal Agreement with the City of Tallahassee based on the terms discussed in this item and authorize the Chair to execute the updated agreement subject to legal review by the County Attorney.

The motion carried 6-1 (Commissioner Proctor opposed).

3. Consideration of Proposed Emergency Medical Services MSTU Increase

County Administrator Long introduced this item. He stated that during last year's budget development process, this item considered long term Emergency Medical Services fiscal strategies to include increasing the EMS millage rate to support funding EMS operations. This item had a fiscal impact, as it recommended increasing the EMS Municipal Services Tax Unit (MSTU) by 0.25 mills for a total millage rate of 0.75 mills. This increase would generate an additional \$5.46 million in annual revenue for the EMS fund and eliminate the need to transfer any general revenue to support EMS operations.

Commissioner Proctor highlighted the hospitals that benefit and profit from fire services, emphasizing the need for specific measures in relation to their contributions. He suggested that if a certain methodology is applied to one system, it should be applicable

to others as well, indicating a desire for fairness and consistency in how services are funded.

Commissioner Welch mentioned the County taking over EMS services in 2001 and noted that rates have not been increased since then. He inquired about the average cost of an ambulance, seeking information on the financial aspects related to EMS services.

Deputy County Administrator Rosenzweig stated about \$700,000.00.

Commissioner Welch expressed admiration for the ability to cover the rising costs of providing services without raising the millage rate. He highlighted the significance of maintaining affordability for the residents. Commissioner Welch also mentioned that the proposed increase would result in a \$3.00 rise in ad valorem taxes for the citizens of Leon County.

Commissioner Minor inquired about the resulting new ratio after the adoption of the motions under consideration. He sought clarification on the specific changes that would occur in the ratio related to the discussed matters.

Deputy County Administrator Rosenzweig responded that the new ratio, after the adoption of the motions, would be close to a 50/50 distribution. This indicated a more balanced allocation of resources and services.

Commissioner Caban inquired about whether all other potential funding options have been thoroughly explored to meet the necessary financial requirements. He expressed a desire to ensure that all avenues have been considered before deciding.

County Administrator replied yes.

Commissioner Proctor inquired about the cost of an EMS ride across town to the hospital. He sought information regarding the financial implications associated with transporting patients via EMS services within the county.

Deputy County Administrator Rosenzweig stated that the cost of an EMS ride across town to the hospital is around \$1,100.

Commissioner O'Keefe moved, second by Commissioner Proctor, to approve Options # 1 and #2.

Option #1: Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) for FY 2024 at 0.75 mills.

Option #2: Schedule the first and only public hearing to consider adoption of an Ordinance amending Chapter 11, Article XIII of the Leon County Code of Laws regarding the Emergency Medical Service Taxing Unit, for July 11, 2023, at 6:00 p.m.

The motion carried 7-0.

4. Proposed Revisions to Policy No. 17-2, “Street Lighting Eligibility Criteria and Implementation” to Provide Street Lights at School Bus Stop Locations

County Administrator Long introduced this item. The budget discussion item provided proposed revisions to Policy No. 17-2, “Street Lighting Eligibility Criteria and Implementation” to implement a school bus stop street lighting program in unincorporated Leon County. This item also recommended the Board consider amending the Land Development Code to require new residential subdivisions provide streetlights for school bus stops. This item has a recurring fiscal impact for the installation, maintenance, and monthly electric utility costs associated with new streetlights. The annual funding for the street lighting program is adequate to support the proposed School Bus Stop Lighting Program. The ongoing maintenance and monthly electric utility costs are nominal and will be included in Public Works utility budget.

Commissioner Proctor asked about the lighting on Crawfordville Road, specifically from Wilson Green Boulevard to Capital Circle. He sought information regarding the status or plans for installing lighting in that area.

Deputy County Administrator Rosenzweig stated that the funding for the lighting project on Crawfordville Road, from Wilson Green Boulevard to Capital Circle, is fully provided by the State. He also mentioned that the City and the State are working together to coordinate the implementation of this project.

Commissioner Welch expressed gratitude towards the staff for their creativity and efforts in finding solutions to address various challenges. He emphasized the importance of facilitating a creative and cost-effective approach to ensure the safety of children and the entire community. Commissioner Welch highlighted the need for innovative solutions that meet the objectives efficiently and effectively.

Commissioner Caban highlighted the significance of equality, particularly when it comes to youth. He expressed satisfaction with the inclusion of the discussed item on the agenda and extended his gratitude to the staff for their efforts. He emphasized the importance of addressing equality issues and ensuring equal opportunities for all members of the community, starting with the younger generation.

Commissioner Minor expressed gratitude towards the County staff and County Administrator Long for their efforts in initiating the agenda item and addressing the need for lighting to benefit the youth. He acknowledged the importance of providing appropriate resources and facilities for the youth and appreciated the commitment of the staff in fulfilling this objective.

Chair Maddox acknowledged the partnership between the County and Leon County Schools and expressed enthusiasm for further expansion in the future. He recognized the value of collaboration and working together to enhance the services and opportunities for the community. Chair Maddox expressed a positive outlook and a commitment to strengthening the partnership between the county and the school district.

Vice-Chair Cummings expressed her enthusiasm for the discussed item and highlighted the role of the Children's Service Council. She emphasized the positive impact this program would have on the future of children in the community. Vice-Chair Cummings

also emphasized the importance of collaboration and working together with other entities to maximize the benefits and outcomes for the children. She recognized the value of partnership and expressed her commitment to fostering effective cooperation among different organizations and stakeholders.

Commissioner Caban moved, second by Commissioner Welch, to approve Options #1 and #2.

Option #1: Adopt the proposed revised Policy No. 17-2, "Street Lighting Eligibility Criteria and Implementation" to Provide Street Lights at School Bus Stop Locations (Attachment #1).

Option #2: Direct staff to draft amendments to the Land Development Code to require new residential subdivisions to provide streetlights for school bus stops.

The motion carried 7-0.

5. Overview of Legislative Changes Concerning Publication of Advertisements and Legal Notices

County Administrator Long introduced this item. He stated the item sought Board direction regarding whether to eliminate publishing certain advertisements and legal notices in the local newspaper and, instead, post these notices online. During the FY 2022 legislative session, state law was amended, effective January 1, 2023, to allow a governmental agency the option to publish certain types of advertisements and legal notices on a publicly accessible County website or other private website designated by the County instead of in a print newspaper if certain conditions were met.

Commissioner Proctor expressed his preference for maintaining the status quo and voiced his support for Option #3. He referred to the Capital Outlook Newspaper and raised the issue of equality in terms of access. He emphasized the importance of ensuring equal opportunities and resources for all members of the community. His stance indicated his desire to preserve the existing arrangement and advocate for equitable access to services and information.

The motion died for a lack of second.

Commissioner Proctor inquired about legal notices.

County Administrator Long addressed the process of advertisements and legal notices, highlighting the distinction between required notices and those that may be exempt. He clarified that the proposed changes would only apply to specific legal notices and not all types of advertisements.

Commissioner Proctor asked about including the Capital Outlook in circulation.

County Administrator Long clarified that the County already advertises extensively in the Capital Outlook publication.

Commissioner O'Keefe proposed an amendment to the motion, suggesting the inclusion of paper copies of all public notices at each library and County Courthouse.

Vice-Chair Cummings inquired about the potential adverse effects of the proposed amendment and sought confirmation regarding the County's current advertising practices in the Capital Outlook newspaper.

County Administrator Long confirmed that they will provide paper copies of the public notices to the libraries and County Courthouse as per the amendment. He clarified that the amendment pertains to specific legal notices that are required to be posted in the Tallahassee Democrat, and it would not impact the existing advertisement practices in the Capital Outlook newspaper.

Chair Maddox inquired if they need to make a decision today.

County Administrator Long stated no.

Commissioner Minor suggested an alternative approach to not printing notices and instead relying on library staff to assist citizens in accessing the information digitally. He suggested it aims to improve efficiency, reduce costs, and encourage citizens to utilize computer resources available at the libraries.

Commissioner Caban moved, seconded by Commissioner Welch, for Option # 1, as amended to include to include paper copies of all notices at each library and County Courthouse of current public notices.

Option # 1: Direct staff to:

- a. Prepare an Ordinance and schedule a public hearing for July 11, 2023, that requires Leon County to host a publicly accessible website for the digital publication of certain advertisements and legal notices as allowed by Florida Statutes.*
- b. Authorize the County Administrator to prepare a cost sharing agreement with the City of Tallahassee for Board approval.*

Amended to add

The motion carried 7-0.

County Administrator Long expressed gratitude towards County Staff and the Board for their guidance and stated that he looks forward to reconvening with them in June on the budget.

Commissioner O'Keefe congratulated Assistant County Administrator Wanda Hunter for being recognized as one of the Top 25 Women to Know in 2023.

Adjourn:

There being no further business to come before the Board, the workshop was adjourned at 11:59 a.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Nick Maddox, Chair
Board of County Commissioners

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

DRAFT

**Leon County
Board of County Commissioners**

Notes for Agenda Item #2

Leon County Board of County Commissioners

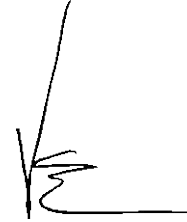
Agenda Item #2

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Payment of Bills and Vouchers



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

Statement of Issue:

This item requests Board approval of the payment of bills and vouchers submitted for June 13, 2023, and pre-approval of payment of bills and vouchers for the period of June 14, 2023 through July 10, 2023.

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 June 13, 2023, and pre-approval of payment of bills and vouchers for the period of June 14, 2023 through July 10, 2023.

Report and Discussion

Background:

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the June 13th meeting, the morning of Monday, June 12, 2023. 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 July 11, 2023, it is advisable for the Board to pre-approve payment of the County's bills for June 14, 2023 through July 10, 2023 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 bills/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 June 13, 2023, and pre-approval of payment of bills and vouchers for the period of June 14, 2023 through July 10, 2023.
2. Do not approve the payment of bills and vouchers submitted for June 13, 2023 and pre-approval of payment of bills and vouchers for the period of June 14, 2023 through July 10, 2023.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #3

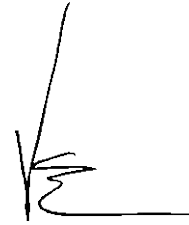
Leon County Board of County Commissioners

Agenda Item #3

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Acceptance of the County Administrator's Proposed Reorganization

Lead Staff:	Vincent S. Long, County Administrator
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Statement of Issue:

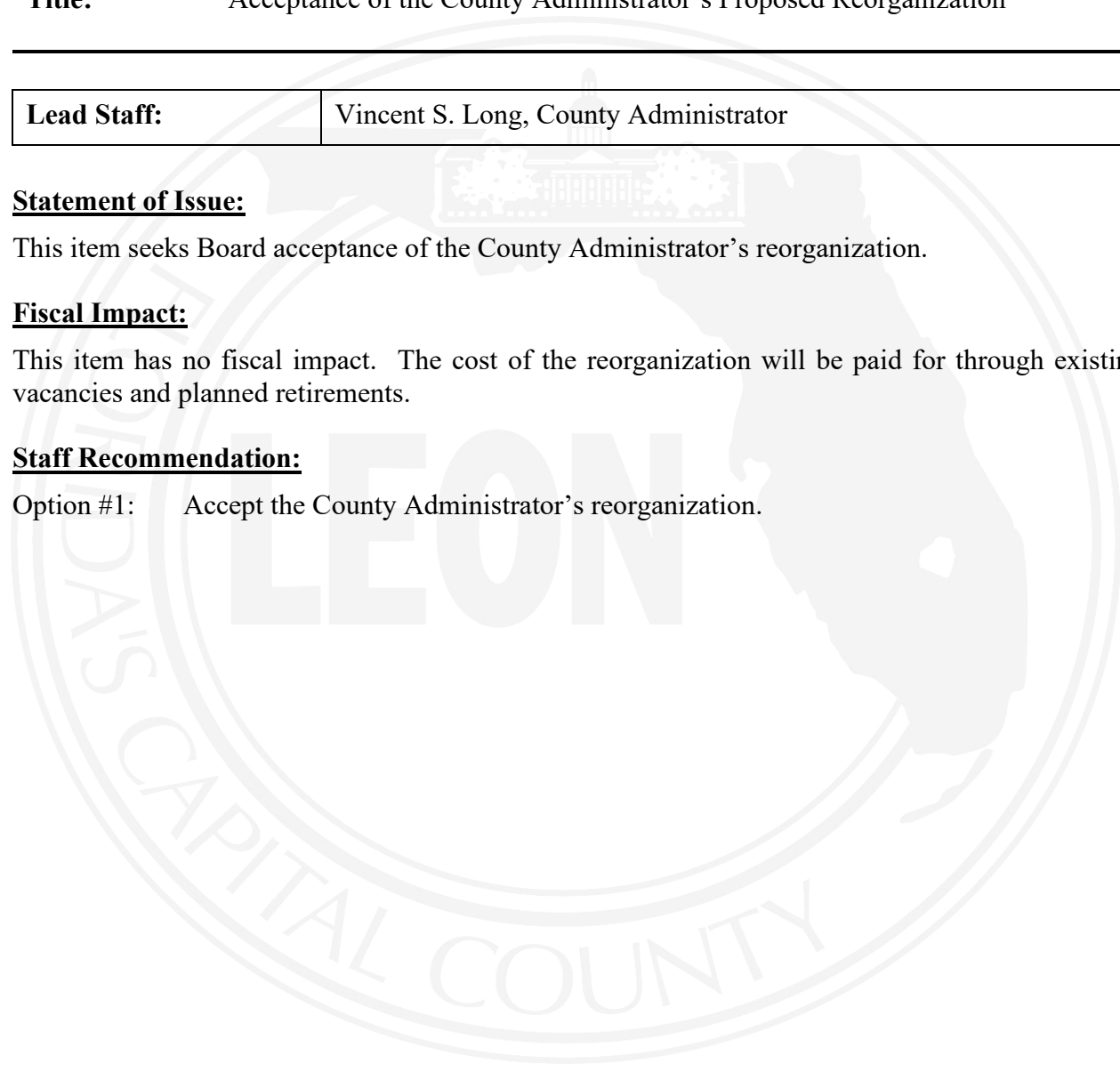
This item seeks Board acceptance of the County Administrator's reorganization.

Fiscal Impact:

This item has no fiscal impact. The cost of the reorganization will be paid for through existing vacancies and planned retirements.

Staff Recommendation:

Option #1: Accept the County Administrator's reorganization.



Report and Discussion

Background:

As Chief Executive Officer of the County, the County Administrator continuously assesses and seeks to strengthen the capacity of the organization to fulfill its responsibilities to its citizens, optimizes and aligns resources to most efficiently and effectively carry out the policy direction and goals of the Board of County Commissioners, and supports and sustains an organizational culture where employees thrive.

To do this, periodic changes to the organizational structure are required. The last significant reorganization took place in 2014 with updates occurring in 2016. As with the previous reorganizations, this proposed reorganization deliberately focuses on succession management, talent retention and recruitment, and diversity. The following analysis provides the details of the organizational realignment proposed by the County Administrator (Attachment #1).

Analysis:

It is important that the Board of County Commissioners be fully apprised of all significant organizational restructuring. In fact, one of the key elements included in the County Administrator's Strategic Intent Section of Leon LEADS: A Structure for Success (Attachment #2), states:

"...County Commissioners are continually growing in their confidence that County staff and the organization have the capacity to carry out the Board's vision on the behalf of citizens. They are prepared, receiving timely, accurate and complete information and analysis upon which to make the best policy decisions. They recognize that County employees, at all levels, are innovative problem solvers who respect the will of the Board and are committed to exceeding the highest expectations of customer service."

As important, is the relationship our employees have with our citizens; as also stated in LEADS: A Structure for Success:

Citizens are empowered, engaged, and have a sense of community. They feel that County Government is on their side, that decisions are made equitably and that their voice is heard. They feel respected and believe that county officials are responsible stewards of the community's resources.

County Employees fully embrace and live by our core practices, and enhance our people focused, performance driven organizational culture. County employees demonstrate pride in their work and in their community, always strive to improve levels of service and performance, and are empowered to help the people they serve.

In continuously assessing the organization, the County Administrator must periodically make changes to the organizational structure to address current and foreseeable strategic and operational challenges and opportunities. In the process, all efforts are made to optimize competencies, enhance

collaboration, and ensure continuity. The specific organizational and personnel changes which follow, address issues and ideals critical to continued organizational effectiveness including:

- Succession Management
- Talent Retention and Recruitment
- Diversity

Succession Management

For any organization to sustain a high level of performance over time requires a conscious and ongoing commitment to succession management. Succession management generally consists of identifying job vacancies that can be expected to occur through retirement or attrition, and the strategic consideration of where and how internal candidates might fill those vacancies. This is critical because when people retire or exit for other reasons, their experience, knowledge and expertise exit with them. But there is more to succession management. Rather than just being a way of averting the dangers of a foreseeable skill or knowledge vacuum, it can be an opportunity to refresh, revitalize, and reposition our human resources to best meet the changes and challenges we will face as an organization.

The County Administrator regularly reviews key senior level positions for anticipated retirements. In the near future, the Deputy County Administrator, Alan Rosenzweig, Assistant County Administrator, Wanda Hunter, and the Director of Financial Stewardship, Scott Ross, will be retiring. Collectively, these three individuals have over 100 years of local government experience.

The “graying” of the government workforce is not unique to Leon County. According to a recent article published by the National League of Cities, “...the most significant wave of Baby Boom retirements is still to come, this means that governments are being squeezed between a difficult recruiting market and an aging workforce.” In addition, according to the Rockefeller Institute of Government, “The wave of experience walking out the door has many concerned about a lack of qualified candidates to take their place.”

The anticipated retirements of the aforementioned key members of the County's leadership team necessitated this reorganization and provided the opportunity for adequate transition time prior to the retirements occurring. This transition time is vital to ensure knowledge transfer, the continuity of large-scale projects, and the performance of essential operations and service delivery. By filling these positions through promotions where appropriate, the County positions itself to enhance the capacity of the organization by expanding the institutional know-how and expertise of individual employees, to capitalize on the investment already made in our people, and to retain talent into the future.

Talent Retention

Retaining talented employees is essential to any high performing organization, but even more so in Leon County government. In County government, our product is our people. As such, we exhaust great efforts to recruit the best possible candidate for each position when initially hiring them into the organization. We put such emphasis on this initial hiring because we also maintain a very lean workforce, and we continuously invest in our employees and provide opportunities for advancement within the organization. This has resulted in our ability to retain and develop people who stay with

Leon County for a very long time. This is evidenced in this reorganization by the length of employment and depth of experience of our retiring employees, as well as the employees being promoted.

Because of the inherent complexity, importance, and ever-changing nature of the issues unique to County government, the retention of knowledgeable and proven employees is essential. Also, talent retention in the unique work environment of county government is critical when you consider the long-term nature of large-scale projects (including capital projects, etc.), and the importance of building trust and relationships with our community partners (i.e. businesses, the universities, not-for-profits, etc.) over time.

While the County has been very successful retaining its most talented employees, we have also developed a national reputation for developing highly sought-after professionals. As such, to remain competitive the County must remain vigilant in protecting this investment and retaining this talent.

Diversity

Leon County places deliberate focus on being an organization that values and embraces workforce diversity as a strength. We acknowledge that diversity in the organization:

- increases productivity by bringing different talents together
- increases creativity and problem solving
- allows us to attract and retain talent by making all employees having a feeling of belonging
- allows us to build synergy in teams and enhances communications skills by having different attitudes and perspectives
- affords the County the ability to leverage our full potential

Specific to diversity, the proposed reorganization includes a total of five promotions: one is a black female, two are white females, one is a black male, and one is a white male.

Reorganization

As previously stated, the County Administrator must periodically make changes to the organizational structure to address strategic and operational challenges and changes, and to continuously align the optimized resources of the organization to our most important obligations to citizens and to the highest priorities of the Board.

Throughout the normal course of operations, minor organizational adjustments are regularly made to optimize the human resources of the County. However, as previously stated, this reorganization was necessitated to best position the County to address the loss of over 100 years of experience with the upcoming retirements of the Deputy County Administrator, Assistant County Administrator and Director of Financial Stewardship. With the planned retirements of the Deputy County Administrator and an Assistant County Administrator, this reorganization will consist of the addition of two Assistant County Administrator positions. This will be accomplished through the reclassification of existing positions. As for the planned retirement of the Director of Financial Stewardship, this reorganization will also include the reclassification of the Budget Manager position to a Budget Director position.

This reorganization will feature an initial period of overlap between retiring and promoted employees to maximize the opportunity for knowledge transfer, and to ensure a proper transition prior to the planned retirements. Upon the planned retirements occurring, vacancies that occur will be evaluated for possible reclassification or elimination.

In addition, this reorganization makes other minor adjustments to further align resources and maximize organizational capabilities. This includes aligning Leon County Tourism with the Office of Community Relations and Resilience. By aligning Tourism's world-class marketing strategy with the award-winning public relations efforts of the Community and Media Relations team, this will bring additional capacity to upcoming events such as the Tallahassee-Leon County bicentennial celebration. The County will also benefit year-round from both work areas even more closely sharing and leveraging existing resources and expertise. Further, the realignment will continue to build disaster resilience and response capacity because hotel capacity and industry partner coordination is a key component of any statewide or local disaster.

Also, the Department of Resource Stewardship, which includes Facilities Management, will be aligned with Public Works under the same Assistant County Administrator. This allows for further integration and coordination of construction activities being performed by both Public Works and Facilities Management. Lastly, an existing position is being reclassified to create a new Human Services Manager position to consolidate and oversee the County's significant ongoing efforts related to homelessness, primary healthcare services and the CHSP process. Each of these new alignments optimize competencies and enhance coordination.

Attachment #1 incorporates all the above adjustments and reflects a new organizational chart for Leon County. All the changes associated with this reorganization were accomplished through the reclassification of existing positions resulting in no net increase in positions. While there is a minor cost increase during the balance of the current fiscal year which will be paid for through existing vacancies; however, once all the organizational realignments are implemented, there is no net increase in cost based on planned retirements.

Personnel Changes

As previously stated, the proposed reorganization addresses current and foreseeable strategic and operational challenges and opportunities, and better aligns programs and functions to ensure the optimization and coordination of resources. However, it also takes advantage of the County's long-term continuous efforts to actively develop professionals uniquely prepared to take on additional leadership responsibilities. All these changes reflect the County's strong emphasis on succession management, talent retention, and diversity. Following are the specific details related to the personnel changes of the reorganization:

Shington Lamy, Assistant County Administrator: Shington has been an exemplar with the County for almost 18 years. He spent his early years in the organization as a policy analyst and quickly demonstrated an ability to lead major County initiatives. His diversity of experience and trademark high energy served him well as he led projects including, coordinating the County's federal and state legislative agenda, staffing the 2009-2010 charter review process, organizing the 2011 redistricting process, spearheading the inaugural Operation Thank You event, and many more.

He was promoted and for the past seven (7) years, Shington has served as the Director of the Office of Human Services and Community Partnerships (HSCP) which includes the Divisions of Housing Services, Veteran Services, and Human Services and Healthcare Services. Under normal conditions, navigating the intricate web of state and federal programs (Medicaid, CDBG, SHIP) to secure funding for the most vulnerable populations is arduous. Shington's tenure as the Director of HSCP coincided with a global pandemic which resulted in unprecedented health, economic, and financial challenges throughout the world. He was a critical member of the County's leadership team responsible for the creation and implementation of numerous new Leon CARES programs in response to the COVID-19 pandemic.

He served as the County's point person to stand up and administer numerous new human services programs, including CARES, ARPA, ERA and to quickly distribute emergency grants for rental and utility assistance programs, nonprofit grants, mental health and homelessness services, and funding for food insecurity. Shington led County efforts to distribute approximately \$142 million in relief support throughout the community as Leon County was recognized as a leader not only in Florida, but in the nation for disbursing funds quickly when the assistance was needed the most. These efforts led to the County receiving an additional \$11.0 million ERA allocation to aid thousands of more individuals, families, and local businesses in the community.

As Director of HSCP, Shington continued to demonstrate his ability to handle some of the County's most pressing and complex human services issues. In doing so he has earned the reputation for fostering relationships with local partners to deliver critical human services to improve the quality of life of the most vulnerable populations in the community. He has developed policies, implemented programs and continuously improved processes related to homelessness, healthcare services, housing, and other essential human services in the community. During this time, Shington has overseen the investment of more than \$32 million in County funding to address homelessness that included eviction prevention for more than 5,000 households; and more than \$150 million in direct and bond-authorized funding to increase the stock of affordable housing that will result in over 1,000 more units in the next 12-18 months.

Additionally, Shington oversees the County's Veteran Services teams to ensure Leon County Veterans have access and receive local, state, and federal benefits that they earned and deserve for their service and sacrifice to our country. He partners with Veteran Service Organizations regularly to host and coordinate events such as the Operation Thank You Breakfast, and Honor Flight.

Shington earned his undergraduate degree, as well as a Master's Degree in Public Administration (MPA) from the Askew School of Public Administration, from Florida State University. He was also awarded the prestigious B. Harold Farmer Scholarship by the Florida City and County Management Association which recognizes the state's top MPA candidate seeking a career in professional local government management.

Shington's promotion to Assistant County Administrator will ensure that the County continues to be best positioned to face significant ongoing issues related to homelessness, affordable housing, and human services. He will provide leadership and guidance to housing and human services divisions, as well as veterans services. Assistant County Administrator Wanda Hunter will be working closely

with Shington to prepare for the transition of the balance of her community facing departments (EMS, Libraries and IDA) which will be added to Shington's portfolio upon her retirement.

Benjamin Pingree, Assistant County Administrator: Ben's career in professional public management began nearly 30 years ago. In 2000, he began his local government career in the Leon County Office of Management and Budget, was promoted and served as the Assistant to the County Administrator for six years, before serving four years as Wakulla County Administrator during the Great Recession. Ben has led or served as a key team member in the passage of two county Charters, the creation and implementation of numerous programs, divisions, and departments, and received numerous awards throughout his career, individually and as part of many teams. After serving as the Chief Executive of a nonprofit organization in South Florida for nearly three years, Ben returned to the area as Executive Vice President of the former Economic Development Council (EDC) of Leon County/Tallahassee. Ben's experience working with local business leaders at the EDC and alongside the County and City governments to foster economic development opportunities was pivotal in his selection as the first Director of Planning, Land Management and Community Enhancement (PLACE) following the referendum to extend the penny sales tax and allocate a portion of the funds for economic development.

Ben is currently the Director of the Joint County/City Department of PLACE and has served in this role for the past 7.5 years. During this time, he led the creation and implementation of the Joint County/City Office of Economic Vitality (OEV), the initial implementation of the Blueprint 2020 projects, and their combined \$1.3+ billion program of work over the next 20 years. Combined with the Joint County/City Planning Department, Ben has led the Department of PLACE during his tenure toward generational impacts in the improvement of major infrastructure, transportation system enhancement (vehicular and pedestrian/multimodal), environmental improvements, business expansion (including leading the focus on establishing Leon County as the "Magnetic Capital of the World"), and in the expansion of parks and community gathering spaces as hubs for large scale quality of life improvements for Leon County citizens and visitors, alike. In the next five years, PLACE will implement an estimated \$780 million, via OEV and Blueprint, in over 28 projects that will create nearly 150 miles of roadway, bike and pedestrian improvements, 52 miles of new greenways, 7 new parks and 348 acres of new parks and public gathering spaces. The comprehensive planning and preparation for this investment occurred during Ben's tenure and is anticipated to stimulate further hundreds of millions in private sector investment across the county.

Ben was instrumental in leading the transition to a Joint City/County OEV which is now recognized by the State as the official economic development organization (EDO) for the community. He oversaw the implementation of the first ever economic strategic plan for our community, and during his tenure OEV programs and projects have stimulated nearly 3,200 permanent new jobs, accompanied by \$465 million in private sector capital investment with an economic impact of \$1.1 billion in Leon County. In addition, during this time, to further support the development of the community's minority- and women-owned businesses, Ben oversaw the development and implementation of the County/City/Blueprint Consolidated Minority, Women and Small Business Enterprise (MWSBE) policy. Further, Ben completed coursework and training to become a Certified Economic Developer (CEcD) through the International Economic Development Council, which will continue to benefit the County in his new role. He was also a critical member of the County's leadership team responsible for the creation and implementation of numerous new Leon CARES

programs in response to the COVID-19 pandemic. Through OEV, over \$1.75 million in relief support was quickly distributed through over 800 business assistance grants, nonprofit grants, and loan programs helping preserve over 7,350 local jobs.

Ben earned an undergraduate degree from Boston University, which included international study experience in Spain and Australia (at the University of Queensland). He earned a Master's in Public Administration (MPA) from the Askew School of Public Administration at Florida State University and served in the Florida House Speaker's Graduate Internship Program during his graduate studies. Ben is a graduate of Leadership Florida (Cornerstone Class XXIX).

Ben's appointment to Assistant County Administrator will best position the County to address the significant anticipated issues and opportunities which span infrastructure, planning, permitting and economic development. By aligning Public Works, PLACE (Blueprint, OEV, Planning), DSEM and Resource Stewardship as one portfolio under Ben, the reorganization will leverage his significant experience, relationships with state agencies, and expertise in managing a diverse, highly skilled interdisciplinary team toward major infrastructure projects, long-term planning efforts and ongoing economic development initiatives. Ben's considerable and unique experience enables him to lead immediately and optimize resources to maximize results for the County and the community.

With the promotion of Ben to Assistant County Administrator, pursuant to the PLACE Interlocal Agreement with the City of Tallahassee, the County Administrator and City Manager will proceed immediately with the hiring process for the Director of PLACE.

Roshaunda Bradley, Budget Director: Roshaunda has been a model employee for the County for almost 17 years. In 2021, she was promoted to Budget Manager and returned to the Office of Management and Budget (OMB) as part of the County's succession planning strategy. Her promotion in 2021 provided several budget cycles to gain significant knowledge transfer from Scott Ross, Director of Financial Stewardship, who directly manages OMB and is retiring in the near future.

Roshaunda's primary work has focused on budget development and administration, and identifying solutions for a variety of administrative, operational, and fiscal challenges. Roshaunda served as a Senior Management & Budget Analyst for four years prior to her eight years as Administrative Services Manager for the Department of Public Works. While at Public Works, Roshaunda assisted in the development, implementation and monitoring of departmental goals and objectives, and managed the budgetary affairs of the department. During this time, Roshaunda also served as the Department's Accreditation Manager and led the County to full accreditation with the American Public Works Association.

Additionally, Roshaunda played a key role in managing the County's response and recovery to Hurricanes Hermine, Irma, and Michael, including managing the County's debris removal efforts and implementing rigorous procedures to ensure tens of millions of dollars were reimbursed to the County from FEMA in a timely manner. Roshaunda's promotion to Budget Director will ensure continuity and a smooth transition with respect to all the intricate details and important deliverables associated with the County's budget process.

While employed with the County, Roshaunda has earned a Master's Degree in Applied Social Science/Public Administration, a Graduate Certificate in Public Financial Management, and most recently completed the County sponsored Certified Public Manager (CPM) Program at Florida State University.

Nicki Paden, Assistant to the County Administrator for Legislative and Strategic Initiatives: Nicki has been a consistently excellent employee with Leon County for over seven years, most recently serving as the County's Special Projects Coordinator. During this time, Nicki has continued to take on increasingly greater levels of responsibility on key Board issues such as management of the County's Strategic Plan; oversight of Leon LEADs; and, coordination of various organizational improvement processes, proving to be an essential member of the County's leadership team. Nicki has also been a key member of the County's legislative team supporting the development and advocacy of the County's legislative priorities and strategizing on key budget issues and funding opportunities during state and federal legislative sessions. In each of her roles, Nicki has supported the development of policy analyses and recommendations on a variety of issues facing Leon County Government.

Nicki earned her Master's Degree from the Askew School of Public Administration at Florida State University, and was notably awarded the prestigious Raymond C. Sittig Scholarship by the Florida City and County Management Association. Nicki is uniquely prepared to lead the County's legislative program and strategic efforts and was recently appointed as the Assistant to the County Administrator for Legislative and Strategic Initiatives.

Abigail Sanders, Health and Human Services Manager: Abigail "Abby" Sanders has distinguished herself as a true talent in just over three years at Leon County. She serves as the Human Services Analyst in the Office of Human Services and Community Partnerships (HSCP) managing the County's human service programs including the Community Human Services Partnership (CHSP) and more than \$6 million in federal funding invested by the County in response to the COVID-19 pandemic to address homelessness, food insecurity, mental health, legal services and other human service needs. Abby's commitment to public service and unyielding passion for human service has been essential to the County efforts to better engage the community on resources available to improve the quality of life of residents. She spearheaded the coordination of the "Breaking Bread" dinner meetings attended by more than 400 residents and held in the ten neighborhoods with the highest food insecurity rates to discuss the root causes and solutions for food insecurity; oversaw the County's Direct Emergency Assistance Program to prevent the eviction, foreclosure, and utility disruption for more than 200 County households; and led the implementation of performance measures for CHSP to ensure programs funded by the County meet the highest human service needs in the community as well as the launch of the CHSP Homeless Service Category, which enhanced County investment in local homeless programs. She regularly connects residents to basic services such as food pantries for nutritious meals; transportation for medical appointments and job interviews; youth programs that enhance educational skills and build character.

Abby earned a Master's Degree in Public Administration (MPA) and a Master's Degree in Planning at Florida State University. In addition to her current position with the County, Abby also serves on the Second Harvest of the Big Bend's Emergency Food and Shelter Program Local Board which

distributes federal funds to support and expand existing local programs that assist individuals and families who are currently or at risk of experiencing hunger and/or homelessness.

Conclusion:

As previously stated, the County Administrator must periodically make changes to the organizational structure to address strategic and operational challenges and changes, and to continuously align the optimized resources of the organization to our most important obligations to citizens and to the highest priorities of the Board. This reorganization was necessitated by the anticipated retirements of Deputy County Administrator, Alan Rosenzweig, Assistant County Administrator, Wanda Hunter, and the Director of Financial Stewardship, Scott Ross, who collectively have over 100 years of local government experience. Because of Leon County's commitment to developing employees over the long term, this reorganization will ensure a smooth and orderly transition and reflects the value we place on succession management, talent retention and diversity. In the process, this reorganization also optimizes our competencies in the organization, enhances collaboration across functions, and ensures continuity of projects and service delivery.

When fully implemented, this reorganization will be effectuated with no net increase in costs based on planned retirements.

Options:

1. Accept the County Administrator's reorganization.
2. Board direction.

Recommendation:

Option #1

Attachments:

1. July 1, 2023 Leon County Organizational Chart
2. County Administrator's Strategic Intent Section of Leon LEADS: A Structure for Success



LEON COUNTY GOVERNMENT ORGANIZATIONAL CHART



BOARD OF COUNTY
COMMISSIONERS



VINCENT S. LONG
County Administrator



CHASITY H. O'STEEN
County Attorney



MATHIEU CAVELL
Director, Community Relations and Resilience



KEVIN PETERS
Director

Emergency Management

- Disaster Preparedness and Response
- 9-1-1 Operations
- Disaster Plan Review
- Emergency Exercises



KIANNA GILLEY
Manager

Community and Media Relations

- Community Relations
- Media Engagement
- Crisis Communications
- Disaster Resiliency



KERRI POST
Director

Tourism

- Destination Marketing
- Sports Tourism
- Signature Event Grants
- Amphitheater Concert Series
- Culture and Arts



CANDICE WILSON
Director, Human Resources



ALAN ROSENZWEIG
Deputy County Administrator



WANDA HUNTER
Assistant County Administrator



CHAD ABRAMS
Chief

Office of Public Safety

- Emergency Medical Services
- Consolidated Dispatch Agency
- Animal Control



TERESA BROXTON
Director

Office of Intervention and Detention Alternatives

- Probation
- Supervised Pretrial Release
- Drug and Alcohol Testing
- PSCC



PAMELA MONROE
Director

Library Services

- Branch Libraries
- Ask a Librarian and Reference
- Community Programming
- Learning Resources
- Technology and Media



KEN MORRIS
Assistant County Administrator



SCOTT ROSS
Director

Office of Financial Stewardship

- OMB
- Risk Management
- Purchasing
- Real Estate Management



ROSHAUNDA BRADLEY
Director

Office of Management and Budget

- Budget Development
- Grants
- Fiscal Planning



MICHELLE TAYLOR
Chief Information Officer

Office of Information and Technology

- Management Information Services
- Geographical Information Systems



NICKI PADEN
Assistant to the County Administrator

Legislative and Strategic Initiatives

- Strategic Planning
- Legislative Affairs



SHINGTON LAMY
Assistant County Administrator



BEN BRADWELL
Manager

Veterans Services

- Benefit Counseling
- Veterans Resource Center
- Emergency Assistance for Veterans



ABBY SANDERS
Manager

Health and Human Services

- Primary Healthcare
- CHSP
- Neighborhood Engagement
- Homelessness
- Direct Emergency Assistance



JELANI MARKS
Manager

Housing Services

- Affordable Housing
- Down Payment Assistance
- Rehabilitation



BEN PINGREE
Assistant County Administrator



BRENT PELL
Director

Public Works

- Operations
- Mosquito Control
- Engineering Services
- Construction Management
- Fleet Management



MAGGIE THERIOT
Director

Office of Resource Stewardship

- Sustainability
- Recycling
- Parks and Recreation
- Facilities
- Solid Waste
- Coop. Extension



BARRY WILCOX
Director

Development Support and Environmental Mgmt.

- Environ. Svcs.
- Dev. Svcs.
- Building Plans Review and Inspection
- Permit/Code Services

Department of P.L.A.C.E.

(Planning, Land Management and Community Enhancement)

- Planning
- Blueprint
- Office of Economic Vitality
- MWSBE



Leon LEADS

A Structure for Success

**PEOPLE FOCUSED.
PERFORMANCE
DRIVEN.**



A Framework for Leon LEADS

“People Focused. Performance Driven.”

Dear Fellow Employee:

When I addressed the Board at the July 12, 2011 Commission meeting, as its then recently appointed County Administrator, I spoke of the new level of effort and commitment required to achieve my singular aim: to place the Board of County Commissioners in the best position to realize its vision for this community, and to have an organization capable of doing so even amid the unprecedented challenges we faced then, and will continue to confront into the foreseeable future.

At the time, states across the country, including Florida, had downsized their payrolls and slashed funds for education, social services and local governments. Many local governments were in even worse shape. They were losing state aid and feeling the fallout from the mortgage meltdown and unfunded state mandates. Property tax assessments, a major source of funding for counties and cities, were in a continued decline. Additionally, government as an institution, and local government in particular, was an easy political target.

This political climate, combined with the real economic struggles that people were facing, and continue to face, has led to a new level of skepticism in government. Many people are understandably upset, worried, or uncertain about their future. A growing number of citizens see themselves as individual disenfranchised taxpayers, rather than stakeholders in the collective success of their community. While they go about their daily lives, they may not be able to find anyone at the state or federal level to direct their frustration; however, they can always find the local courthouse.

There was little precedent for leading a local government organization through the political and economic times as tough as those we had been facing. And, while Leon County's economy has now begun showing encouraging signs of economic recovery, the recovery is not robust and we are not out of the woods. As to the political environment, even well-performing local governments cannot escape being tainted by the low approval ratings other governmental sectors are facing.

From Fiscal Year 2007/2008 through Fiscal Year 2013/2014, six years in a row, the Leon County Board of County Commissioners reduced its budget, cumulatively saving \$62.3 million (22%) and reducing its workforce by 83 positions. While the Fiscal Year 2014/2015 budget was also very conservative, it reflected the slow economy recovery that Leon County is in. One general revenue funded position was added to the Board's workforce: a right-of-way flagger. Additionally, an Emergency Medical Services crew of 10 positions

was added, funded by the EMS Municipal Services Taxing Unit; one position was added at Tourism, to be funded by bed tax; one GIS specialist position was added, funded by City Utilities; and three positions were added at Development Support and Environmental Management, in response to increased local development activity and supported by permitting revenues.

In times of such economic constraint and

uncertainty, many organizations hunker down, and wait for better times. However, visionary leaders utilize the challenges they face to reinvent their organizations and to create the conditions necessary to realize big improvements and opportunities. Through the steady leadership and vision of the Board of County Commissioners, Leon County has developed a high performance model of governance, providing a framework to excel, even in these tough political and economic times. How we internally manage our organization, and how we think about and work with our fellow employees, citizens, partners and the community, impacts our productivity and our success.

Instituted in 2011, Leon LEADS ensures Leon County government is in a constant state of becoming the highest performing organization we can be, and to do so in a way which: always upholds our values, instills the public's trust, conveys a true sense of

relevance for the role of county government, and is aligned with the Board of County Commissioners' Vision Statement, Strategic Priorities and Core Values. Under the leadership of the Board, and as carried out by the dedicated employees of Leon County through the Leon LEADS structure, Leon County will become the model for effectiveness as a 21st century county governed by:

- Demonstrating to our citizens that we are on their side;
- Letting them know that they are the reason we exist and what they are getting for their tax dollars;
- Producing bigger and better ideas to address the real issues





Leon LEADS

A Structure for Success

facing our community;

- Being a model local government which our citizens trust and other local governments aspire, by sustaining a culture of performance, and actively promoting transparency, accessibility, and openness in everything we do;
- Engaging citizens in important decisions facing the community;
- Empowering employees to help people;
- Tirelessly enhancing our community's economy, environment, and quality of life; and
- Demonstrating our unwavering commitment to Leon County's Core Practices.

This will be our organizational culture, a culture which simply but powerfully combines performance and relevance – in other words, an organization which is people focused and performance driven. To remain the benchmark, we need to prove our value to, and strengthen our relationships with, our citizens and community partners. Everyday, and in every way citizens come in contact with their County government, we need to be committed to exceed their expectations in customer service and responsiveness.

While Leon LEADS and our workplace culture change emanated in part as a response to a challenging political and economic environment, this organizational framework and these workplace norms of behaviors and underlying shared values have taken root because they produce better results and are, quite simply, the right thing to do.

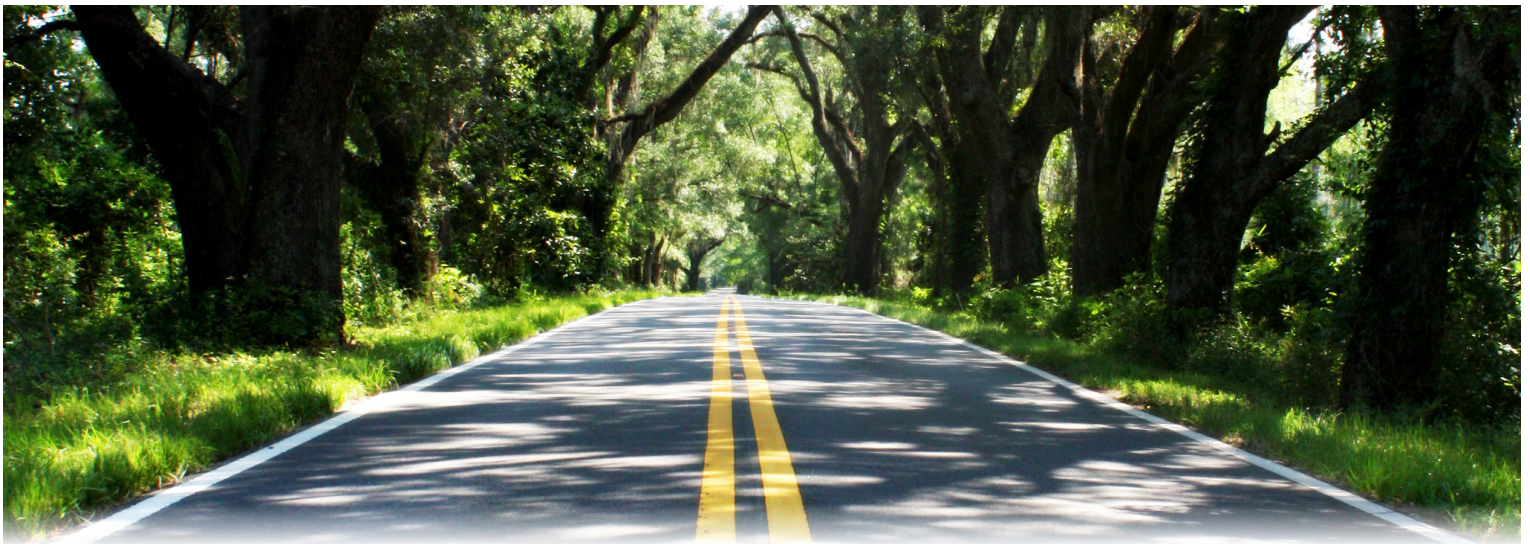
Leon County aspires to be a great organization, and our success depends on you. It depends on employees who dedicate themselves to exceeding customers' expectations, engaging with our partners, and improving our community. It depends on employees who are accountable for achieving bold goals with unwavering integrity. It depends on employees who believe that to be truly great, we must continually strive to better ourselves and help others improve. We

must expect the best from ourselves – and each other - everyday.

I believe Leon County employees are up to these challenges, and are more committed than ever to delivering the quality of service our citizens deserve for their tax dollar, to working with our community in tackling the tough problems of today, and for ensuring our quality of life into the future.

Yours in service,

Vincent S. Long
County Administrator





OUR VALUE PROPOSITION

What You Get as a Taxpayer and a Stakeholder in our Community – Leon County government leverages partnerships, embraces efficiency and innovation, and demands performance to the benefit of our taxpayers. We actively engage our citizens, not only as taxpayers, but as stakeholders and co-creators of our community – providing meaningful opportunities to capitalize on their talents in making important decisions and shaping our community for future generations.

A CULTURE OF PERFORMANCE AND COMMUNITY RELEVANCE

The following framework for Leon LEADS guides us in our transformational efforts and strategic implementation of Leon County's organizational culture, a culture of performance and community relevance that is "People Focused. Performance Driven." Leon LEADS is essential to successfully carrying out the County Commission's vision and strategic priorities, amid unprecedented challenges and ever-changing conditions. Leon LEADS will enable Leon County to continue to lead as a 21st century county government which is in a constant state of becoming the highest performing organization we can be, while conveying greater relevance and delivering more value in all the ways that county government touches the lives of our citizens.

"3 PILLARS" - PEOPLE, PERFORMANCE & PLACE

To sustain our culture and realize our full organizational, political and fiscal capacity requires consistency in our daily actions, as representatives of Leon County government, in demonstrating our focus on People, Performance and Place.

- **People** – Respecting, Engaging, Empowering Citizens and Employees
- **Performance** – Delivering Results, Exceeding Expectations, Demonstrating Value
- **Place** – Creating Opportunity, Attracting Talent, Promoting Livability and Sustainability

TRANSFORMATIONAL STRATEGY

Leon LEADS is not a management philosophy, or a planning exercise, but a strategic transformational approach of aligning the Board's guiding vision and strategic priorities, with the optimized resources of the organization, while instilling our people focused, performance driven culture throughout the organization. Leon LEADS is a continuous process by which Leon County government looks inward to strengthen what works and abandon what does not; looks outward to receive feedback from citizens and leverage partnerships; and to adjust as conditions change.

LEON LEADS ACHIEVES RELEVANCE AND RESULTS BY:

- Demonstrating performance and results
- Promoting transparency, accountability and accessibility
- Partnering with our community and empowering citizens
- Connecting with citizens who see us as responsible stewards of our community resources

LEON LEADS OPTIMIZES RESOURCES AND PERFORMANCE BY:

Providing a structure which reinforces our culture and creates an environment for employees to succeed by:

- **Instilling** our culture throughout the organization with our core values and core practices as our drivers
- **Aligning** the key strategic processes (vision, mission, strategic priorities, strategic initiatives, business plans, program evaluations, employee evaluations, and reporting)
- **Measuring** results (not activity) and benchmarking performance
- **Embracing** innovation and technology
- **Empowering** employees and encouraging a vigorous competition of ideas



LEON LEADS BEGINS WITH THE VISION OF THE BOARD OF COUNTY COMMISSIONERS

The following sets the framework for Leon LEADS, which enables the entire organization to move forward in a strategic, definitive, aligned manner.

ESTABLISHED BY THE BOARD AND AFFIRMED OR AMENDED AT ITS ANNUAL BOARD RETREAT:

Vision Statement – A community that is safe, healthy and vibrant.

Mission Statement – To efficiently provide public services which serve and strengthen our community.

Core Values – These are the guiding principles that form the foundation on which we perform work and conduct ourselves as an organization. The values embody how Leon County Government and its people are expected to operate, thereby guiding its accomplishments through appropriate manners.

Leon County's Core Values

We are unalterably committed to demonstrating and being accountable for the following core organizational values, which form the foundation for our people focused, performance driven culture:

Service	Collaboration
Relevance	Stewardship
Integrity	Performance
Accountability	Transparency
Respect	Vision



DEVELOPED AND CARRIED OUT BY STAFF:

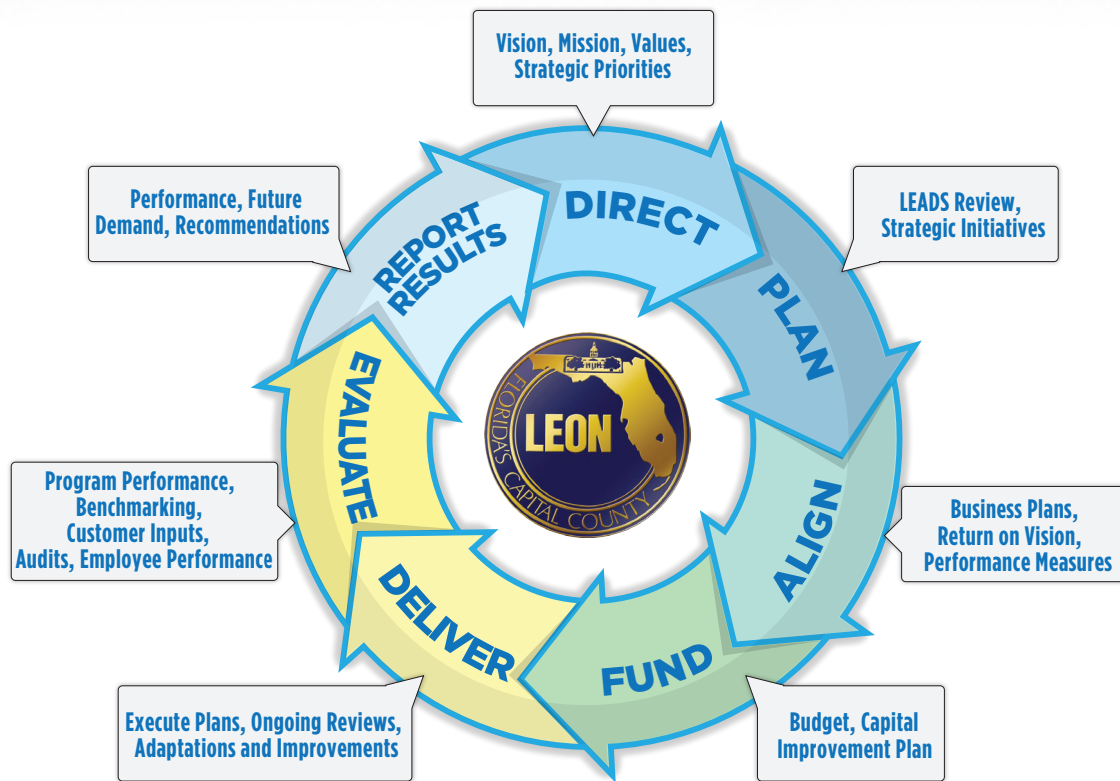
Strategic Initiatives	The County Administrator ensures the development of strategies or actions to move the County forward in its achievement of the Board's strategic priorities, which may be new or continued from prior years. Proposed strategic initiatives are identified by the Board and staff, and presented to the Board for finalization and approval.
Departmental Budgets	As part of the budget process, each responsible organizational unit within County government develops an annual budget which identifies departmental roles in carrying out the strategic initiatives, desired outcomes, benchmark measures, and performance measures aligned with desired outcomes. OMB reviews departmental budgets to ensure alignment with the Strategic Plan, eliminate budget "silos," and determine Return on Vision (ROV) prior to review by the County Administrator.
LEADS Listening Sessions	Throughout the organization, we take "an honest look in the mirror" to gain perspective on performance, and factors that affect performance, through the assessment of organizational metrics, progress on current strategies, customer and employee "voices", technologies, strengths, weaknesses, opportunities and threats.
Performance Monitoring and Evaluation	Organizational success is monitored against desired outcomes and benchmark measures. Employee appraisals include an assessment of behavioral alignment with core practices.
Performance Improvement	Progress is evaluated through a leadership team approach, with adaptations and the realignment of resources made when appropriate. Employees at all levels are encouraged to identify areas for improvement and to participate in operational improvement teams.
Reporting	Annual performance, financial and State of the County reports are presented to the Board and to the public.
Core Practices	Leon County employees are committed to the following workplace practices, which set the stage for the desired workplace culture, and put our core values in action.

Leon County's Core Practices

- **Delivering the "Wow" factor in Customer Service.** Employees deliver exemplary service with pride, passion and determination; anticipating and solving problems in "real time" and exceeding customer expectations. Customers know that they are the reason we are here.
- **Connecting with Citizens.** Employees go beyond customer service to community relevance, engaging citizens as stakeholders in the community's success. Citizens know that they are part of the bigger cause.
- **Demonstrating Highest Standards of Public Service.** Employees adhere to the highest standards of ethical behavior, avoid circumstances that create even an appearance of impropriety and carry out the public's business in a manner which upholds the public trust. Citizens know that we are on their side.
- **Accepting Accountability.** Employees are individually and collectively accountable for their performance, adapt to changing conditions and relentlessly pursue excellence beyond the current standard, while maintaining our core values.
- **Exhibiting Respect.** Employees exercise respect for citizens, community partners and each other.
- **Employing Team Approach.** Employees work together to produce bigger and better ideas to seize the opportunities and to address the problems which face our community.
- **Exercising Responsible Stewardship of the Community's Resources.** Employees engage in the continuous effort to create and sustain a place which attracts talent, fosters economic opportunity and offers an unmatched quality of life, demonstrating performance, value and results for our citizenry.
- **Living our "People Focused, Performance Driven" Culture.** Employees have a structure in place to live all of this as our organizational culture and are empowered to help the people they serve.



ALIGN AND INTEGRATE TO LEAD



LEAD BY LISTENING, INNOVATING, AND INSPIRING

Citizens want their tax dollars spent wisely, efficiently, and effectively. To that end, Leon County continuously engages citizens and customers to identify customer perceptions and develop strategic recommendations to improve business operations, employee satisfaction, and customer experience. Reflecting our “People Focused, Performance Driven” culture, we strive to be a government that listens to the citizens we serve, solves our problems, and ensures that our community continues to be a place like nowhere else.

LEADS Listening Sessions – Every other year, all Leon County departments and divisions engage directly with their customers in a facilitated listening session surrounding one fundamental question: “How do you experience what we do, and can we make it better?” Each cycle, more than 30 separate listening sessions are conducted involving roughly 300 citizens, representatives from businesses and not-for-profit organizations, representatives from County Constitutional Offices, and other stakeholders. Through LEADS Listening Sessions, each work area identifies customer perceptions with regard to service delivery, quality, efficiency, relevance, and customer experience, resulting in actionable recommendations to improve business operations, employee satisfaction, customer experience, cost avoidance, and increased efficiencies.

Cross Departmental Innovation Team – To find and implement the most innovative ideas and cost-saving measures throughout the organization, Leon County convenes a cross-departmental innovation team to brainstorm, collaborate, and align resources and processes. Called the “SMARTIES Committee,” this team serves as a catalyst for **S**pecific, **M**easurable, **A**ttainable, **R**ealistic, and **T**imely (SMART) innovations and employee-led improvements that reinforce Leon County’s Core Practices in the workplace and the County’s relevance in the community. The County’s cross-departmental innovation efforts have generated millions of dollars in cost savings and dozens of actionable ideas that have been implemented to help our employees serve citizens even better.



Employee Recognition Program – The County’s I² (Innovator/Inspirator) Employee Awards Program provides a framework for recognizing employees for their outstanding contributions and noteworthy achievements or actions. I² Awards convey the value Leon County government places on employee-led improvements. Employees may submit their projects for either the Inspirator Award or the Innovator Award consideration. Inspirator projects are those that focus upon reinforcing Leon County’s core practices in the workplace, and/or raising the public’s awareness of Leon County’s relevance in the community. Innovator projects are those that focus on increasing the quality, quantity, timeliness, or efficiency by which Leon County’s services or products are delivered. Projects carried out by a team, or by an individual employee, are eligible. Projects meeting the award criteria may receive a cash award or gift card. An annual awards ceremony is held to recognize I² Award winners and to announce the Employee and/or Team of the Year.

County Administrator’s Strategic Intent - The County Administrator’s Strategic Intent provides clarity, focus, and inspiration to guide the collective efforts of Leon County employees in achieving the vision of the Leon County Board of County Commissioners and fulfilling our obligations to our community.

County Administrator’s Strategic Intent

In every way that Leon County government touches the lives of our citizens and shapes our community we will do so in a way which demonstrates our belief that our community and our citizens are worth caring about, worth investing in and worth our best efforts as responsible stewards and responsive providers of high quality services. We will be in a constant state of becoming the highest performing organization we can be and will do so in a way which always upholds our values and instills not only the public trust, but conveys a true sense of relevance for what we do on the behalf of, and alongside of, citizens. We will be the standard for promoting transparency, accessibility, accountability and engaging citizens, employees and community partners in important decisions facing our community, as well as creating and sustaining a place which attracts talent, fosters economic opportunity and offers an unmatched quality of life. Through living our people focused, performance driven culture, we will be a model 21st century county government that our citizens believe in and others benchmark against.

THE PERSISTENCE OF THIS VISION AND LIVING OUR CULTURE THROUGH OUR CORE PRACTICES WILL LEAD TO THE FOLLOWING RESULTS:

- **Citizens** are empowered, engaged and have a sense of community. They feel that County government is on their side, that decisions are made equitably and that their voice is heard. They feel respected and believe that county officials are responsible stewards of the community’s resources.
- **County Commissioners** are continually growing in their confidence that County staff and the organization have the capacity to carry out the Board’s vision on the behalf of citizens. They are prepared, receiving timely, accurate and complete information and analysis upon which to make the best policy decisions. They recognize that County employees, at all levels, are innovative problem solvers who respect the will of the Board and are committed to exceeding the highest expectations of customer service.
- **County Employees** fully embrace and live by our core practices, and enhance our people focused, performance driven organizational culture. County employees demonstrate pride in their work and in their community, always strive to improve levels of service and performance, and are empowered to help the people they serve.
- **The Leon County Organization** has the continuously increasing political and fiscal capacity to pursue bold opportunities and weather difficult challenges.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #4

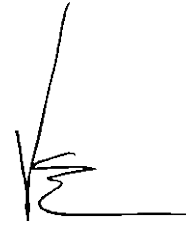
Leon County Board of County Commissioners

Agenda Item #4

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Commissioner Appointments to the Library Advisory Board and the Water Resources Committee

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

Statement of Issue:

This item seeks Board ratification of the appointment of citizens to the Library Advisory Board and the Water Resources Committee, made by an individual Commissioners.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Ratify Commissioner Welch's appointment of a citizen, Kristen Kirk, to the Library Advisory Board for the remainder of the unexpired term ending December 31, 2023, followed by a two-year term ending December 31, 2025.

Option #2: Ratify Commissioner O'Keefe's appointment of a citizen, Shanin Speas-Frost, to the Water Resources Committee, for the remainder of the unexpired term ending July 31, 2025

Should the Board choose to appoint Ms. Speas-Frost it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #2) by a two-thirds affirmative vote.

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:

Library Advisory Board (LAB)

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

Composition: There are 12 total members. Seven (7) at-large members are appointed by the Board with each Commissioner making one appointment; and five (5) ex officio members including a member of the Collins family; the President of the Friends of the LeRoy Collins-Leon County Public Library; the Director of the FSU Florida Center for Reading Research, or designee; the Dean of FAMU’s College of Education, or designee; and the Developer of Instruction Technology for Leon County Public Schools, or designee.

At-large members serve two-year terms, expiring December 31. Members may not serve more than three consecutive full terms, and vacancies are filled for the remainder of the unexpired term.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
12	1	Female – 9 Male - 2	White - 5 African American – 4 Hispanic – 1 Asian - 1

Vacancies: Member Richard Murphy has been terminated due to lack of attendance, per the LAB Rules of Procedure. His term was due to expire on December 31, 2023. The Commissioner has reviewed the eligible applications and has selected the applicant as listed in Table #1.

Table #1: Library Advisory Board

Vacancy <i>Term Status</i>	Term Expiration	Eligible Applicant (Application Attachment #)	Gender- Race	Recommended Action
Richard Murphy <i>Terminated</i>	12/31/2023	1. Kristen Kirk	Female – White	Ratify Commissioner Welch’s appointment for the remainder of the unexpired term ending 12/31/ 2023 followed by a two year term ending 12/31/ 2025.

Water Resources Committee (WRC)

Purpose: The WRC is a focus group created by the Board to be a fact-finding source of community input and technical resource for County staff in developing recommendations on addressing community-wide concerns regarding lakes and related water resources in the County, such as flooding, recreational and community economic value, watershed management, funding priorities, and the impact of development.

Composition: The WRC consists of seven (7) citizen members, with each County Commissioner appointing one (1) member. Members represent a balance of community interests, as follows:

- Conservation/Environment
- Legal/Planning
- Real Estate/Economic Development
- Boating/ Fishing

The current membership includes four (4) members in the Conservation/Environment category, one (1) member in the Legal/Planning category, and one (1) member in the Real Estate/Economic Development category.

Members serve four-year terms, with no member serving more than three full consecutive terms.

Diversity of Membership:

Total Seats	Vacant Seats	Gender	Race
7	1	Male - 4 Female - 2	White -6

Vacancy: WRC member Amanda Dorsett has resigned. Her term was due to expire on July 31, 2025. The Commissioner has reviewed the eligible applications and has selected the applicant listed in Table #2.

Table #2: Water Resources Committee

Vacancy / Category <i>Term status</i>	Term Expiration	Eligible Applicant / Category (Application Attachment #)	Gender-Race	Recommended Action
Amanda Dorsett <i>Conservation/ Environment Resigned</i>	7/31/2025	2. Shanin Speas-Frost <i>Conservation/ Environment</i>	Female – White	Ratify Commissioner O’Keefe’s appointment for the remainder of the unexpired term ending 7/31/2025.

* Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachment #2). Should the Board choose to appoint Ms. Speas-Frost, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.

Options:

1. Ratify Commissioner Welch's appointment of a citizen, Kristen Kirk, to the Library Advisory Board for the remainder of the unexpired term ending December 31, 2023, followed by a two-year term ending December 31, 2025.
2. Ratify Commissioner O'Keefe appointment of a citizen, Shanin Speas-Frost, to the Water Resources Committee for the remainder of the unexpired term ending July 31, 2025.

Should the Board choose to appoint Ms. Speas-Frost it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #2) by a two-thirds affirmative vote.

3. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Kirk application and resume
2. Speas-Frost application, resume and Form 4A



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
LIBRARY ADVISORY 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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Mrs. Kristen Scarola Kirk		Date: 10/26/2022 9:12:59 PM	
Home Address:	1232 Penny Ln Tallahassee, FL 32312	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 528-5525	Do you own property in the Tallahassee City Limits?	Yes
Email:	erikenkris@aol.com	How many years have you lived in Leon County?	27

(EMPLOYMENT INFORMATION)

Employer:	The Kirk Household	Work Address:	1232 Penny Ln Tallahassee, FL 32312
Occupation:	Homemaker, mother, volunteer		
Work/Other Phone:	(850) 528-5525		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	F	Age:	51
District:	District III	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	The Honorable Jessica Varn	Name:	Mr. Emmett Reed
Address:	Jvarn@yshoo.com 906 Kenilworth Road, Tallahassee, FL 32312	Address:	ereed@fhca.org 3609 Uncle Glover Road, tallahassee, FL 32312
Phone:	(850) 510-0052	Phone:	(850) 251-1051

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.

Attention: I am applying to share membership responsibilities along with my youngest daughter, Annabelle Kirk, who is a 15 year old Leon High School Sophomore. She & I are both interested in the library and she would like the experience of shadowing an Advisory Board. We would like to do this together. I hope you will consider us as a team and an asset to the Library Advisory Committee

(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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members on this committee must be a resident of Leon County.

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

Signature: *Mrs. Kristen Scarola Kirk*

The application was electronically sent: 10/26/2022 9:12:59 PM

Kristen Scarola Kirk

1232 Penny Lane
Tallahassee, Florida 32312

Phone: (850) 668-3368
Cellular: (850) 528-5525
erikenkris@aol.com

Professional Profile

Responsible, dedicated, energetic, task-oriented and self-starting; possesses the ability to understand the structural confines of described duties; the creativity to problem solve; the talent to supervise, delegate, follow through and work as a team member to get the job done; the experience, talent and strength of character to lead; a springboard for ideas, follow-through, and completion of tasks; the resourcefulness to network and make referrals in order not only to meet, but to exceed defined goals.

Key Skills

- Strong verbal and written communication skills
- presenter and blogger
- extremely organized
- team leader
- fund raising management
- conflict resolution and mediation skills
- motivation and training experience
- volunteer coordination
- community service
- client relations, assessment and recommendations
- business development
- cold calling
- lead development
- reporting
- customer service oriented
- consumer satisfaction
- product development
- multi-task management
- resource and referrals
- computer literate and trainable in specific programs
- marketing and advertising
- client advocate

Education

Florida State University 1995
School of Social Work
Masters of Social Work
Tallahassee, Florida

Florida State University 1993
Child Development and Family Relations
Bachelor of Science
Tallahassee, Florida

College Honors:

Dean's List, College of Human Sciences; Dean's List, School of Social Work; Kappa Omicron Nu National Honor Fraternity in Human Sciences; Golden Key National Honor Society, Phi Alpha National Social Work Honor Society.

Professional Experience

BE SIMPLY STRONG, LLC January 2012 to Current
Small business owner and managing partner
Tallahassee, Florida

Description:

- Lifestyle assessment, consultation, and coaching
- Developed program and assessment tool in order to motivate, educate and advocate for the client so he/she can feel their best, live well and find significance
- Distributor of NuSkin-Pharmanex health and anti-aging products
- Trained to perform anti-oxidant scans and make health recommendations

Kristen Scarola Kirk, Page 2

KIRK CONSULTING GROUP

April 2003 to Current

Consultant and Support

Tallahassee, Florida

Description:

- overall business support and development
- organizational management
- community involvement

CHILD PROTECTION TEAM OF CHILDREN'S HOME SOCIETY

February 1996 to December 2002

Case Coordinator

Tallahassee, Florida

Description:

- worked full-time for 2 years with CPT; moved into fund-raising; then, worked part-time after having 2 of my 4 children for a few years.
- consult to Florida Department of Children and Family Services' Child Protection Investigators
- participant in medically driven multidisciplinary team
- conduct specialized interviews with children, teens and adults
- coordinate Staffings for case related professionals
- crisis intervention counseling and psychosocial assessments with children and adults

CHILDREN'S HOME SOCIETY

August 1997 to September 1998

Director of Development

Tallahassee, Florida

Description:

- fund raising management
- coordinated the Chef's Sampler Event
- developed a donor and giving program
- managed volunteers
- liaison with Board of Directors

CAPITAL CULTURAL CENTER (now called, Mary Brogan Museum)

August 1995 to February 1996

Campaign Assistant to Director of Development

Tallahassee, Florida

MARCH OF DIMES FOUNDATION

August 1994 to February 1995

Community Programming Coordinator

Tallahassee, Florida

Affiliations and Volunteer Experience

Good Shepherd Catholic Church - Family ministry, welcoming ministry, small christian community studies and community outreach.

Trinity Catholic School - H&S Association support, new families chair, homeroom parent, volunteer coordinator, student-community outreach, prayer support, guidance support, lunch and playground monitor, teacher appreciation volunteer, grandparents' day help, advocate for Catholic schools and ministry fairs.

Advent Parish Day School - H&S student association support and volunteer, homeroom parent

Jupiter Mentorship- blogger and program support

Baby Alexandra Boutique- business development

CABi Clothing Hostess

The Tallahassee Dance Academy

Leon High School Volleyball

Boosters

Leon High School Parent

Organization Support and volunteer

Tallahassee Juniors Volleyball

Warner Soccer League

Kristen Scarola Kirk, Page 3

Affiliations and Volunteer Experience (Continued)

The Tallahassee Homeless Coalition and local Shelter
YoungLife - Banquet Coordinator and Support
Friend of the Governor's Mansion The Tallahassee Ballet
FSU Boosters
TCC Foundation
Living Well Foundation
Boystown - sponsor and volunteer
Prayer Partners/Prayers in Schools
Beth Moore Bible Studies
Penny Lane Homeowners Association
TreeHouse Event Sponsor
Cardinal Newman HS Alumni Association
Palm Beach Day School Alumni Association
Friend of Camp Rockmont, North Carolina
Friend of Camp Merri-Mac, North Carolina
Health Professional Advisory Committee
Junior League of Tallahassee
Museum of Art Tallahassee/That Art Group
National Association for the Education of Young Children
National Association of Social Workers
Big Bend Health and Wellness Professionals

Interests

Travel
Reading and Writing
Sunshine and Beaches
Paddle Boarding and Swimming
Gardens and Flowers, Making floral arrangements
Art History

Present Status:

I am enrolled in two virtual, accredited schools (The Spencer Institute and the Elite Life Coaching Center) and studying to be certified as a Life, Health, and Strategies Coach, with a focus on helping others find resources and make lifestyle changes. It is my future goal to be licensed as a social worker and set up a private counseling practice.

Personal Mission:

To serve God, my family, my friends, and my community with kindness, sensitivity, and generosity while encouraging others to give back. I strive to help those around me find their skills, talents, and strengths and feel good about the one life they are living.

*Professional and Personal References
Available Upon Request*

From: [Kristen S Kirk](#)
To: [Mary Smach](#)
Subject: Re: LAB Application on file
Date: Thursday, April 6, 2023 6:07:04 PM
Attachments: [image001.png](#)
[Kirk appl & res -2022 10 26.pdf](#)

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Dear Ms. Smach:

Yes, I am still interested in the opportunity to be on the Library Advisory Board. My application is still in good standing. The additions to my application and resume would include being a certified Leon County Substitute teacher and working part-time 15 hours a week with 211 Big Bend in their Development and Outreach Office. I am not aware of any voting conflicts and would consult my employer if this volunteer position is made available to me. Please note on my application that I asked for my youngest daughter Annabelle Kirk who is 16 years old, and a Leon High Sophomore to shadow me in this experience.
Thank you for your consideration.

Kindly,

Kristen

Kristen Scarola Kirk
Volunteer Resource & Referral service to support family life
Erikenkris@aol.com
(850) 528-5525 cell

On Apr 6, 2023, at 4:34 PM, Mary Smach <SmachM@leoncountyfl.gov> wrote:

Dear Mrs. Kristen Kirk,
The Leon County Board of County Commissioners will be making an upcoming appointment to the [Library Advisory Board](#) (LAB). We have your 2022 application on file, and were wondering if you are still interested in being considered for an appointment to the LAB. Please let us know, and if you are interested and please review your application (attached) to verify that it is still current.
If you are interested in being appointed and your application is obsolete, please complete a new online application for consideration.
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

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
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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mrs. Shanin Speas-Frost		Date: 3/7/2023 2:44:03 PM	
Home Address:	3146 Shamrock St South TALLAHASSEE, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 508-1809	Do you own property in the Tallahassee City Limits?	Yes
Email:	shanintia@yahoo.com	How many years have you lived in Leon County?	24

(EMPLOYMENT INFORMATION)

Employer:	FDEP	Work Address:	3900 Commonwealth Blvd Tallahassee, FL 32309
Occupation:	Professional Engineer		
Work/Other Phone:	(850) 245-2991		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	F	Age:	51
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Traci Klepper	Name:	Andrew Frost
Address:	2040 Owenby Dr ,Tallahassee, FL 32308	Address:	3146 Shamrock St South, Tallahassee, FL 32309
Phone:	(850) 933-8759	Phone:	(850) 508-1809

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?* **Yes**

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

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

Conservation/environment

Please explain: *Been working in water resources and conservation for years with FDEP. My undergraduate degree is in Environmental Engineering.*

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: *Mrs. Shanin Speas-Frost*

The application was electronically sent: 3/7/2023 2:44:03 PM

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL Speas-Frost - Shanin - T.			OFFICE / POSITION HELD Program Administrator
MAILING ADDRESS 3146 Shamrock St South			AGENCY OR ADVISORY BOARD Florida Department of Environmental Protection
CITY Tallahassee	ZIP 32309	COUNTY Leon	ADDRESS OF AGENCY 3900 Commonwealth Blvd, Tallahassee, FL 32399

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; *and* (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - (X) The reporting person;
 - () The spouse of the reporting person, whose name is _____; or
 - () A child of the reporting person, whose name is _____.
2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
 - (X) Supplying the following realty, goods, and/or services: FDEP Grants and Loans.
 - () Regulation of the business entity by the governmental agency served by the advisory board member.
3. The following business entity is doing business with or regulated by the governmental agency:

FDEP
4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
 - () Officer; () Partner; () Associate; () Sole proprietor; () Stockholder; () Director; () Owner of in excess of 5% of the assets of capital stock in such business entity; (X) Employee; () Contractual relationship with the business entity;
 - () Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

PLEASE COMPLETE THE FOLLOWING:

- The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 The reporting person;
 The spouse of the reporting person, whose name is _____; or
 A child of the reporting person, whose name is _____.
- The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:
 _____.
- The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:


hassee, FL 32399

(NAME OF ENTITY)

(ADDRESS OF ENTITY)

- The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
 Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets or capital stock in such business entity; Employee; Contractual relationship with the business entity;
 Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
 <p>Digitally signed by Shanin Speas-Frost Date: 2023.03.20 21:03:05 -04'00'</p>		

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Shanin T. Speas-Frost, P.E., MBA

Program Administrator, Drinking Water State Revolving Fund & Water Supply Restoration Funding
Florida Department of Environmental Protection

Shanin.SpeasFrost@FloridaDEP.gov

850-245-2991

shanintia@yahoo.com

850-508-1809

I have been with the Florida Department of Environmental Protection (DEP) in Tallahassee since 1998. I took over as the Administrator of the Drinking Water State Revolving Fund Program in 2014. Previously, I held the position as the State Water Reuse Coordinator in the Division of Water Resource Management for eight years, dealing with issues regarding implementation of Florida Water Reuse program as well as wastewater treatment wetlands. I started at the agency as the wastewater treatment wetland and onsite sewage treatment coordinator in 1998 and basically kept those duties until moving over to the SRF program.

After graduating from the University of Florida with a bachelor's degree in environmental engineering, I went to work at a Florida paper mill managing their wastewater treatment process. Before coming to work here at DEP in 1998, I worked for consulting firms doing wetland-related projects, including delineations and permit applications, as well ground water remediation design.

Education and Licensure

- Bachelor of Science in Environmental Engineering, December 1995
University of Florida, Gainesville, Florida USA
- Master of Business Administration, May 2001, High Honors
Florida State University, Tallahassee, FL USA
- Professional Engineer in the state of Florida in 2002
- Florida Certified Contract Manager
- UF-IFAS National Natural Resources Leadership Institute, April 2021, "Effectively Engaging DEP Stakeholders"

Professional Organizations & Awards

- Legislative Committee of the Council of Infrastructure Financing Authorities (CIFA)
- Florida Water Environment Association (FWEA), formerly chair of the Big Bend Chapter from 2015-2017, coordinator of the Florida Water Festival of the Big Bend Area for 2015 and 2016, and on the board of the Water Resource, Reuse and Resiliency Committee since 2008
- Recipient of the 2017 Thomas P. Smith Award for her contribution to field of wastewater
- Recipient of the 2015 FWEA Award for Outstanding Service
- Integrated Water Management Advisory Committee for the national Water Research Foundation
- Florida Section of American Water Works Association (FL-AWWA)

Publications and Contributions to Published Materials

- Hale, L, Mazana, K, Dethloff, A, **Speas-Frost, S**, Spagnoli, J, Hernandez, M, McKinley, M, Mercer, T, "Utility Funding – An Ever-Changing Mission for Delivering Essential Services at the Lowest Customer Cost." AWWA, November 2020.
- Winans, K., **Speas-Frost, S.**, Jerauld, M., Clark, M., Toor, G. (2012) "[Small-Scale Natural Wastewater Treatment Systems: Principles and Regulatory Framework](#)." Soil and Water Science Department, UF/IFAS Extension EDIS Pub. #SL365.
- **AWWA Standard:** AWWA, 2014. ANSI/AWWA G481-14. [Reclaimed Water Program Operation and Management](#). AWWA, Denver.
- U.S. Environmental Protection Agency (EPA). 2012. [Guidelines for Water Reuse](#)*. EPA/600/R-12/618. Environmental Protection Agency, Washington, D.C. *Major contributing author, Chapter 4: *State Regulatory Programs for Water Reuse*

**Leon County
Board of County Commissioners**

Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Ratification of Board Actions Taken at the May 23, 2023 Workshop Addressing Homelessness

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

Statement of Issue:

This item seeks ratification of the Board's preliminary actions taken at the May 23, 2023 Workshop Addressing Homelessness.

Fiscal Impact:

This item has a fiscal impact. As approved by the Board during the Workshop, an additional \$500,221 in Federal Local Assistance and Tribal Consistency Funding would be utilized to expand emergency homeless shelter operations to address unsheltered homelessness and loitering in the community. Additionally, the joint agreement between Leon County, City of Tallahassee, and Big Bend Continuum of Care would be extended for one year (FY 2024), and the exhibits to the agreement would be amended to provide for the expenditure of \$345,000 in previously allocated County American Rescue Plan Act (ARPA) funding.

Staff Recommendation:

Option #1: Ratify the preliminary actions taken at the May 23, 2023 Workshop Addressing Homelessness.

Option #2: Approve the Resolution and Budget Amendment Request (Attachment #1) to realize the \$500,221 in Federal Local Assistance and Tribal Consistency funds into the FY 2023 budget.

Report and Discussion

Background:

This item seeks the Board's ratification of the preliminary actions taken at the May 23, 2023 Workshop Addressing Homelessness.

This ratification item advances the following FY2022-2026 Strategic Initiatives and Bold Goal:

- Work with the City of Tallahassee, Big Bend Continuum of Care, Kearney Center, and other local stakeholders to enhance engagement and awareness of resources available for individuals and families experiencing homelessness in order to support safe, stable, and inclusive neighborhoods. (2023-11)
- Work with the City of Tallahassee, Big Bend Continuum of Care, and street outreach teams to develop corridor plans for North Monroe, Downtown, and Pensacola Street for outreach to unsheltered homeless individuals and to engage residents and businesses to address community aesthetics and neighborhood safety along the corridors. (2023-17)
- Leverage federal funding and relationships with local service providers to increase the number of temporary/transitional housing beds available to those experiencing homelessness. (2023-19)
- Support community partners to place 100 residents experiencing chronic homelessness in Permanent Supportive Housing. (BG3)

These particular Strategic Initiatives and Bold Goal aligns with the Board's Quality of Life Strategic Priority:

- (Q4) Support and promote access to basic healthcare, mental health, affordable housing, and homeless prevention services to our community members most in need.

Analysis:

As requested by the Board, the Workshop Addressing Homelessness was held on May 23, 2023 in partnership with the Big Bend Continuum of Care (CoC). The Leon County Sheriff's Office, CESC-Kearney Center, Family Promise of the Big Bend, Capital City Youth Services, Refuge House, Brehon Family Services, and Ability 1st also participated. During the Workshop, the CoC presented local data on individuals and families experiencing homelessness, its five-year Strategic Plan to address homelessness, and current homeless programs, services, and resources (Attachment #2). Overall, the CoC demonstrated that recent local trends are consistent with the challenges other communities are experiencing nationwide.

Subsequently, County staff provided a summary of the County's recent actions and investments to reduce homelessness in the community, including the allocation of more than \$32.5 million in the past three years. To build on the County's ongoing efforts, recommendations were presented to the Board that included opportunities for policy considerations, enhanced partnerships, and additional investments that will better position the community to address homelessness.

Following the presentations by the CoC and County staff, the Board approved the following staff recommendations, as amended:

1. Accept the report on homelessness in Leon County.
2. In partnership with the City of Tallahassee, amend the American Rescue Plan Act (ARPA) funding Agreement with the Big Bend Continuum of Care to extend the term and amend the exhibits in the amount of \$345,000 in previously allocated County ARPA funding to the organization, and authorize the County Administrator to execute the Agreement, subject to legal review of the County Attorney for the following:
 - a. The establishment of the Big Bend Continuum of Care Community Engagement Liaison position to regularly engage and educate the community and key stakeholders such as faith-based organizations on homelessness.
 - b. Continue funding the Street Outreach Program to engage unsheltered homeless individuals and families.
 - c. Continue funding Permanent Supportive Housing to place homeless individuals and families in housing.
 - d. Continue funding to provide training and technical support to nonprofit and faith-based organizations to expand the local homeless services through the Neighborhood Based Partner Capacity Building.
3. Continue to support the Sheriff's HOST Deputies with County ARPA funding previously allocated to the Sheriff's Office for the positions.
4. Direct staff to develop a countywide ordinance to promote safety, making it unlawful to hold a sign or display advertisement in a median of a road for any reason. Additionally, ensure that the item includes data on pedestrian and traffic safety and traffic volume.
5. Adopt a community campaign to reduce panhandling that includes creating signage developed in partnership with the City of Tallahassee and the Big Bend Continuum of Care, to be placed at medians on select County roads.
6. Allocate \$500,221 in Federal Local Assistance and Tribal Consistency Funding to providers of emergency homeless shelter services that reduce unsheltered homelessness and loitering in the community (Attachment #1) and authorize the County Administrator to execute the agreements, subject to legal review by the County Attorney. Additionally, bring back a budget discussion item that identifies additional funding for emergency shelter operations for FY 2024.
7. Direct staff to bring back an agenda item to explore options for long-term and dedicated line-item funding for emergency homeless shelters for FY 2025.
8. Direct staff to develop a draft policy to require affordable rental developments seeking County funding or bond authorization to set aside a portion of the units for individuals or families exiting homelessness.

In addition, the Board approved the following actions which will be brought back in future agenda or budget discussion items:

- Direct staff to analyze the First Presbyterian Church proposal to establish a Taskforce on Homelessness jointly with the City of Tallahassee and the CoC. (*Analysis provided in the next section*)
- Direct staff to bring back an agenda item analyzing alternative sleeping locations for individuals currently sleeping in public spaces and the potential fiscal impact to the County.
- Direct staff to bring back an agenda item on the current amount of funding provided to homeless services and consider a referendum for citizen support on the dedication of one percent (1%) of County funding for homelessness.
- Direct staff to bring back an agenda item outlining the creation of a method for individuals to expunge previous evictions from their record in Leon County and include examples from other communities in Florida that have similar policies. The requested analysis follows later in this item.
- Direct staff to bring back an agenda item evaluating suitable and available Leon County-owned facilities that could be converted for permanent supportive housing, and also analyze the following:
 - Pursue federal and other sources of funding to convert vacant buildings (e.g. hotels, retail spaces, etc.) into permanent supportive housing.
 - Work with the City of Tallahassee to identify properties within the Urban Service Area that can be rezoned for increased density for affordable housing.

First Presbyterian Church Proposal

As mentioned previously, the Board directed staff to analyze a proposal submitted by the First Presbyterian Church and presented during the workshop (Attachment #3). The Church proposed the establishment of a joint County and City of Tallahassee Taskforce to develop a ten-year plan for addressing homelessness. According to the proposal, the Taskforce would be comprised of service providers, law enforcement, businesses, Tallahassee Memorial Healthcare, Leon County School Board, faith-based organizations, and the institutions of higher education.

Establishing a Taskforce to develop a ten-year plan for addressing homelessness would be inconsistent with the County's current efforts to address homelessness in partnership with the CoC, City, homeless service providers, and the overall community. As presented during the workshop, the CoC is recognized by the U.S. Department of Housing and Urban Development (HUD) and the State of Florida as the regional planning and oversight organization in Leon and seven (7) neighboring counties. The CoC's governing board already includes several of the organizations identified in the Church's proposal including local homeless service providers, healthcare providers, private business, and institutions of higher education. The governing board also includes a Leon County Commissioner and City Commissioner.

During the Workshop, the CoC presented and spoke at length on its five-year Strategic Plan to reduce homelessness in the community. The Strategic Plan was developed in 2021 and consists of four (4) objectives, seven (7) priorities, and 16 strategic actions that are measured based on seven (7) performance metrics approved by HUD. Actions, initiatives, and investment made by the County as well as the City on homelessness have consistently aligned with the CoC's Strategic Plan. As a result, the City informed County staff that it does not intend to participate should the County establish a Taskforce as proposed by the First Presbyterian Church. Additionally, the CoC does not support the establishment of a Taskforce to develop a ten-year plan.

However, the CoC does recognize that greater community engagement beyond the homeless service providers and local governments is required to reduce homelessness in the community. To that end, the CoC intends to establish a Community Outreach Committee (Outreach Committee) that will assist in developing actionable programs, services, and initiatives that align with the CoC's Strategic Plan. The Outreach Committee will be comprised of representatives of neighborhood groups, the business community, faith-based organizations, and other key stakeholders. The Outreach Committee will be staffed by the Community Engagement Liaison established by the CoC and will focus on the strategies presented in the workshop item to increase housing and reduce homelessness as highlighted in the United States Interagency Council's Federal Strategic Plan to Prevent and End Homelessness.

The Outreach Committee formed by the CoC will evaluate and make recommendations to the CoC, County, and City staff on the unsheltered homeless initiatives such as reducing encampments, restroom and locker room access, and neighborhood education; evaluate and make recommendations on strengthening the capacity of homeless service providers through expanded services such as mental health services, summer programs for sheltered youth, and job training; and evaluate and make recommendations on increasing the stock of affordable housing through policies and investments. The recommendations of the Outreach Committee would be incorporated into the Strategic Plan and efforts of the CoC. As mentioned earlier, the County and City's actions, initiatives, and investments have consistently aligned with the CoC's Strategic Plan.

County staff and the CoC recently met with representatives of Faith Presbyterian Church regarding the concerns noted in its proposal and the CoC's plan to establish the Outreach Committee. At that time, Faith Presbyterian Church representatives expressed their support for the Outreach Committee and welcomed the opportunity to participate in the collective community effort to reduce homelessness through the CoC. The CoC stated that the representatives of Faith Presbyterian Church will also be instrumental in recruiting community stakeholders to the Outreach Committee and developing specific tasks of the Outreach Committee that could serve as recommendations for policies, programs, and investments that address homelessness. Therefore, it is recommended that the Board not move forward with the establishment of a Taskforce as proposed.

Expungement or Sealing of Eviction Records

At the workshop, the Board requested information regarding the creation of a method for individuals to expunge previous evictions from their record in Leon County, with examples from other communities in Florida that have similar policies. Staff also reviewed whether there is a

method for individuals to seal information relating to previous evictions from their record in Leon County. Regarding the ability to develop a policy to expunge evictions from judicial records, there is currently no mechanism for creating such a policy. There is also currently no means to seal such records.

When records are expunged, the records are destroyed. There is currently no mechanism for creating a policy to expunge previous eviction records, and staff was unable to identify any examples of such policies in other Florida jurisdictions. Legislation was introduced during the 2021 legislative session that would have facilitated the expungement of eviction records, but that legislation did not become law. Staff communicated with Legal Services of North Florida (LSNF) personnel who admitted that they are currently unaware of any policy that has been developed in any Florida jurisdiction. Anecdotally, it was relayed that an eviction record was expunged in Pinellas County, Florida, but LSNF has not provided any additional information about that single occurrence as of the writing of this agenda item.

In contrast to the expungement, i.e., destruction, of records, sealed records are maintained but may be accessed only by certain authorized entities. Relying on separation of powers principles, the courts have consistently held that the judiciary is not an “agency” for purposes of Chapter 119, Florida Statutes (the “Public Records Act”). Rather, in the judicial context, subject to the rulemaking power of the Florida Supreme Court provided by article V, section 2 of the Florida Constitution, Florida Rule of Judicial Administration Rule 2.420 governs public access to and the protection of records of the judicial branch. The Florida Supreme Court has expressly recognized that “both civil and criminal proceedings in Florida are public events” and it will “adhere to the well established common law right of access to court proceedings and records.” *Barron v. Florida Freedom Newspapers*, 531 So. 2d 113, 116 (Fla. 1988).

Accordingly, Florida Rule of Judicial Administration Rule 2.420(a) expressly provides that “[t]he public shall have access to all records of the judicial branch of government” Enumerated exceptions to this open access requirement are provided in Rule 2.420(c)(9)(A)(i)-(vii), which provides the grounds for a court to seal a record and, thereby, maintain the confidentiality of such record:

- (i) [to] prevent a serious and imminent threat to the fair, impartial, and orderly administration of justice;
- (ii) [to] protect trade secrets;
- (iii) [to] protect a compelling governmental interest;
- (iv) [to] obtain evidence to determine legal issues in a case;
- (v) [to] avoid substantial injury to innocent third parties;
- (vi) [to] avoid substantial injury to a party by disclosure of matters protected by a common law or privacy right not generally inherent in the specific type of proceeding sought to be closed;
- (vii) [to] comply with established public policy set forth in the Florida or United States Constitution or statutes or Florida rules or case law[.]

None of the grounds in Rule 2.420 provide a basis upon which a court could rely to systemically seal eviction records or portions thereof.

In *Barfield v. Doe*, 348 So. 3d 1156 (Fla. 4th DCA 2022), a third party sought a writ of certiorari to quash an amended order entered by the Palm Beach County Court that had sealed a portion of a court file in an eviction proceeding, specifically the names of the litigants. Though the parties, citing to Rule 2.420(c)(9)(A)(vi), argued that making the names of the litigants confidential was justified to avoid substantial injury to a party by disclosure of matters protected by a common law or privacy right not generally inherent in the specific type of proceeding sought to be closed, the Fourth District Court of Appeal disagreed. The court held that the names of litigants are inherent to civil proceedings and, further, that “litigants cannot have a reasonable expectation of privacy with regard to matters that are inherent to their civil proceedings.” *Doe*, 348 So. 3d at 1157. The court also expressly found that the agreement of all litigants does not justify shielding a judicial record from public view, absent some other valid basis to shield the information from disclosure. The *Doe* case is the only appellate case that staff was able to find about the sealing of eviction records and, accordingly, would govern the outcome of any county or circuit court case filed in Leon County to seal eviction records, absent some other valid basis to shield eviction proceeding information from disclosure.

Conclusion

The recommendations approved by the Board during the Workshop represent more than \$1 million in funding that will be allocated over the next year. As directed by the Board additional agenda and/or budget discussion items will be brought back within the next several months. Semi-annual status reports will be provided over the next 24 months with updates on the implementation of the recommendations. Additionally, updates would be incorporated into future items on the adoption of proposed ordinances and policies, CHSP, affordable housing, and the County’s Strategic Plan.

Options:

1. Ratify the preliminary actions taken at the May 23, 2023 Workshop on Homelessness.
2. Approve the Resolution and Budget Amendment Request (Attachment #1) to realize the \$500,221 in Federal Local Assistance and Tribal Consistency funds into the FY 2023 budget.
3. Do not ratify the preliminary actions taken at the May 23, 2023 Workshop on Homelessness.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Resolution and Budget Amendment Request
2. Big Bend Continuum of Care Strategic Plan
3. First Presbyterian Church Proposal

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2022/2023; 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 13th day of June, 2023.

LEON COUNTY, FLORIDA

By: _____
Nick Maddox, Chair
Board of County Commissioners

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

By: _____

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

By: _____

FISCAL YEAR 2022/2023 BUDGET AMENDMENT REQUEST

No: BAB23025
Date: 06/01/23

Agenda Item No: _____
Agenda Item Date: 06/13/23

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail

Revenues

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	917023	331505	000	US Treasury Local Assistance Tribal Consistency Funds (LATCF)	-	500,221	500,221
Subtotal:						500,221	

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	917023	58200	525	Aids to Private Organizations	-	500,221	500,221
Subtotal:						500,221	

Purpose of Request

This budget amendment appropriates \$500,221 from the US Treasury Local Assistance and Tribal Consistency Funds to support providers of emergency homeless shelter services that reduce unsheltered homelessness and loitering in the community.

Division/Department
2610/26

Roshaunda Bradley, Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution

Motion

Administrator

2021-2025 BBCOC STRATEGIC PLAN

This plan covers the time between 1.1.21 through 12.31.25 and identifies objectives, goals and actions to be taken to create a more efficient and responsive Homelessness System of Care.

BBCoC conducts regular assessment of needs and gaps in the homeless service system utilizing data collected through the HMIS, 211, County School Systems, System Performance Data, Coordinated Assessment Data, Built for Zero Individuals, Families and Youth Score Cards, consumer surveys, agency surveys and staff interviews as well as proposals for funding.

Through 2020 we were able to conduct more frequent meetings among service providers and members discussing gaps in services, needs and resources to address the gaps as it relates to system capacity and responding to Covid-19. Over 2020 the CoC prioritized data quality to ensure system performance and coordinated entry data were as accurate and as comprehensive as possible.

Culminating all the feedback, dialog and data over the past 3 years that was brought for review under the BBCoC Needs Assessment and Planning Committee has lead to the updating of the [2021-2025 Homelessness Assistance Plan](#) (HAP), which is available for review and feedback through July 15, 2021.

GOAL HIGHLIGHTS

BBCoC is now presenting the HAP to each community within its coverage area to seek feedback and commitment to the creation of annual action plans to achieve all goals identified in the HAP by the end of 2025. Some of the Major Goals to be accomplished by the end of 2025 include;

- Reaching functional zero for veterans experiencing homelessness
- Reaching functional zero for those experiencing chronic homelessness
- Ensure no families with minor children experience unsheltered homelessness
- Develop a Coordinated Community Plan to prevent and end youth homelessness
- Increase permanent housing options for people with zero to extremely low income
- Increase permanent housing options for those with criminal and poor or no credit histories
- Increase and diversify funding dedicated to Permanent Supportive Housing

SERVICE GAPS

Major service gaps have been identified as follows;

1. No resources for homeless minors who are pregnant and/or parenting.
2. Very limited resources for individuals experiencing homelessness with sexual offences.
3. No emergency shelter resources for individuals with pets.
4. Inadequate federal, state and local recurring funding for homeless service programs
5. Inadequate Medium Term Supportive Housing and Transitional Housing for youth, families and those with substance use disorders.
6. Inadequate access to transportation, especially in rural counties and unincorporated Leon County.
7. Inadequate recurring coverage and resources dedicated to conducting and managing the Coordinated Assessment Process and helping households navigate swiftly through the homeless system of care to permanent housing.

OBJECTIVES

Objective 1: Collaboratively Build a Homelessness System of Care that fully serves the BBCoC 8 county region including Gadsden, Leon, Wakulla, Jefferson, Liberty, Franklin, Madison and Taylor Counties

- a. Increase capacity and strengthen use of Coordinated Assessments and Coordinated Entry and Referral System.
- b. Expand the use of the Homeless Management Information System to more adequately collect all service data and generate data trends that inform allocation of resources.
- c. Provide an annual homelessness status update report to each county commission in the CoC coverage area
- d. Align Federal, State and Local funding of homelessness services to ensure the metrics and measurements used to evaluate project success are in line with BBCoC established metrics allowing us to measure progress and impact of investments towards reducing homelessness.

Objective 2: Ensure there is a menu of Homelessness Prevention, Diversion and Homelessness Interventions and Housing Programs available to promote client choice.

- a. Increase Capacity and Strengthen Homelessness Prevention and Diversion Practices
- b. Expand Street Outreach Programs
- c. Identify funding sources for Emergency Shelter Operations with Housing Focused Case Management
- d. Expand Rapid Rehousing Programs and Providers
- e. Expand Permanent Supportive Housing Programs and Providers
- f. Expand use of Public Housing Authority vouchers with a homelessness preference

Objective 3: Sustain an End to Homelessness

- a. Facilitate an Action Plan to end Veteran Homelessness by 12/31/2024 as defined by the Functional Zero definition through the national Built for Zero Initiative
- b. Facilitate an Action Plan to end Chronic Homelessness by 12/31/2025 as defined by the Functional Zero definition through the national Built for Zero Initiative
- c. Create a Coordinated Community Plan to Prevent and End Youth Homelessness by 12/31/23
- d. Create a Coordinated Community Plan to Prevent and End Unsheltered Homelessness by 12/31/25

Objective 4: Create and Promote Pathways to Permanent Subsidized Housing

- a. Increase units of permanent housing by 300 units for individuals and couples with no minor children who receive \$750 per month in income or less and have chronic homelessness histories.
- b. Promote use of local ordinance and inclusionary housing regulations mandating new residential developments dedicate a minimum of 10% of newly developed units be dedicated to those exiting homelessness for which they would pay no more than 30% of their monthly income to maintain a permanent lease.
- c. Increase funding dedicated to operations of permanent supportive housing programs to ensure participants do not reenter homelessness.
- d. Increase permanent housing appropriate for families with minor children with extremely low income and histories of homelessness by 500 units.
- e. Increase access to section 8 housing vouchers for families with minor children and encourage use of homeless priority among PHAs.
- f. Expand function of Landlord Liaison Initiatives to include engaging landlords and incentivizing those willing to housing Sexual Offenders and those with Felonies in background as well as those with no or low credit.

DESIRED OUTCOMES

As identified in the [2021-2025 Homelessness Assistance Plan](#), as a system we want to improve upon and maintain the following outcomes related to system performance;

Sys PM 1 - DECREASE the overall average and median length of time a person remains homeless

Target 2021: Average less than 144 nights, Median less than 65 nights

Ultimate Goal by 2025: Average is 30 nights or less

SysPM2 - DECREASE returns to homelessness

Target 2021: Returns to homelessness with in6 months less than 21%

.....2 years, less than 33%

Ultimate Goal by 2025: Returns in 2 years, less than 20%

Sys PM 3 - DECREASE number of homeless persons in annual and PIT count

Target: PIT Count is less than 900, Annual Count is less than 2900

Sys PM 4 - INCREASE or maintain income for persons in housing programs

Target: Increase income for more than 60% system stayers

Increase income for more than 30% system leavers

Sys PM 5 - DECREASE instances of 1st time homelessness

Target: first time homeless count is less than 1500

Sys PM 7 - INCREASE permanent housing placements from Outreach, ES, TH, PH-RRH programs and retention of permanent housing

Target: Increase placements to permanent housing from outreach to be greater than 65% of outreach exits

Increase placements to permanent housing from ES, SH, TH and PH- RRH to be greater than 30%

Ultimate Goal by 2025: Increase placements to permanent housing from ES, SH, TH and PH-RRH to be greater than 60%

Increase rate of retention of permanent housing to be greater than 95%

ADDITIONAL MEASURABLE OUTCOMES TO BE CONSIDERED

- At least 90% of veterans with homelessness prevention financial assistance will remain in permanent housing for at least 6 months following assistance.
- At least 85% of the veterans receiving rapid re-housing assistance will remain in permanent housing for at least 6 months following assistance.
- At least 85% of the families receiving rapid re-housing assistance remain in permanent housing for at least 6 months following receipt of last rental payment or case management assistance.

ADDITIONAL COMPONENTS OF THE STRATEGIC PLAN TO BE DEVELOPED

- 2021 Action Plan
- 2022 Action Plan
- 2023 Action Plan
- 2024 Action Plan
- 2025 Action Plan
- Action Plan to End Veteran Homelessness by 12/31/2024
- Action Plan to End Chronic Homelessness by 12/31/2025
- Coordinated Community Plan to End Youth Homelessness
- Coordinated community Plan to End Unsheltered Homelessness

**Big Bend Continuum of Care
Homelessness Assistance Plan (HAP) 2021-2025 (v.20210601)**

Homeless Definition: HUD defines homelessness as being in one of four categories: 1) Literally Homeless, 2) Imminent Risk of Homelessness, 3) Homeless under other Federal Statutes, and 4) Fleeing/Attempting to Flee Domestic Violence. These categories are more fully defined at the end of this document.

Data Driven Plan: The Homeless Assistance Plan is updated and refined annually through ongoing community and agency feedback as well as a data driven approach using client data collected through the Homeless Management Information System, Coordinated Assessment Tool, System Performance Measures and other needs assessment engagement survey tools. There are three major System Performance Measures that should be improved upon as the goal of this version of the HHAP; **Decrease average length of time homeless, decrease returns to homelessness and increase placement and retention of permanent housing.**

<p>Improving System Performance</p>	<p>Across all areas of homelessness we need to focus efforts to improve system performance by; Measuring all System Performance Measures frequently to improve specific outcomes tied to each measure</p> <p>Sys PM 1 - DECREASE the overall average and median length of time a person remains homeless Target 2021: Average less than 144 nights, Median less than 65 nights <i>Ultimate Goal by 2025: Average is 30 nights or less</i></p> <p>SysPM2 - DECREASE returns to homelessnessTarget 2021: Returns to homelessness with in6 months less that 21%2 years, less than 33% <i>Ultimate Goal by 2025: Returns in 2 years, less than 20%</i></p> <p>Sys PM 3 - DECREASE number of homeless persons in annual and PIT countTarget: PIT Count is less than 900 Annual Count is less than 2900</p> <p>Sys PM 4 - INCREASE or maintain income for persons in housing programs.....Target: Increase income for more than 60% system stayers Increase income for more than 30% system leavers</p> <p>Sys PM 5 - DECREASE instances of 1st time homelessness.....Target: first time homeless count is less than 1500</p> <p>Sys PM 7 - INCREASE permanent housing placements from Outreach, ES, TH, PH-RRH programs and retention of permanent housingTarget: Increase placements to permanent housing from outreach to be greater than 65% of outreach exits Increase placements to permanent housing from ES, SH, TH and PH-RRH to be greater than 30% <i>Ultimate Goal by 2025: Increase placements to permanent housing from ES, SH, TH and PH-RRH to be greater than 60%</i> Increase rate of retention of permanent housing to be greater than 95%</p>
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	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Overarching Objectives	<p>Obj. 1 – Prioritize housing for homeless veterans, reaching Functional Zero for Veterans by 2024 as defined by the Built for Zero national effort.</p> <p>Obj. 2 – At least 90% of veterans with homelessness prevention financial assistance will remain in permanent housing for at least 6 months following assistance.</p> <p>Obj. 3 – At least 85% of the veterans receiving rapid re-housing assistance will remain in permanent housing for at least 6 months following assistance.</p> <p>Obj. 4 – Ensure the Inflow of new veterans experiencing homelessness each month is less than the Outflow of veterans exiting to permanent housing each month.</p> <p>Obj. 5 – Ensure no service eligible Veteran experiences homelessness for more than 30 consecutive days.</p>	<p>Obj. 1 – Increase units of permanent housing by 300 units for individuals and couples with no minor children who receive \$750 per month in income or less and have chronic homelessness histories.</p> <p>Obj. 2 – Promote use of local ordinance and inclusionary housing regulations mandating new residential developments dedicate a minimum of 5% of newly developed unites be dedicated to those exiting chronic homelessness for which they would pay no more than 30% of their monthly income to maintain a permanent lease.</p> <p>Obj. 3 – Prioritize housing for chronically homeless individuals, and adult couples, reaching Functional Zero for Chronically Homeless Adults by 2025 as defined by the Built for Zero national effort.</p> <p>Obj. 4 - Increase funding dedicated to operations of permanent supportive housing programs to ensure participants do not reenter homelessness.</p>	<p>Obj. 1 – Ensure no families with minor children experiences unsheltered homelessness.</p> <p>Obj. 2 – Increase permanent housing appropriate for families with minor children with extremely low income and histories of homelessness by 500 units.</p> <p>Obj. 3 – Ensure at least 85% of the families receiving rapid re-housing assistance remain in permanent housing for at least 6 months following receipt of last rental payment or case management assistance.</p> <p>Obj. 4 – Increase access to section 8 housing vouchers for families with minor children and encourage use of homeless priority among PHAs.</p> <p>Obj. 5 – Reduce the average length of time that a family is literally homeless to no more than 30 days.</p>	<p>Obj. 1 – Implement the use of Host Homes for runaway, LGBTQ+ and at-risk youth as a emergency shelter diversion practice for youth.</p> <p>Obj. 2 – Identify resources and implement programing for parenting youth and pregnant youth experiencing homelessness.</p> <p>Obj. 3- Ensure no minor youth, up to age 18, experiences unsheltered homelessness.</p> <p>Obj. 4- Increase permanent housing units for youth including support services by 30 units.</p> <p>Obj. 5 – Increase funding dedicated to operating Transitional/Medium-Term/Bridge housing and support services for youth.</p> <p>Obj. 6 – Utilize the Youth Action Board committee of the BBCoC to vet and prioritize youth specific service and intervention approaches.</p>	<p>Obj. 1 – Promote use of local ordinance and inclusionary housing regulations mandating new residential developments dedicate a minimum of 10% of newly developed unites to those exiting homelessness for which they would pay no more than 30% of their monthly income to maintain a permanent lease.</p> <p>Obj. 2 - Increase permanent housing by 30 units for those with Sexual Offender and Predator status.</p> <p>Obj. 3 – Establish prevention assistance programs targeted to serve the elderly or medically needy designed to keep these individuals in permanent housing.</p> <p>Obj. 4 – Expand function of Landlord Liaison Initiatives to include identifying and engaging landlords willing to housing Sexual Offenders and those with Felonies in background as well as those with no or low credit.</p>

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
<p>Coordinated Entry <i>(Intake, Assessment & Referrals)</i></p>	<p>a. Ensure Emergency Shelters and SSVF and VA Outreach Teams are the primary Access Points for Veterans through Coordinated Entry.</p>	<p>a. Collaborate with agencies serving individuals experiencing chronic homelessness to ensure that agencies are fully utilizing the Coordinated Entry System in HMIS, which will connect clients with appropriate services.</p> <p>b. Increase functionality of Coordinated Entry service referral system by to allow for all HMIS participating agencies to send and receive support services and housing referrals within HMIS.</p>	<p>a. Collaborate with agencies serving families and children who are experiencing homelessness to ensure households are assessed and entered in the Coordinated Entry System in HMIS, within the first 14 days of becoming homeless.</p> <p>b. Expand use of the Coordinated Entry System to other emergency assistance providers for the purposes of case coordination and ensuring duplicative services are avoided.</p> <p>c. Utilize Homeless School Liaisons as an Access Partner for Coordinated Entry in rural communities</p>	<p>a. Collaborate with agencies serving youth who are experiencing homelessness to ensure that agencies are fully utilizing the Coordinated Entry System in HMIS, which will connect clients with appropriate services and housing opportunities.</p> <p>b. Partner with the child welfare, juvenile justice and at-risk youth programs to ensure they can assess youth experiencing homelessness through the Coordinated Entry System.</p>	<p>a. Collaborate with agencies serving individuals experiencing homelessness to ensure that agencies are fully utilizing the Coordinated Entry System in HMIS, which will connect clients with appropriate services and housing opportunities.</p> <p>b. Increase functionality of Coordinated Entry System to incorporate Landlords who have vacant permanent units prioritized for those exiting homelessness.</p>

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Prevention & Diversion	<ul style="list-style-type: none"> a. Connect clients to legal aid when necessary to avoid entering homelessness. Specifically adding resources for Veteran’s Tax Court and Veteran Justice Outreach. b. Increase financial resources available for homeless prevention and diversion efforts for veterans who do not qualify for VA and SSVF assistance. 	<ul style="list-style-type: none"> a. Connect clients to legal aid when necessary to avoid entering homelessness. b. Prioritize individuals with chronic homeless histories for Diversion and Prevention resources in order to keep them from returning to homelessness. c. Create a formal partnership providing mediation and legal expertise for chronically homeless cases that have been permanently housed and face eviction again. 	<ul style="list-style-type: none"> a. Dedicate funding for Diversion activities through Family Emergency Shelters and Prevention Providers. b. Create a formal partnership providing mediation and legal expertise for families facing eviction. c. Expand Prevention activities serving our 7 rural counties targeted at families at imminent risk of homelessness. 	<ul style="list-style-type: none"> a. Seek funding through the HUD YHDP to implement Host Homes to divert youth from entering homelessness and emergency shelter. b. Increase resources available for homeless prevention and diversion for youth ages 16-24. c. Create a formal partnership with local CBC, Department of Children and Families and Department of Justice to prevent and divert youth 16-24 from entering homelessness. 	<ul style="list-style-type: none"> a. Connect clients to legal aid when necessary to avoid entering homelessness. b. Increase resources available for homeless prevention and diversion efforts system wide c. Dedicate funding to Reentry and Discharge planning from county jails and hospitals to avoid discharges directly to the streets or emergency shelters.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Unsheltered Homelessness/ Outreach	<ul style="list-style-type: none"> a. Utilize SSVF funded Outreach workers as a component of the CoC Coordinated Outreach efforts. b. Assess all unsheltered Veterans through SSVF and VA Outreach for completion of Coordinated Entry Assessment and Referral. c. SSVF and VA Outreach teams to provide support for clients needing access to basic needs items such as hygiene, tarps, survival aid and access to emergency shelter. 	<ul style="list-style-type: none"> a. Dedicate case management and outreach services to chronic subpopulation that will follow clients through to support them after the first few months of permanent housing. b. Identify Individuals who are currently residing in primitive camps and prioritize permanent housing options to meet the needs of chronic and unsheltered population with limited income. c. Offer permanent housing to ALL Chronic clients every 14 days. d. Expand outreach coordination to include law enforcement, institutions and hospitals to ensure proper discharge planning to avoid unsheltered homelessness. 	<ul style="list-style-type: none"> a. Collaborate with Homeless School Liaisons to identify families needing prevention, diversion, shelter and permanent housing resources. b. Collaborate with local CBC, Department of Children and Families and Department of Justice to identify families with children who are literally homeless needing resources. c. Ensure there is adequate funding to cover hotel/motel vouchers for families needing short term stays to avoid unsheltered homelessness among families with minor children in all 8 counties. 	<ul style="list-style-type: none"> a. Utilize youth specific outreach teams to identify and assess unsheltered youth through age 24. b. Provide services and goods to meet basic needs for run away, homeless, and street youth and connect to service providers for youth to exit the streets into stable housing. c. Provide basic needs and assistance to homeless youth to increase youth’s personal safety, well-being, and self-sufficiency; and provide positive adult connections. 	<ul style="list-style-type: none"> a. Expand outreach coordination to include outreach to local county jails and hospitals for those that are likely to be discharged to homelessness. b. Continue to conduct bi-weekly outreach coordination calls facilitated by the CoC ensuring all “hot spots” for unsheltered homelessness are visited regularly by outreach workers. c. Evaluate the advantages of conducting an unsheltered Point In Time Count semi-annually, once in January and once during June, July, or August to better understand influx of unsheltered homelessness, specifically within Leon County.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Emergency Shelter	<ul style="list-style-type: none"> a. Increase resources dedicated to emergency shelter operations. b. Increase resources for emergency shelter case management in order to enforce a 30:1 Client : Case Manager ratio. c. Increase use of hotel/motels as emergency shelter when congregate shelters are at capacity d. Create shelter programing for clients with pets. 	<ul style="list-style-type: none"> a. Increase resources available for emergency shelter operations. b. Ensure clients nearing chronic homelessness are prioritized for permanent housing opportunities. c. Ensure no client remains homeless and in emergency shelter for more than 12 months. d. Reduce the rate of returns to chronic homelessness by prioritizing use of diversion and prevention for the formerly chronic population. e. Increase resources for emergency shelter case management in order to enforce a 30:1 Client : Case Manager ratio. f. Increase use of hotel/motels as emergency shelter when congregate shelters are at capacity g. Create shelter programing for clients with pets. 	<ul style="list-style-type: none"> a. Assess the need for additional shelter capacity in neighboring counties. b. Increase resources for emergency shelter case management in order to enforce a 30:1 Client : Case Manager ratio. c. Ensure no household remains homeless and in emergency shelter for more than 12 months. 	<ul style="list-style-type: none"> a. Identify need and potential funding for emergency shelter beds targeting youth ages 18-24, including LGBTQ+ youth. b. Designate a "Safe Place" within the current Emergency Shelter system for LGBTQ+ youth. c. Increase resources for emergency shelter case management in order to enforce a 14:1 Client : Case Manager ratio. d. Evaluate the need for emergency shelter options for minors with children and/or pregnant minors. 	<ul style="list-style-type: none"> a. Increase resources for emergency shelter case management in order to enforce a 30:1 Client : Case Manager ratio. b. Identify funding required to implement a small 12-18 bed a Safe Haven Shelter option.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Medium Term Supportive Housing/Bridge Housing/Transitional Housing	<ul style="list-style-type: none"> a. Strategize with GPD Transitional Housing Provider to turnover units to Bridge Housing and permanent housing units in order to achieve Functional Zero. b. Create Bridge Housing option with 15 units. c. Identify need and scope of services and support for Respite Living Program. 	<ul style="list-style-type: none"> a. Create Bridge Housing option up to 20 units for chronic population waiting for PSH and working to identify housing. b. Identify need and scope of services and support for Respite Living Program. 	<ul style="list-style-type: none"> a. Identify funding to increase transitional housing options for families with children by 94 beds. a. Increase funding options covering support staff costs for transitional and medium term supportive housing. b. Identify need and scope of services and support for Respite Living Program. 	<ul style="list-style-type: none"> a. Apply for HUD YHDP Grant to implement a 18-24 bed Bridge/Medium Term Supportive Living program for youth ages 16-24. b. Increase funding available for providing life skills training and transitional supports to better prepare them for housing stability in the future. 	<ul style="list-style-type: none"> a. Identify funding and Implement housing options for sexual offenders/predators and those exiting institutions by 18 units. a. Increase funding options covering discharge planning from jails and prisons so that those re-entering can go directly into medium term supportive options rather than shelter or the streets.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Youth Homelessness	All Other Types of Homelessness
Permanent Rental Housing <i>(Rapid Rehousing, Rental, Permanent Supportive Housing, Vouchers)</i>	<ul style="list-style-type: none"> a. Increase the number of VASH Vouchers available to CoC Coverage area. b. Identify funding for 10 additional units of PSH for veterans not eligible for VASH Vouchers. c. Utilize Emergency Housing Vouchers designated through PHAs to serve veterans not qualifying for other assistance. d. Identify housing options with higher levels of care including Assisted Living Facilities and Nursing Homes targeted towards serving veterans that are service eligible and ineligible. 	<ul style="list-style-type: none"> a. Ensure PSH clients are assessed annually and supported to move on to other permanent housing as intensive support services are no longer needed. b. Expand local funding of Permanent Supportive Housing program operations. c. Identify funding of pilot project utilizing 3-4 small quad apartments to house those with SPMI who lack family support. d. Work with local governments to incentivize development/rehab housing stock making a portion of the units available to extremely low income clients exiting chronic homeless. e. Continue the work of the Landlord Liaisons focusing on education, recruitment and support of landlords willing to house those with unstable housing backgrounds. f. Expand access to the landlord mitigation fund as a security measure for landlords housing chronic clients. g. Expand the work of the Landlord Liaison focusing on education, recruitment and support of landlords willing to house those with barriers to housing. 	<ul style="list-style-type: none"> a. Increase funding dedicated to PSH units for families with minor children by 30 units. b. Work with PHAs to identify 300 set aside voucher for homeless families with children and or prioritize section 8 vouchers to homeless families first. c. Utilize Emergency Housing Vouchers designated through PHAs. d. Increase RRH funds available for families with children and couples with no children. e. Increase funding and partnerships to provide component of wrap around services and continued case management to help sustain housing. f. Work with local governments to incentivize development/rehab housing stock making a portion of the units available to extremely low income families exiting homelessness. 	<ul style="list-style-type: none"> a. Apply for the HUD YHDP to fund a pilot Youth PSH program for 18-24 year olds with chronic homelessness, family violence, child welfare involvement, juvenile justice involvement, developmental disabilities or generational homelessness histories. b. Identify or create appropriate housing with supports for pregnant youth and youth with children. c. Implement use of roommate matching criteria to decrease financial burden on youth. d. Expand the work of the Landlord Liaison focusing on education, recruitment and support of landlords willing to house youth needing stable housing. e. Expand financial assistance services to include Direct Cash Transfers (DCT) to youth to cover basic needs, including permanent housing costs. 	<ul style="list-style-type: none"> a. Increase local funding of PSH operations. b. Identify and partner with Senior Citizen Housing communities and senior service organizations to refer elderly homeless individuals to the most appropriate housing and care options. c. Expand MoUs with Florida Housing Finance Corporation funded tax credit properties setting aside units for seniors, those with disabilities and extremely low incomes. d. Explore use of Sponsor Housing agreements and Master Leasing entities to help permanently house those with backgrounds that prohibit them from attaining a lease on their own. e. Identify or create dedicated housing for sexual offenders/predators in compliance with residence requirements. f. Implement roommate matching criteria to lower cost burden of housing.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Unaccompanied Youth Homelessness	All Other Types of Homelessness
Home Ownership	<p>a. Provide education on Veteran’s Home Loan assistance programs.</p>	<p>a. Assess if there is any participant in the THA voucher program or PSH programs that could transition to home ownership. b. Educate those identified to move towards home ownership on mortgages, subsidies, and other home ownership opportunities through relationships with community partner organizations.</p>	<p>a. Provide opportunities for education on federal, state and local incentive programs to qualify low-income households for home purchases. b. Encourage local incentives for developers creating low-cost, smaller sized housing to be created for home ownership.</p>	<p>a. Offer connections to budgeting, saving and future planning education to youth, sparking interest in homeownership goals.</p>	<p>b. Create formal partnerships with local organizations specializing in home ownership preparation and first-time home buyer education.</p>

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Unaccompanied Youth Homelessness	All Other Types of Homelessness
Employment & Income Support Services	<ul style="list-style-type: none"> a. Identify programs focused on vocational training and certification programs at free or substantially reduced cost. b. Expand veteran involvement in employment and income support services. c. Ensure that SSVF programing offers the services of a SOAR processor to improve system access for veterans trying to secure/restore SSI/SSDI benefits. d. Partner with CareerSource Capital Region and the VET program to assist all veterans seeking employment. 	<ul style="list-style-type: none"> a. Expand participant involvement with employment and income support services. b. Increase number of SOAR processors dedicated to chronic clients, to improve system access for individuals trying to secure/restore SSI/SSDI benefits. c. Increase referrals to WIPA programs to ensure access to work incentive programs. d. Increase referrals to programs offering job readiness and employability training support services (including financial literacy supports) to help individuals access employment programs/efforts. e. Increase number of representative payees available for chronic clients. f. Create training on gaining part time employment and maintaining disability benefits for PSH participants. 	<ul style="list-style-type: none"> a. Expand participant involvement with employment and income support services. b. Ensure case managers serving families are SOAR certified to improve system access for families trying to secure/restore SSI/SSDI benefits. c. Create training on gaining part time employment and maintaining disability benefits for PSH participants. 	<ul style="list-style-type: none"> a. Explore the development of a vocational training program for youth experiencing homelessness. b. Increase number of SOAR processors dedicated to youth, to improve system access for individuals trying to secure/restore SSI/SSDI benefits. c. Build partnerships with local businesses to pair youth with internships and apprenticeships. 	<ul style="list-style-type: none"> a. Increase access to SOAR processors to improve system access for individuals trying to secure/restore SSI/SSDI benefits. b. Expand participant involvement with employment and income support services. c. Create training on gaining part time employment and maintaining disability benefits for PSH participants.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Unaccompanied Youth Homelessness	All Other Types of Homelessness
Transportation Assistance	<ul style="list-style-type: none"> a. Increase transportation options for cross county travel (outer counties to Leon for services) when services cannot be delivered in rural counties. b. Encourage public transportation services to allow homeless veterans to receive free or reduced fare bus passes. 	<ul style="list-style-type: none"> a. Continue to collaborate with public transportation services through the partnership with StarMetro to ensure organizations serving the chronically homeless can purchase reduced fare bus passes for clients. b. Provide education on reduced fare bus transportation services options for individuals in PSH programs. 	<ul style="list-style-type: none"> a. Increase transportation options for cross county travel (outer counties to Leon for services) when services cannot be delivered in rural counties. b. Continue to collaborate with public transportation services to ensure homeless services programs can receive vouchers/discounted rates for clients who are homeless. c. Continue partnership with County Schools to provide transportation to and from school through the McKinney Vento Act. 	<ul style="list-style-type: none"> a. Continue to collaborate with public transportation services to ensure homeless services programs can receive vouchers/discounted rates for clients who are homeless. b. Continue partnership with County Schools to provide transportation to and from school through the McKinney Vento Act. c. Increase transportation options for cross county travel (outer counties to Leon for services) when services cannot be delivered in rural counties. 	<ul style="list-style-type: none"> a. Continue to collaborate with public transportation services to ensure homeless services programs can receive vouchers/discounted rates for clients who are homeless. b. Increase free and reduced transportation services options for individuals accessing homeless services and exiting the homeless system of care to permanent housing. c. Increase transportation options cross county travel (outer counties to Leon for services) when services cannot be delivered in rural counties. d. Provide homeless families with education about the McKinney Vento act and accommodations for bus travel to maintain school placements.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Unaccompanied Youth Homelessness	All Other Types of Homelessness
Childcare	<ul style="list-style-type: none"> a. If needed, connect veteran families to various childcare opportunities through set-aside vouchers available through ELC. 	<ul style="list-style-type: none"> a. Ensure chronically homeless families are prioritized for ELC vouchers if requested. 	<ul style="list-style-type: none"> a. Refer homeless households needing childcare to the Early Learning Coalition for vouchers. 	<ul style="list-style-type: none"> a. Connect pregnant youth with childcare options upon birth of child through ELC. 	<ul style="list-style-type: none"> a. Ensure families with minor children have access to childcare vouchers in all 8 counties if they are experiencing homelessness.
Healthcare/Benefits	<ul style="list-style-type: none"> a. Initiate partnership with health care providers and hospitals and increase collaboration on discharge policy and procedures. b. Identify health care and benefit resources for veterans who do not qualify for veteran's assistance due to dishonorable discharge, etc. c. Connect Veterans with a dishonorable discharge with VA access to Mental Health Services now available. d. Identify need and funding for service ineligible veterans needing temporary respite housing 	<ul style="list-style-type: none"> a. Access Medicaid benefits for those who qualify to cover cost of case management and peer support services among individuals experiencing chronic homelessness. b. Initiate partnership with health care providers and hospitals and increase collaboration on discharge policy and procedures. c. Ensure healthcare supports and services for individuals experiencing chronic homelessness are accessible. d. Ensure behavioral healthcare supports and substance abuse treatment services for individuals experiencing chronic homelessness are available through partnership with providers and the area Managing Entity. 	<ul style="list-style-type: none"> a. Assess how access to Medicaid benefits can be used for case management services among families experiencing homelessness. b. Initiate partnership with health care providers and hospitals and increase collaboration on discharge policy and procedures. c. Ensure healthcare supports and services for families experiencing homelessness are available through partnership with mainstream providers and providers operating in the Kearney Center. d. Work to improve access of families and children without insurance to ongoing behavioral health services. 	<ul style="list-style-type: none"> a. Connect youth experiencing homelessness with managed care plans for education on accessing benefits of health insurance and acquiring health insurance. b. Initiate partnership with health care providers and hospitals and increase collaboration on discharge policy and procedure. 	<ul style="list-style-type: none"> a. Initiate partnership with health care providers and hospitals and increase collaboration on discharge policy and procedure. b. Complete data analysis on need for temporary respite housing to decrease use of emergency departments as primary health care.

	Veteran Homelessness	Chronic Homelessness	Family & Child Homelessness	Unaccompanied Youth Homelessness	All Other Types of Homelessness
Education/Advocacy	<ul style="list-style-type: none"> a. Implement PR campaign and Action Plan promoting reaching Functional Zero for Veteran Homelessness by 2024. b. Implement standardized education to clients on budgeting, how to be a good roommate/tenant and life skills needed to retain housing. c. Provide seminars for case managers and clients on fair housing laws through local partner organizations. d. Collaborate with local substance abuse providers to offer education on Harm Reduction for clients with SA issues and housing stability issues. 	<ul style="list-style-type: none"> a. Implement PR campaign and Action Plan promoting reaching Functional Zero for Chronic Homelessness by 2025. b. Conduct Landlord education and engagement to reduce common barriers to housing for individuals with criminal backgrounds, eviction and damage histories c. Implement standardized education to clients on budgeting, how to be a good roommate/tenant and life skills needed to retain housing. d. Collaborate with local substance abuse providers to offer education on Harm Reduction for clients with SA issues and housing stability issues. e. Provide seminars for case managers and clients on fair housing laws through local partner organizations. 	<ul style="list-style-type: none"> a. Provide educational seminar to Homeless School Liaisons on existing prevention and homelessness resources in September each year. b. Implement standardized education to clients on budgeting, how to be a good roommate/tenant and life skills needed to retain housing. c. Provide seminars for case managers and clients on fair housing laws through local partner organizations. d. Collaborate with local substance abuse providers to offer education on Harm Reduction for clients with SA issues and housing stability issues. e. Partner with DCF and the CBC to offer training on family safety practices. 	<ul style="list-style-type: none"> a. Implement standardized education to clients on budgeting, how to be a good roommate/tenant and life skills needed to retain housing. b. Provide seminars for case managers and clients on fair housing laws through local partner organizations. c. Collaborate with local substance abuse providers to offer education on Harm Reduction for clients with SA issues and housing stability issues. d. Continue outreach efforts to hotels, restaurants, and businesses to educate on how to identify and help trafficked/exploited youth and individuals. e. Provide education to local entities interesting in serving as a Sponsor or Master Lease Holder for youth who do not have access to cosigners and are experiencing homelessness. 	<ul style="list-style-type: none"> a. Partner with Florida Coalition to End Homelessness to advocate for increased DCF Challenge and Staffing Grant funds dedicated to BBCoC b. Advocate at the federal and state level to increase funding allocations and further explain the complexity of being an 8 county CoC, with one city that is an ESG entitlement jurisdiction. c. Provide an Annual Homelessness Update report to each county commission within the CoC coverage are with recommendations about allocation of resources to prevent and end homelessness. d. Encourage local funders to measure performance of homelessness specific projects through the 6 identified HUD System Performance Measures and partner with the CoC to administer and allocate funding of homeless prevention and homelessness services.

Big Bend Continuum of Care

FL-506 Tallahassee/Leon

and Franklin, Gadsden, Jefferson, Liberty, Madison, Taylor, and Wakulla
Counties of North Florida

2022-2025 Action Plan

Supporting the 2022-2025 Strategic Plan &
Homelessness Assistance Plan

Overview

The housing crisis response system covering Leon, Franklin, Gadsden, Jefferson, Liberty, Madison, Taylor, and Wakulla Counties of North Florida is coordinated by the Big Bend Continuum of Care. Utilizing gaps and needs assessment data from 2019 through 2022, the CoC has established a strategic plan to improve coordination and delivery of homeless and housing services for those households and individuals faced with homelessness in the Big Bend of Florida.

Four Main Objectives identified in the 2022-2025 Strategic Plan include;

Objective 1: Collaboratively Build a Homelessness System of Care that fully serves the BBCoC 8 county region including Gadsden, Leon, Wakulla, Jefferson, Liberty, Franklin, Madison and Taylor Counties

Objective 2: Ensure there is a menu of Homelessness Prevention, Diversion, and Homelessness Interventions and Housing Programs available to promote client choice.

Objective 3: Sustain an End to Homelessness

Objective 4: Create and Promote Pathways to Permanent Subsidized Housing



Gaps Analysis

Prior to the completion of this Strategic Plan, a Gaps Analysis was completed to help inform the Plan. Below are some key insights from the Gaps Analysis.

- 1 LACK OF RESOURCES DEDICATED TO HOMELESS MINORS WHO ARE PREGNANT AND/OR PARENTING** – There are no programs or financial resources dedicated to this population. This has been a long standing need that has been unaddressed for a number of years while there has been a proven need for support to pregnant and/or parenting youth.
- 2 LACK OF RESOURCES AND HOUSING OPTIONS FOR INDIVIDUALS EXPERIENCING HOMELESSNESS WITH SEXUAL OFFENCES** – Individuals with sexual offences face many barriers to accessing emergency shelter, permanent housing, and acquiring employment as well as sustaining income. Ensuring service and housing options are available for this population assists with reintegration in the community after they exit institutional settings and enhances safety of our neighborhoods locally.
- 3 NO IDENTIFIED RESOURCES OR EMERGENCY SHELTERS FOR INDIVIDUALS WITH PETS** – Through surveys of individuals experiencing unsheltered homelessness and daily interactions with outreach workers, there are many individuals that never seek shelter due to having pets with them. No established shelter for individuals or families allows pets. Often pets provide security and a sense of safety as people are moving through their experience of homelessness and are a key component of their existing support network. Providing accommodations for people and their pets is essential when offering shelter services specifically.
- 4 INADEQUATE FEDERAL, STATE, AND LOCAL RECURRING FUNDING FOR HOMELESS SERVICE AND HOUSING PROGRAMS** – There never seem to be adequate resources for serving households experiencing homelessness and exiting them to permanent housing meeting their financial and living needs. Housing Crisis Response Systems are consistently forced to triage access to services and housing through a complex assessment and referral process that doesn't allow for assistance to all that need it. Enhanced funding at all levels is critical to addressing everyone's needs facing homelessness.
- 5 INADEQUATE PROGRAMS AND RESOURCES FOR MEDIUM TERM SUPPORTIVE HOUSING, AND TRANSITIONAL HOUSING FOR YOUTH, FAMILIES, AND THOSE WITH SUBSTANCE USE DISORDERS (SUDs)** – There are very minimal programs dedicated to these activities and populations. In order to address returns to homelessness for families, youth and those with SUDs, there needs to be increased access to transitional and medium-term supportive housing, allowing these individuals and households the time needed to stabilize and build their own natural support networks that will help them sustain long term permanent housing.

- 6 LACK OF ACCESS TO TRANSPORTATION, ESPECIALLY IN RURAL COUNTIES AND UNINCORPORATED LEON COUNTY** – BBCoC is the largest CoC, geographically speaking, in all of Florida. All of the counties surrounding Leon are rural and most often transportation into the city of Tallahassee is essential to access medical, behavioral health, education, and mainstream services and supports. Those struggling with housing stability often do not have transportation of their own and a well-defined accessible public transportation option available as needed is not available across the entire geographic area. This means often people go without the care and support they need to acquire housing and sustain housing as well as overall health.

- 7 INADEQUATE RECURRING COVERAGE AND RESOURCES DEDICATED TO CONDUCT AND MANAGE THE COORDINATED** – Coordinated Entry to homeless services and housing opportunities is a great tool to triage who needs assistance the most based on vulnerability. This system requires coordination, training, oversight, analysis and adequate staff coverage to assess and referral anyone faced with homelessness. Coordinated Access Points need additional resources to continue conducting assessments and follow-up and provide housing search and assistance where needed. There are few dedicated funding sources for this purpose at this time and additional funding is needed to expand and continue this vital work. The data collected through these assessments is critical to understanding needs and gaps and appropriate housing interventions that will alleviate homelessness.

Our Priorities

With the close of 2025, BBCoC envisions the following goals being accomplished:

1. Reaching functional zero for veterans experiencing homelessness
2. Reaching functional zero for those experiencing chronic homelessness
3. Ensure no families with minor children experience unsheltered homelessness
4. Develop a Coordinated Community Plan to prevent and end youth homelessness
5. Increase permanent housing options for people with zero to extremely low income
6. Increase permanent housing options for those with criminal and poor or no credit histories
7. Increase and diversify funding dedicated to Permanent Supportive Housing



Improving System Performance and Outcomes

As identified in the 2021-2025 Homelessness Assistance Plan, as a system we want to improve upon and maintain the following outcomes related to system performance;

Sys PM 1 - DECREASE the overall average and median length of time a person remains homeless

Target 2021: Average less than 144 nights, Median less than 65 nights

Ultimate Goal by 2025: Average is 30 nights or less

SysPM2 - DECREASE returns to homelessness

Target 2021: Returns to homelessness with in6 months less than 21%

.....2 years, less than 33%

Ultimate Goal by 2025: Returns in 2 years, less than 20%

Sys PM 3 - DECREASE number of homeless persons in annual and PIT count

Target: PIT Count is less than 900, Annual Count is less than 2900

Sys PM 4 - INCREASE or maintain income for persons in housing programs

Target: Increase income for more than 60% system stayers Increase income for more than 30% system leavers

Sys PM 5 - DECREASE instances of 1st time homelessness

Target: first time homeless count is less than 1500

Sys PM 7 - INCREASE permanent housing placements from Outreach, ES, TH, PH-RRH programs and retention of permanent housing

Target: Increase placements to permanent housing from outreach to be greater than 65% of outreach exits

Increase placements to permanent housing from ES, SH, TH and PH-RRH to be greater than 30%

Ultimate Goal by 2025: Increase placements to permanent housing from ES, SH, TH and PH-RRH to be greater than 60%

Increase rate of retention of permanent housing to be greater than 95%

Additional Measurable Outcomes

- At least 90% of veterans with homelessness prevention financial assistance will remain in permanent housing for at least 6 months following assistance.
- At least 85% of the veterans receiving rapid re-housing assistance will remain in permanent housing for at least 6 months following assistance.
- At least 85% of the families receiving rapid re-housing assistance remain in permanent housing for at least 6 months following receipt of last rental payment or case management assistance.

Action Plan 2022-2025

Objective 1: Collaboratively Build a Homelessness System of Care that fully serves the BCoC 8 county region including Gadsden, Leon, Wakulla, Jefferson, Liberty, Franklin, Madison and Taylor Counties.

Success looks like:

- Increased consistent engagement from representatives of each county
- Improved and increased assessment data on households in each county
- Production of 8 individual reports on homelessness, one for each county
- Regular communication and coordination of allocation of resources for homeless services in each county among local, state and federal funders

Objective 1: Strategy 1.1 Increase capacity and strengthen use of Coordinated Assessments and Coordinated Entry and Referral System.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Conduct Coordinated Entry System Evaluation	CES Committee	Annually
Provide CES Training to existing and new Access Points serving all 8 counties	CoC Staff	Quarterly
Incorporate referrals and assessment and prioritization of Homeless Prevention and Diversion Services through CES	CES Committee/CoC Staff/HMIS lead	Summer 2023
Implement referral system to Emergency Shelter through CES	CES Committee/CoC Staff/HMIS lead	Fall 2023
Implement referral system to support services to improve housing retention among RRH and PSH participants	CES Committee/CoC Staff/HMIS lead	Summer 2025

Objective 1: Strategy 1.2 Expand the use of the Homeless Management Information System to more adequately collect all service data and generate data trends that inform allocation of resources.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Develop a regular report showing utilization of services and average cost per person/household	HMIS Lead	Summer 2024/run 2x per year
Develop and disseminate monthly report on inflow	CES Committee/CoC Staff/HMIS lead	Monthly

and outflow paired with CES Assessment Scores to help pinpoint most needed type of intervention		
Explore integration of 211 caller needs data into HMIS	Needs Assessment and Planning Committee/CoC Staff	End of 2024

Objective 1: Strategy 1.3 Provide an annual homelessness status update report to each county commission in the CoC coverage area.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Compile annual SPM Data	HMIS Lead	February Annually
Compile PIT Data by County	CoC Staff/HMIS lead	April Annually
Compile CES data by County	CoC Staff/HMIS lead	Summer Annually
Conduct Community Needs Surveys in each County in partnership with local Health Departments	Needs Assessment Committee	Summer Annually
Compile county specific reports including county specific resources, gaps, needs and demographic information	CoC Staff/HMIS Lead	September Annually
Present to each county commission on report and findings	CoC Board/Needs Assessment Committee/CoC Staff	October and November Annually

Objective 1: Strategy 1.4 Align Federal, State and Local funding of homelessness services to ensure the metrics and measurements used to evaluate project success are in line with BBCoC established metrics allowing us to measure progress and impact of investments towards reducing homelessness.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Convene regular meetings of local homeless service funders including United Way, Local Governments to discuss needs and gaps updates and consistent ways to measure	CoC Executive Committee	Bi-annually
Review outcomes of locally funded homeless and housing projects to determine impact for each county	CoC Staff and local funders	Annually
Present results of impact to the communities and faith community to help guide evidence-based service provision.	CoC Board/CoC Staff	Annually

Objective 2: Ensure there is a menu of Homelessness Prevention, Diversion and Homelessness Interventions and Housing Programs available to promote client choice.

Success looks like:

- All Coordinated Entry Access Points serve as homeless prevention and diversion service providers
- Increased number of full-time positions and service providers dedicated to street outreach
- Able to access recurring funding to fully support existing emergency shelter and housing focused case management needs
- Increased number of Permanent Supportive Housing units and Rapid Rehousing slots
- In addition to Tallahassee Housing Authority, enter into MOU for homeless dedicated vouchers with at least one other housing authority.

Objective 2: Strategy 2.1 Increase Capacity and Strengthen Homelessness Prevention and Diversion Practices

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Review and modify CoC Diversion and Homeless Prevention Assessments	CoC Staff/Diversion and Prevention Service Providers/CE Committee	Summer 2023/annually
Incorporate Homeless Prevention and Diversion Assessment and referral into CES	CE Committee/HMIS Lead	Summer 2023
Train all Access Points on prevention and diversion assessment and use of CE for referral	CoC Staff/HMIS Lead	Summer 2023
Convene agencies conducting prevention and diversion assessments and services with the CE committee to discuss improvements	CE Committee/CoC staff/HMIS Lead	Fall 2023
Conduct focus group or interviews/surveys with participants of prevention and diversion for feedback	CE Committee/CoC Staff	Fall 2023
Refine diversion and prevention process	CE Committee/CoC Staff	Summer 2023

Objective 2: Strategy 2.2 Expand Street Outreach Programs

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Provide capacity building and training to existing and potential outreach service providers to prepare them for new funding and programs	CoC Board/CoC Staff	Starting in 2022/ongoing
Complete proposals and applications for funding currently available	CoC Executive Committee/CoC Staff	2022/ongoing

Apply to the HUD supplemental NOFO for unsheltered and rural homelessness	CoC Executive Committee/CoC Staff	Fall 2022
Determine number of FTE needed to conduct Outreach across all 8 counties using the outreach workgroup regular meeting	CoC Staff/Outreach Workgroup	March 2024
Determine average cost per client for outreach services based on previous outreach project data	CoC Staff	April 2024
Determine allocation of funding needed to fully fund outreach across all 8 counties and determine funding gap	CoC Staff/Needs Assessment and Planning Committee	May 2024
Establish a time limited workgroup to identify federal, state and local outreach funding	CoC Board/CoC Staff	June-December 2024

Objective 2: Strategy 2.3 Identify funding sources for Emergency Shelter Operations with Housing Focused Case Management

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Determine size and scope of needs for existing ES operations and identify gaps	Needs Assessment and Planning Committee/CoC Staff	Summer 2023
Establish a cost per person for ES services	CoC Staff/Executive Committee	Summer 2023
Determine allocation of funding needed to fully fund ES operations including Housing Focused Case Management and determine funding gap	Needs Assessment and Planning Committee/CoC Staff	Summer 2023
Determine if allocation of existing resource needs to be shifted to support ES	CoC Staff/Executive Committee	Fall 2023
Establish a Work Group to identify additional funding for ES operations and housing focused case management that are recurring	CoC Board/CoC Staff	Fall 2023
Work group to identify funding	ES Work group	June 2023-April 2024
Create plan to leverage and apply for additional ES funding through this work group	ES Funding Workgroup/CoC Staff	February 2024

Objective 2: Strategy 2.4 Expand subsidies and resources for permanent housing dedicated to homeless households including Rapid Rehousing, Permanent Supportive Housing, and housing vouchers.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Engage all Public Housing Authorities and convene	CoC Executive Committee/CoC Staff	Spring 2023

meeting explaining need for each of their coverage areas for homeless households.		
Facilitate meetings with each housing authority to establish homeless set aside preference and maximizing use of EHV and FUP programs where awarded	CoC staff	Ongoing/ minimum quarterly
Engage locally funded Tenant Based Rental Assistance Programs to better understand eligibility and referral process to better connect clients to resources	CoC Staff	Ongoing
Expand slots and funding dedicated to RRH and PSH through HUD NOFO, SSVF, YHDP, ESG and other funders by submitting additional project proposals and through reallocation if warranted	CoC Board/CoC Staff	Ongoing
Identify flexible funding to explore master leasing to hold units for RRH and PSH units between tenants and sublease to clients in homeless services system	CoC Board/CoC Staff	Ongoing

Objective 3: Sustain an End to Homelessness.

Success looks like:

- Reach functional zero for Veteran Homelessness by 12/31/2024
- Reach functional zero for Chronic Homelessness by 12/31/2025
- Established, operational Coordinated Community Plan to Prevent and End Youth Homelessness by 12/31/2023
- Submit HUD YHDP Application by 2023
- Establish Coordinated Community Plan to Prevent and End Unsheltered Homelessness by 12/31/25

Objective 3: Strategy 3.1 Facilitate an Action Plan to end Veteran Homelessness by 12/31/2024 as defined by the Functional Zero definition through the national Built for Zero Initiative

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Utilize the existing Veteran Staffing Work Group to draft the Action Plan to End Veteran Homelessness by the close of 2024.	Veteran Staffing Work Group/CoC Staff	Winter 2022/bi-weekly
Develop monthly targets for permanent housing of veterans and share progress monthly with full CoC membership, board and community.	Veteran Staffing Work Group/CoC Staff	Monthly
Work in partnership with local veterans assistance programs to help veterans sustain housing and have basic ongoing needs met	Veteran Staffing Work Group/CoC Staff	ongoing
Partner with City of Tallahassee, Leon County as well as other local governments to coordinate what shared success and responsibilities would look like in reaching functional zero for veterans.	CoC Board/CoC Staff	Spring 2023/ongoing

Objective 3: Strategy 3.2 Facilitate an Action Plan to end Chronic Homelessness by 12/31/2025 as defined by the Functional Zero definition through the national Built for Zero Initiative

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Utilize the existing Permanent Supportive Housing Staffing Workgroup to draft the Action Plan to End Chronic Homelessness by 12/31/2025	Chronic/PSH Work Group/CoC Staff	May 2023/bi-weekly
Develop Monthly targets for permanent housing of chronically homeless and share progress monthly with full CoC membership, board and community.	Chronic/PSH Work Group/CoC Staff	Starting May 2023/ongoing monthly
Work with the City of Tallahassee on the House America project to incorporate housing opportunities for chronically homeless.	CoC Board/CoC Staff	Start 2022
Partner with city of Tallahassee and Leon County government to establish at least 200 new PSH units	CoC Board/CoC Staff	Start 2022

by the close of 2025.		
Identify and establish formal partnerships with mainstream supports that will help formerly chronic clients maintain natural supports and housing stability.	Chronic/PSH Work Group/CoC Staff/CoC Board	Start May 2023/ongoing
Partner with City of Tallahassee and Leon County as well as other local governments to coordinate what shared success and responsibilities would look like in reaching functional zero for chronically homeless households.	CoC Board/CoC Staff	Summer 2023

Objective 3: Strategy 3.3 Create a Coordinated Community Plan to Prevent and End Youth Homelessness by 12/31/23



ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Institute a formal committee of the CoC Governance Board call the Youth Action Board (YAB)	CoC Board/CoC Staff	2022
Organize regular meetings among youth stakeholders to prepare for release of HUD Youth Homeless Demonstration Program (YHDP) funding opportunity. Utilize this group to establish the Ending Youth Homelessness work group.	CoC Board/CoC Staff	Spring 2023
Conduct youth specific needs assessment in partnership with stakeholders and YAB	Needs Assessment and Planning Committee/Ending Youth Homelessness WG/CoC Staff	Fall 2023
Develop MoUs and data sharing agreements with stakeholders, including child welfare organization, DJJ, service non-profits, RHY providers, etc.	CoC Board/CoC Staff	Spring 2023
Apply to the HUD YHDP funding opportunity	CoC Board/CoC Staff/Youth Action Board	2023
Utilize the Ending Youth Homelessness Work Group to draft an outline for the Comprehensive Community Plan to End Homelessness	Ending Youth Homelessness WG/CoC Staff	Spring 2023
Work with the YAB, youth work group and Needs Assessment and Planning Committee to fully draft a detailed community plan to end youth homelessness to present to the full CoC Board and membership.	YAB/Needs Assessment and Planning Committee/Ending Youth Homelessness WB/CoC staff	Spring 2023

Objective 3: Strategy 3.4 Create a Coordinated Community Plan to Prevent and End Unsheltered Homelessness by 12/31/25

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Utilize the existing Street Outreach Workgroup to draft the Action Plan to Prevent and End Unsheltered homelessness	Street Outreach Workgroup/CoC Staff/Needs Assessment and Planning Committee	Summer 2024
Determine if a specific workgroup needs to be established to oversee the action plan after adopted by the CoC Board/Membership	CoC Board/CoC Staff	Fall 2024
Present draft Coordinated Community Plan to Prevent and End Unsheltered Homelessness to CoC Board and Membership for adoption	Established Workgroup/CoC Staff	Spring 2025

Objective 4: Create and Promote Pathways to Permanent Subsidized Housing

Success looks like:

- 300 new units of permanent housing dedicated to individuals or couples with no minor children and a history of chronic homelessness by close of 2025
- 20 units of housing dedicated to those with homelessness and prior sexual offense
- 60 units of housing dedicated to those with homelessness and felony history
- 90 units of housing dedicated to those with homeless history and no to low credit
- At least one local government will have adopted inclusionary housing regulation dedicating 10% of all new developments to those exiting homelessness.
- Established priority for homeless prevention program for those who are previously homeless but permanently housed within the last 2 years

Objective 4: Strategy 4.1 Increase units of permanent housing by 300 units for individuals and couples with no minor children who receive \$750 per month in income or less and have chronic homelessness histories by 12/31/2025

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Establish a workgroup dedicated to increasing opportunities for permanent subsidized housing	CoC Board	Fall 2022
Have this workgroup outline a plan and funding for creating the number of units needed for each sub population	Permanent Subsidized Housing WG	March 2023
Adopt the plan, with yearly targets for new housing units	CoC Board	April 2023
Work to develop partnerships and acquire funding to ensure the creation of needed units	CoC Board/WG/CoC Staff/Local Governments	Starting May 2023/ongoing

Objective 4: Strategy 4.2 Expand function of Landlord Liaison Initiatives to include engaging landlords and incentivizing those willing to housing Sexual Offenders and those with Felonies in background as well as those with no or low credit.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Identify funding for Landlord Liaison at CoC level to benefit all organizations with in the CoC	CoC Board/CoC Staff	2021
Start landlord engagement program to build relationships with new and existing landlords	CoC staff	2021
Establish a landlord mitigation fund as an incentive for landlords	City of Tallahassee/Leon County/CoC Board/CoC Staff	2021
Develop success stories told by landlords to help recruit other landlords to want to provide housing to those with sexual offender, felony and low credit histories	CoC Staff	2022

Conduct an inventory of all units acquired through Landlord Liaison expansion initiatives	CoC Staff	2023
Conduct a needs assessment among landlords to understand what is needed for them to agree to house this population.	CoC Staff/ Needs Assessment and Planning Committee	Spring 2023
Through landlord feedback and needs assessment identify necessary incentives and funding for incentives for landlords to house this population	CoC Staff/Needs Assessment and Planning Committee/CoC Board	Summer 2023/ongoing

Objective 4: Strategy 4.3 Promote use of local ordinance and inclusionary housing regulations mandating new residential developments dedicate a minimum of 10% of newly developed unites be dedicated to those exiting homelessness for which they would pay no more than 30% of their monthly income to maintain a permanent lease.

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Meet with local governments to understand their existing inclusionary housing regulations.	CoC Staff/Executive Committee	Starting February 2023/ongoing
Develop informational handouts on additional inclusionary housing regulations that would create more affordable housing units for those faced with homelessness	CoC Staff/ Florida Housing Coalition	Fall 2023
Prepare presentations to local governments on recommendations of regulations to consider to increase the housing stock for this population	CoC Staff/Florida Housing Coalition	Winter 2023
Conduct presentations to commissions, planning and development councils and housing/permitting departments describing needed regulation changes and specific need and outcomes	CoC Staff/CoC Board	2024

Objective 4: Strategy 4.4 Dedicate homeless prevention resources to PSH and RRH graduates to ensure fewer returns to homelessness and higher housing retention

ACTIONS IN SUPPORT OF STRATEGY	RESPONSIBLE COMMITTEE/ENTITY	FREQUENCY/Target Completion
Evaluation allocation of existing prevention resources	CoC staff/Needs Assessment and Planning Committee	Summer 2023
Establish allocation needed to fully support PSH and RRH participants from returning to homelessness	CoC Staff/ CoC Board	Fall 2023
Identify new funding streams to support this effort	CoC Staff/CoC Board	Start October 2023/ongoing
Incorporate funds and services into existing coordinated entry process	CoC Staff/HMIS Lead	2024

Ideas for Dealing with Homelessness in Tallahassee
Compassion and Social Justice Committee, First Presbyterian Church
5/11/23

The City of Tallahassee and Leon County should jointly authorize a broad-based citizens' commission on homelessness. Commission membership should reflect service providers, law enforcement, businesses, TMH, the school board, FSU/FAMU/TCC, and communities of faith. This commission would be tasked with developing a 10-year plan for dealing with homelessness complete with specific services and programs targeted for given years in the plan. The group would be tasked with real solutions drawn from the experiences of other communities and cities across the country. Housing would be a primary and overriding concern of the group, following the strong evidence that housing is key to successful programs. In addition, the group would consider:

- Short-term issues such as providing bathrooms and lockers in the downtown area.
- More targeted mental health services and how they can be successfully delivered to this population.
- Using federal and new state dollars to create innovative programs—not simply hire more deputies and enhance existing efforts.
- Examining how to maximize density bonuses to developers in exchange for creation of low-income housing.
- Programs targeted at homeless students in schools, including summer programs.
- Programs to provide transitional housing for those released from the hospital but without a home or even housing to return to.

It is our observation that while Tallahassee has a number of providers for the homeless population, they often operate in silos and interact primarily with other providers. We think the pervasive and persistent problem of homelessness deserves the support of and guidance from a broader array of Tallahassee citizens, including members of the faith community.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #6

Leon County Board of County Commissioners

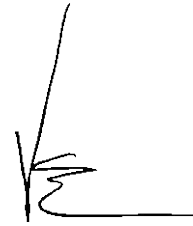
Agenda Item #6

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Report on Officer-in-Residence Programs



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

Statement of Issue:

As requested at the May 9, 2023, regular meeting, this item provides a report for Board consideration to establish an Officer-in-Residence Program in Leon County or in the alternative provide funding in the amount of \$40,000 for the Officer-in-Residence Program in support of the City of Tallahassee's Neighborhood First Plan for the Frenchtown neighborhood.

Fiscal Impact:

As recommended, this item has no fiscal impact.

Staff Recommendation:

Option # 1: Accept the report on the Officer-in-Residence Programs and take no further action.

Report and Discussion

Background:

As requested at the May 9, 2023, regular meeting, this item provides a report for Board consideration to establish an Officer-in-Residence Program in Leon County or in the alternative provide funding in the amount of \$40,000 for the Officer-in-Residence Program identified in the City of Tallahassee's (City) Neighborhood First Plan for the Frenchtown neighborhood.

As requested by the Mount Olive Affordable Housing and Community Development Corporation, Inc. (Mt. Olive) and directed by the Board, consideration of County funding for the Frenchtown program would serve to augment \$60,000 allocated through the Community Redevelopment Agency (CRA). Mt. Olive previously reported to the Board that \$60,000 had been allocated by the City of Tallahassee; however, it should be recognized that the funding source of the \$60,000 is CRA revenue which is comprised of both County and City tax dollars (\$30,000 each). It has not been determined that additional funding is needed, and the City has not dedicated any additional funding beyond that contributed through the CRA to support the Officer-in-Residence Program.

As detailed in the Analysis, this item recommends that the Board accept this report on the proposed Officer-in-Residence Program and take no further action for the following reasons:

- Officer-in-Residence Programs typically provide law enforcement officers free rental units to reside in and patrol a high crime neighborhood. This is inconsistent with the County's Housing Program which focuses on increasing the stock of affordable housing for low-income households as evidenced by data identifying this population as having the highest affordable housing need in the community.
- Officer-in-Residence Programs are usually established and operated by local governments that employ law enforcement officers. Leon County government does not employ law enforcement officers.
- Currently, there are no Officer-in-Residence Programs in Florida. Moreover, the City nor the Leon County Sheriff's Office (LCSO) have considered or expressed interest in having the County establish an Officer-in-Residence Program.
- There are a variety of existing programs that provide law enforcement officers housing assistance including several local private apartment complexes that operate Courtesy Officer Programs which offer officers apartments at very discounted rates or for free in exchange for on-site patrol/security services.
- The Officer-in-Residence Program identified in the Frenchtown Neighborhood First Plan has not been developed or implemented by the Frenchtown residents and City.
- The \$60,000 allocated for the Officer-in-Residence Program and noted in the Frenchtown Neighborhood First Plan is comprised of County and City tax revenue (\$30,000 each) allocated by the CRA (Attachment #1 page 113). The City has not dedicated any additional funding beyond that contributed through the CRA to support the Officer-in-Residence Program.

- It is not known at this time whether \$40,000 in additional County revenue is needed to support the Officer-in-Residence Program.

As previously stated, Leon County's Housing Program focuses on increasing the stock of affordable housing for low-income households and is supported by the County's Local Housing Assistance Plan (LHAP). The Analysis below provides a summary of the County's Housing Program and also provides an overview of the Officer-in-Residence Programs that have been implemented primarily in the midwestern region of the U.S as well as private and public programs that provide law enforcement officers housing assistance. The Analysis culminates with further information on the Frenchtown Officer-in-Residence Program identified in the City's Neighborhood First Plan for the Frenchtown area which had not been developed at the time of this report.

Analysis:

Leon County Housing Program

The population experiencing the highest need for affordable housing is low-income households. According to the National Low Income Housing Coalition, the U.S. has a shortage of 7.3 million affordable housing units for low-income households. Low-income households are households that earn 80% or below the Area Median Income (AMI) (\$68,750 for household of 4 in Leon County). According to the Shimberg Center for Housing Studies at the University of Florida which collects and analyzes housing data for the State of Florida, 58% of low-income households in Leon County are cost burdened (spending more than 30% of their income on housing expenses including rent, mortgage, and/or utilities). More than 80% of very-low-income households (household earning 50% or below the AMI) in Leon County are cost burdened. As reported in Harvard University's *The State of the Nation's Housing 2020* report, cost burdened households are more likely to experience eviction or foreclosures. In addition, Harvard University reported that low-income homeowners spend nearly two times more of their income on home improvement and maintenance than higher-income homeowners.

In consideration of this data, Leon County has committed to increasing and maintaining the stock of affordable housing for low-income households. Programs such as the County Home Rehabilitation, Home Replacement, and Emergency Home Repair programs ensure that established low-income households maintain safe and sanitary affordable housing through the investment in short- and long-term housing repairs. The County's Down Payment Assistance Program and the Community Land Trust provide low-income households access to homeownership and the opportunity to build generational wealth. In a continued effort to increase access to affordable housing for low-income households, in 2021, the Board created the Homeownership Development (HOD) Program which provides up to \$100,000 in funding to developers to build owner-occupied housing for first-time homebuyers that earn 80% or below the AMI. The funds may be utilized for land acquisition, infrastructure, rezoning, permitting and other development costs. Preference is given to projects in the Bond, Frenchtown, Griffin Heights, Providence and South City neighborhoods which aligns with the County's partnership with the City to implement the City's Neighborhood First Program and provide greater investment in neighborhoods that have historically experienced poverty and racial inequities. The Neighborhood First Program is described in more detail later in the Analysis.

Establishing an Officer-in-Residence Program would be inconsistent with the County's commitment to focus on increasing the stock of affordable housing for low-income households which has been prioritized as the highest need in the community.

Officer-in-Residence Programs

As presented in the May 9, 2023 agenda item, Officer-in-Residence Programs incentivize law enforcement officers to reside in high crime or distressed neighborhoods. Such programs are established by local governments that employ law enforcement officers and offer free rent. Officers who participate in the program are assigned to patrol the neighborhoods to deter crime and cultivate relationships with the residents. Three well established programs were identified and created by city governments that employ law enforcement officers. The programs are located in the State of Illinois in the cities of Elgin, Rockford, and Peoria. Each city has 2-4 officers participating in the Officer-in-Residence Program. Each respective city government pays the rent and utilities for the officers. The Officer-in-Residence Programs as currently implemented do not provide homeownership (i.e., down payment assistance) for law enforcement officers to live in the identified neighborhoods.

As stated in the May 9, 2023 agenda item, there are currently no Officer-in-Residence Programs in Florida. An Officer-in-Residence program is most appropriate for a local governing body that employs law enforcement officers, such as the City of Tallahassee that operates a police department. Leon County government does not employ law enforcement officers.

Law enforcement officers typically exceed the income eligibility threshold for the County's Housing Program. Should the Board choose to establish an Officer-in-Residence Program similar to those established in Illinois, such action would be inconsistent with the County's current housing goals for low income households and would further require an agreement with the City and/or LCSO. As previously stated, the City nor LCSO have considered or expressed an interest in partnering with the County to establish such a program. More importantly, establishing an Officer-in-Residence Program would be inconsistent with the County's commitment to focus on increasing the stock of affordable housing for low-income households which is the highest need in the community.

Although Florida does not currently have officer-in-residence programs like the programs identified in Illinois and the proposed officer-in residence program would not be consistent with the County's housing program, there are existing private and public programs that offer law enforcement officers housing assistance including the following:

- ***Courtesy Officer Programs*** – According to LCSO, several private apartment complexes in Tallahassee-Leon County operate Courtesy Officer Programs which offer local law enforcement officers (i.e., LCSO, TPD, Florida Highway Patrol, etc.) apartments at very discounted rates or for free in exchange for on-site patrol/security services. LCSO regularly receives correspondence from apartment complexes regarding Courtesy Officer Programs which are shared with Sheriff deputies through its electronic bulletin board. LCSO has received notification of availability of approximately 10 units from private apartment

complexes with offers of discounted or free rental units for law enforcement officers in the past year.

- ***Florida Hometown Heroes Program*** – In 2022, the Florida Legislature established the Florida Hometown Heroes Program to assist first responders including law enforcement officers who are first-time homebuyers purchase a home. The program provides up to \$35,000 in financial assistance for down payment and closing costs. The income limit for the program in Leon County ranges between \$103,500 and \$136,600. In 2023, the Florida Legislature expanded eligibility for the program to first-time homebuyer Florida residents with full-time employment in the State.

Additionally, as presented in the next section, County funding through the Tallahassee CRA has been allocated to support an Officer-in-Residence Program through the Neighborhood First Plan for Frenchtown. However, as described further, the Program has not yet been developed by the neighborhood residents and/or the City. Any action on the County's part at this time would be premature to the City's Neighborhood First Plan for the Frenchtown area.

The Neighborhood First Program and Frenchtown Neighborhood First Plan

The City's Neighborhood First Program works with residents and community stakeholders in targeted neighborhoods to develop plans that serve to improve the social and economic outlook of the neighborhoods. The neighborhoods include Bond, Frenchtown, Griffin Heights, Providence, and South City. To address poverty and inequity in the 32304-zip code area and neighborhoods that have historically experienced disinvestment, on November 9, 2021, the Board approved the County's participation in the development and implementation of the City's Neighborhood First Program. As a result, County staff has continually worked closely with the City as well as the Community Action Teams (CAT) teams, which are comprised of residents of the neighborhoods, to implement their respective neighborhood first plans.

Thus far plans have been developed and adopted for the Bond, Frenchtown, and Griffin Heights neighborhoods. Each plan is developed by the respective CAT team, and identifies priorities, strategies, and action items to improve the social and economic outlook of the neighborhood. The Frenchtown Neighborhood First Plan, which is located within the CRA, was adopted by the CRA Board in July 2021 and allocated \$4.4 million in County and City revenue (\$2.2 million each) for implementation of the Plan.

The Frenchtown Neighborhood First Plan (Attachment #1) calls for the creation of an Officer-in-Residence Program and allocates \$60,000 of County and City funding through the CRA for the program. However, no action has been taken by the City or CAT team at this time to develop or implement the Officer-in-Residence Program. The Neighborhood Safety and Crime Prevention section (Action item NS&CP 2.4.6) of the Frenchtown Neighborhood First Plan is to work with the City to create an Officer-in-Residence Program and identifies potential partners as the Frenchtown CAT Team and the City (Attachment #1 page 89).

The program scope, eligibility criteria, and performance measures have not been established. The City has indicated that preliminary discussions with the CAT team when creating the Frenchtown

Neighborhood First Plan, intends to utilize the funding as down payment assistance to incentivize an officer to purchase a home in the neighborhood. This concept differs from the programs adopted by the cities in Illinois and the plan recently proposed by Mt. Olive.

Over the past year, implementation of the Frenchtown Neighborhood Plan has focused on investing in the rehabilitation of the homes of established low-income residents in the neighborhood. All programs within the respective Plans are developed by the CAT team and subsequently adopted by the Tallahassee CRA. Following adoption by the Tallahassee CRA, programs are implemented by City staff. The City has not projected a timeframe for establishing the Officer-in-Residence Program. However the Program will be discussed and developed by the Frenchtown CAT team and presented to the Tallahassee CRA for adoption.

As previously mentioned, the Board requested consideration to provide funding in the amount of \$40,000 for the Officer-in-Residence Program. The Tallahassee CRA Board has allocated \$60,000 in County and City revenue (\$30,000 each) for the Officer-in-Residence program. It is not known whether an additional \$40,000 in County funding is needed to support the Frenchtown Officer-in-Residence program as the CAT team has not presented a program implementation plan. Further, an additional \$40,000 would result in the total allocation of \$70,000 in County revenue for the program and would exceed the amount allocated by the City through the CRA. Therefore, it is not recommended that additional funding be allocated to the Frenchtown Officer-in-Residence Program at this time. Additionally, there are programs that exist to provide law enforcement officers assistance with rental or home purchasing costs.

Conclusion

Leon County continues to be committed to increasing and maintaining the stock of affordable housing for low-income households. National, state, and local data confirm that the highest need of affordable housing is for low-income households. Officer-in-Residence Programs that incentivize law enforcements to reside in high crime or distressed neighborhoods have been established by local governments that employ law enforcement officers. An Officer-in-Residence program is most appropriate for a local governing body that employs law enforcement officers, such as the City. Leon County government does not employ law enforcement officers. The establishment of an Officer-in-Residence program would be inconsistent to the County's commitment to focus on increasing the stock of affordable housing for low-income households and therefore is not recommended.

Further, it is recommended that the County does not commitment an additional \$40,000 to the Officer-in-Residence Program identified in the Frenchtown Neighborhood First Plan, which to date has not been developed by the CAT team. It is not known at this time whether any additional revenue is needed to support the Officer-in-Residence Program. The Tallahassee CRA Board has allocated \$60,000 in County and City revenue (\$30,000 each) to the Officer-in-Residence Program. An additional \$40,000 in County funding would result in the allocation of \$70,000 in County revenue in total for the program and would exceed the City's \$30,000 allocation through the CRA.

Options:

1. Accept the staff report on Officer-in-Residence Programs and take no further action.
2. Do not accept the staff report on Officer-in-Residence Programs.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Frenchtown Neighborhood First Plan



FRENCHTOWN NEIGHBORHOOD FIRST PLAN



CITY OF
TALLAHASSEE



FRENCHTOWN FORWARD



**PRESERVE CHARACTER.
EMPOWER RESIDENTS.
TRANSFORM COMMUNITY.**

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- **Placemaking and Neighborhood Image**
- **Neighborhood Safety and Crime Prevention**
- **Health and Resident Empowerment**

112 Appendices

Appendix A - Frenchtown Neighborhood First Investment Plan

Appendix B - Action Items for Immediate Implementation

Appendix C - Implementation Plans

Appendix D - Neighborhood Demographics



LETTER OF INTRODUCTION



Greetings:

A generation ago, most people in Tallahassee would say that Frenchtown was the Black Mecca of Tallahassee. The community had its own school (Old Lincoln), bars, restaurants, laundromats, nice houses, small houses, dentist offices, hair salons, barber shops, doctor's offices, law firms, etc. Frenchtown was the place where we were constrained to reside and do business because of Jim Crow laws. This restriction created a very strong community. The community was all we had and all we needed.

Today, you can still see the remnants of what Frenchtown was in its heyday. Desegregation led to many residents moving out of the community and the failure of some neighborhood businesses. The drug epidemic also hit Frenchtown and its people very hard. Yet, many businesses and families who have been in Frenchtown for generations still remain.

Frenchtown's proximity to Florida State University, downtown, and midtown Tallahassee has made the area susceptible to gentrification. When members of the community noticed more and more student housing creeping into Frenchtown, we knew it was time to get to work. When residents grew tired of seeing the homes of families they once knew get replaced with student housing or just sit abandoned and dilapidated, the community knew it was time to get to work. As a result, neighborhood residents and stakeholders started meeting and brainstorming about how to preserve Frenchtown's rich history and rebuild the community in such a way that generations to come will appreciate Frenchtown the same way the generations before have.

We invite the entire City to share this vision and join the efforts of the Frenchtown Community Action Team and the Frenchtown community to reclaim this valuable neighborhood. In the Frenchtown Neighborhood First Plan, we have made sure to focus funding on improving the "brick and mortar" in the community, as well as the initiatives and programs that empower residents to be self-sufficient, business owners, responsible property owners, and all-around good neighbors.

Honestly, we do not want Frenchtown to be what it used to be 50 years ago - we want it to be BETTER! This plan is only the start. Frenchtown has always been rich with culture, rich with energy, and rich with the strength of the people in the community. From Brevard Street to Tennessee Street, from Carolina Street to Georgia Street, from Copeland Street to Macomb Street, from Dent Street to Dover Street – this community will shine like never before, and as residents, we will be proud to say we are from Frenchtown!



The Frenchtown Community Action Team has worked with the City of Tallahassee, Frenchtown residents, business owners, and various community partners to develop this plan. There is much more room at the table to help keep this plan going, and we invite everyone who loves Frenchtown as much as we do to take a seat at the table.

On behalf of the Frenchtown community, we are pleased to present this plan to the Tallahassee Community Redevelopment Agency for funding consideration and the establishment of an active partnership for its implementation.

Sincerely,
Frenchtown Community Action Team
July 2020

Above: Frenchtown Community Action Team Co-Chairs
Beverly Williams, Darryl Scott and Mutaqee Akbar



NEIGHBORHOOD PROFILE

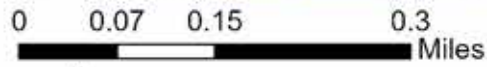
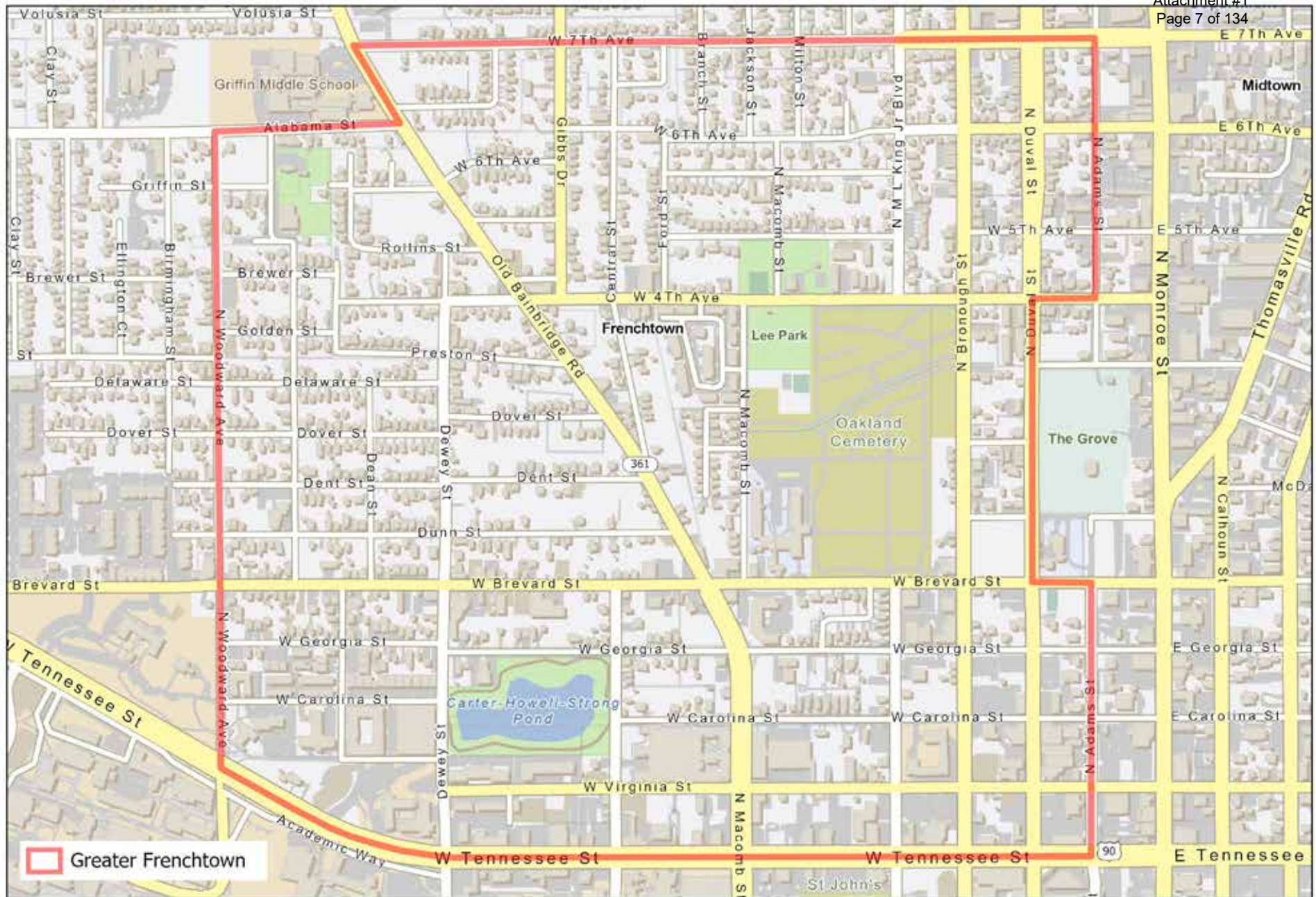


LOCATION AND BOUNDARY



The Frenchtown neighborhood is located northwest of downtown Tallahassee. It sits north of Florida State University, east of the Griffin Heights neighborhood and south of the Levy Park neighborhood. At the beginning of the Neighborhood First planning process, residents came to consensus on the neighborhood boundaries as Tennessee Street to the south, Woodward Avenue to the west, 7th Avenue to the north and Adams Street to the east. These boundaries are slightly different the boundaries used in other Frenchtown neighborhood planning processes. The differences noted in some of the community demographics and geographic attributes when compared to previous planning work can be attributed, in part, to these boundaries. Frenchtown is also within the Greater Frenchtown/Southside CRA District.





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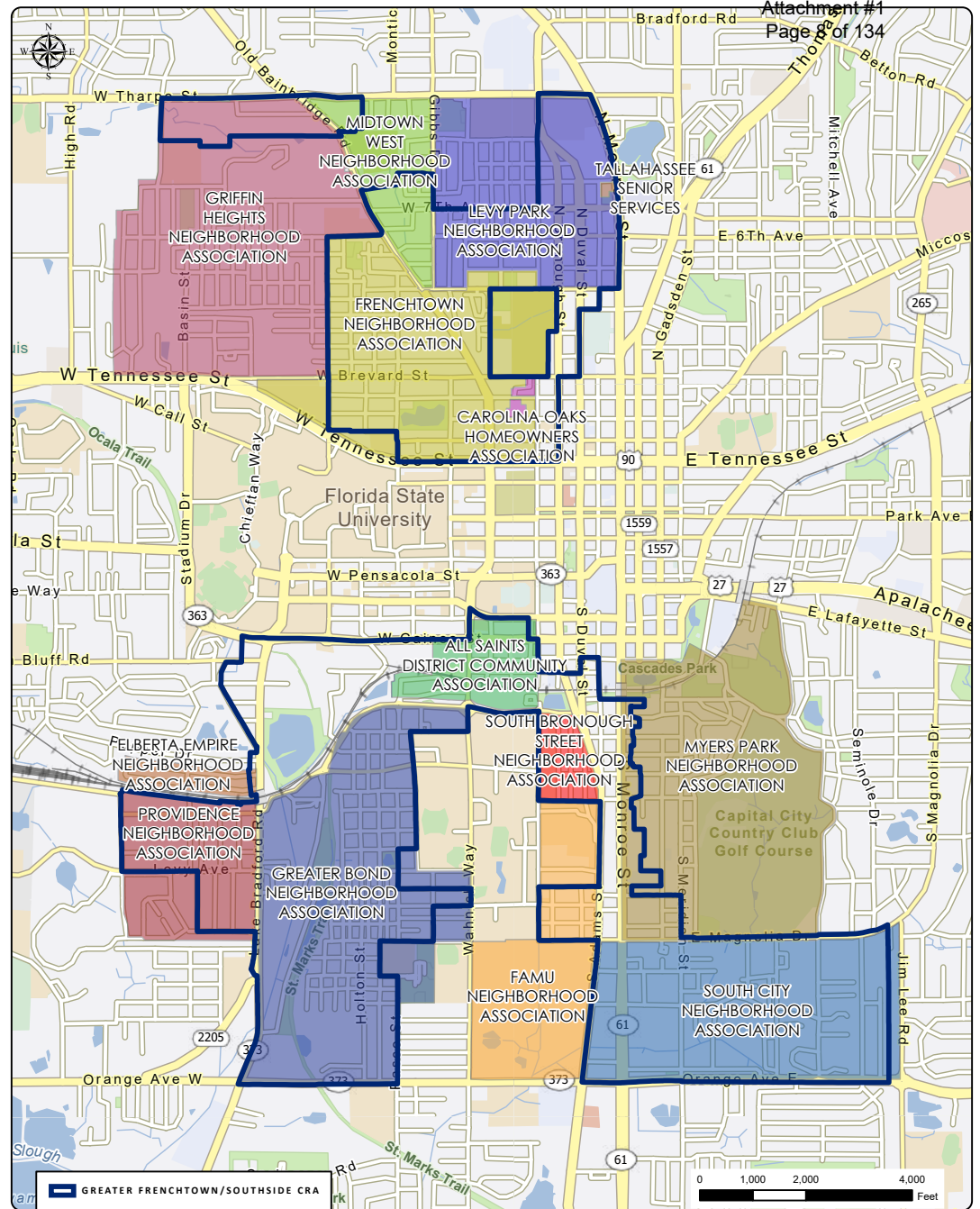
Frenchtown Neighborhood Boundaries

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Contact: 850-606-5564 | ccox@leoncountyfl.gov



Greater Frenchtown/Southside CRA Districts



PLANNING DEPARTMENT

Map Created: April 16, 2020

Active Homeowner Associations & Neighborhood Associations Greater Frenchtown/Southside CRA

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FRENCHTOWN POPULATION



MEDIAN HOUSEHOLD INCOME



51.3% AFRICAN AMERICAN

42.8% CAUCASIAN

1.9% ASIAN

2.3% IDENTIFY AS TWO OR MORE RACES

DEMOGRAPHICS



Frenchtown has many assets, first and foremost its people. As of 2019, Frenchtown's total population was 5,716, including 2,053 households. This represents a growth of 25.33% from the 2000 total population of 4,130. Median age is 29.0 and 33% of the population is within the ages of 15-24. The median household income for the neighborhood is \$24,086 and average household income is \$39,645. The City of Tallahassee has a median household income of \$45,299 and an average household income of \$68,589.

The racial makeup of Frenchtown is 51.3 percent African American, 42.8 percent Caucasian, 1.9 percent Asian and 2.3 percent who identify as two or more races. Educational attainment in the community is diverse, as 22 percent of the population have a bachelor's degree or higher while 15.5 percent have not obtained a high school diploma or equivalent. In comparison, in the City of Tallahassee 49.9 percent of the population have a bachelor's degree or higher while 5.9 percent have not obtained a high school diploma or equivalent. In 2018, the unemployment rate was 23.7 percent, compared to the City of Tallahassee's total 2018 unemployment rate of 10 percent. Of the 837 single family detached home properties in Frenchtown, 42.4% claimed the Homestead tax exemption in 2020, which serves a close proxy for the homeownership rate.

Source: ESRI estimates for 2019 based on 2010 Census

LAND USE AND ZONING

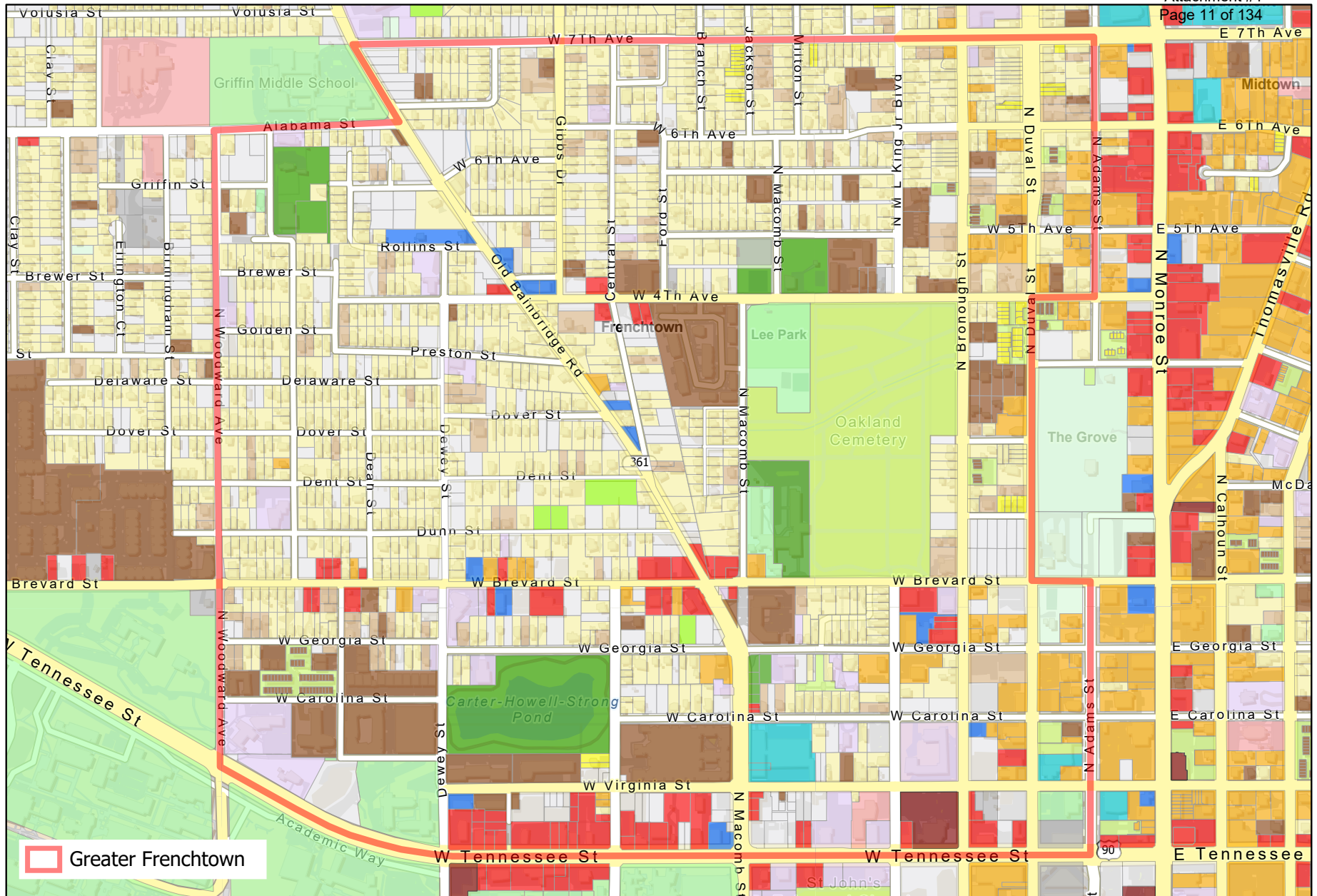


The adopted Future Land Use Map for Tallahassee-Leon County shows several future land use categories for Frenchtown: Central Urban (154.4 acres), Residential Preservation (205.9 acres), Government Operation (7.1 acres), Central Core (26.1 acres), Open Space (58.4 acres) and Educational Facilities (17.7 acres). These land use categories are implemented by the following zoning districts: Central Urban-18, Central Urban-26, Central Urban-45, Residential Preservation-2, Government Operation, Central Core, and Open Space. Land use, in general terms, describes what can be constructed on a piece of property based on the applicable land development regulations (i.e., Zoning and Future Land Use Map categories).

The areas in Frenchtown that are zoned for higher intensity mixed use are generally located between Tennessee Street and Brevard Street, along Old Bainbridge Road, and along 4th Avenue west of Old Bainbridge Road. Areas zoned for low density single-family residential development abut these higher density zones.

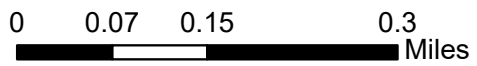
Historically, Frenchtown was developed with a mixture of housing and commercial uses. Even prior to the comprehensive plan approval of the 1990 land development code that changed the majority of the zoning in Frenchtown to Central Urban, the previous zonings in place allowed commercial and multifamily in the areas that became Central Urban.

In the early 1990's, homes on Copeland Street, Carolina Street, and Georgia Street were demolished to make way for what is now Carter Howell Strong Park, a regional stormwater pond that helps to address flooding in the area. The threats that the neighborhood is experiencing from the current land development regulations are twofold. First, the areas in Frenchtown that have high intensity zoning and Future Land Use categories are being allowed to develop in a scale (i.e., building massing and size) that neighborhood residents consider as being largely incompatible with the adjacent low-density residential areas. The issue is not the high density and intensity, but rather that the land development regulations do not regulate the massing and block structure of developments in a way that reflects the neighborhood's character and future vision. As a result, new high intensity developments are considered out of scale with the neighborhood. Second, the areas that are zoned exclusively residential have densities and lot size standards that make infill housing and redevelopment opportunities unattractive to investors or financially difficult to achieve, thus little redevelopment has occurred in these areas.



Greater Frenchtown

- | | | |
|------------------------------------|-------------------------------|---|
| Existing Land Use | Medical | Open Space Common Areas |
| Single Family Detached/Mobile Home | Retail | Open Space Resource Protection |
| Single Family Attached | Office | Open Space Recreation/Parks |
| Two-Family Dwelling | Warehouse | Religious/Non-profit |
| Multi-Family | Government Operation | Transportation/Communications/Utilities |
| Hotel/Motel | Schools/Colleges/Universities | Vacant |
| | Open Space Undesignated | |

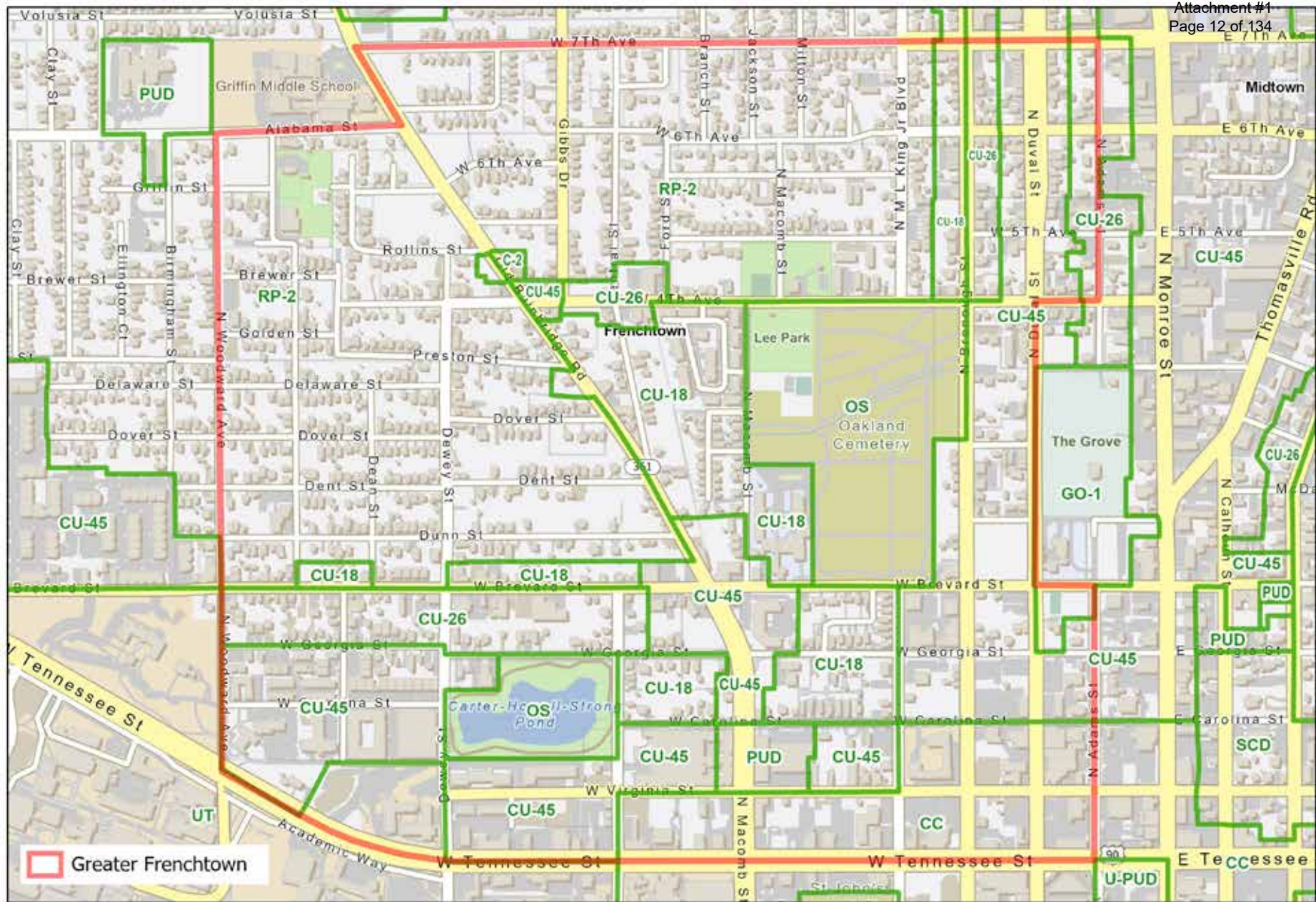


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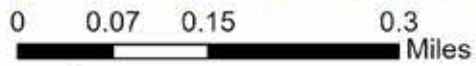


Zoning District Boundaries

- ZONED**
 Central Core
 Central Urban - 18
 Central Urban - 26
 Central Urban - 45

- Florida Downtown Tallahassee U-PUD
 Frenchtown Renaissance Center PUD
 General Commercial
 Georgia Street PUD
 Government Operational Office/Light Industrial
 Leon County Public IU New Mt. Zion AME Church PUD

- Marble Hill PUD
 Office Residential
 Open Space
 Residential Preservation 2
 Special Character District
 University Transition



Scale: 1:8,400

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Neighborhood Zoning Map





NEIGHBORHOOD FIRST PLAN PLANNING PROCESS

•••••

Neighborhood First Planning Process

RELATIONSHIP TO THE FRENCHTOWN PLACEMAKING PLAN



The Frenchtown Neighborhood First Plan is an action-oriented companion document to the Frenchtown Placemaking Plan. Please refer to the Placemaking Plan for additional neighborhood context, including neighborhood history and a summary of prior planning efforts. In addition to the new ideas gathered through the Neighborhood First planning process, this (Neighborhood First) plan includes still-relevant strategies identified in the Placemaking Plan, Front Porch Plan and community engagement conducted by the Tallahassee Urban League. A cross-plan analysis was performed at the beginning of the Neighborhood First planning process which formed the foundation for the work of the Frenchtown Community Action Team (CAT). To the extent that an issue was identified or addressed in one of the previous planning efforts, it was brought to the attention of the CAT to inform further discussion and strategy development.



INTRODUCTION



Neighborhood First is a resident-led strategic neighborhood planning process. It is designed to assist neighborhoods that are participating in the Neighborhood Public Safety Initiative (NPSI) with developing an action plan to address their community's priorities. NPSI, a citizen-based initiative of the local Public Safety Collective (Collective), seeks to address public safety by focusing on crime prevention and education, community beautification, and community empowerment and volunteerism. The Collective's current members include the Tallahassee Police Department, the Leon County Sheriff's Office, FSU Police Department, FAMU Police Department, TCC Police Department, the State Attorney's Office, the U.S. Attorney's Office, Capitol Police, Big Bend Crime Stoppers, and the Tallahassee Fire Department. The Neighborhood First planning structure calls for the creation of a Community Action Team (CAT), which provides leadership and guidance for the overall Neighborhood First planning process. The CAT is intended to be representative of the community, and team members typically include neighborhood residents (homeowners and renters), faith leaders, nonprofit partners and other stakeholders. The CAT is organized into Priority Area Teams (PATs) to carry out the work of the CAT, identify neighborhood concerns, as well as strategies and action items to address those priority areas' concerns.





COMMUNITY ENGAGEMENT



In August 2017, the Collective launched NPSI in the Griffin Heights and Frenchtown neighborhoods. A “Walk a Block” neighborhood assessment was conducted in October of that year to identify neighborhood assets, opportunities for community beautification and infrastructure in need of repair. Over 100 volunteers assisted with this event. A Neighborhood Blitz was then held in January 2018, mobilizing City departments to address identified beautification and infrastructure issues.

Also in 2017, the City Commission directed the Tallahassee-Leon County Planning Department to conduct a placemaking study for the Frenchtown community. The Frenchtown Placemaking Study was a direct response to community members concerned about student and affordable housing developments being built in the community. Residents met regularly with the Tallahassee-Leon County Planning Department to identify strategies for preserving and strengthening the neighborhood. The Frenchtown Placemaking Plan was adopted by the City Commission in fall 2018 and serves as a companion document to this plan. The Tallahassee Urban League had also solicited community input on neighborhood concerns during this time and that input is also incorporated in this plan.

In fall 2019, work began to launch a Neighborhood First planning process in the Frenchtown community, which would coalesce and further the work of other recent planning efforts that had taken place in the neighborhood, as well as advance new ideas to address



neighborhood priorities. To introduce Neighborhood First to the neighborhood, the City’s Neighborhood Affairs staff held several meetings with Frenchtown residents and stakeholders, which resulted in the neighborhood establishing the Frenchtown Community Action Team (CAT) to lead the planning process. The CAT formed three Priority Area Teams (PATs) to carry out the detailed planning work addressing the neighborhood’s six identified priority areas. Each PAT was assigned two priority areas. In partnership with the City and other stakeholders, the Frenchtown neighborhood kicked off its Neighborhood First planning process in January 2020 with a Community Open House meeting at the Lincoln Neighborhood Center. The meeting, attended by more than 80 people, gave residents an opportunity to provide input and ideas on the neighborhood’s priorities.

PLAN DEVELOPMENT

With the assistance of a neutral facilitator, Neighborhood Affairs staff guided the CAT and PATs through a process that helped them establish goals, identify neighborhood concerns and desired outcomes, and implement action items for each of the six identified priority areas. Multiple CAT and PAT meetings were held from January to March 2020. Due to the global COVID-19 pandemic, the City and its contracted facilitator shifted to working virtually with the lead members the CAT and PATs to complete the first draft of the plan.

The CAT felt it was very important to obtain additional community input on the draft plan so working with City staff, the CAT sought and obtained additional public input during January and February 2021. A variety of opportunities were scheduled for residents to learn about and give feedback on the plan in a COVID-safe manner. These included direct community outreach at the Frenchtown Farmers Market, surveying at food distribution events and in front of local businesses, and through one-on-one conversations. Four in-person and two virtual informational sessions were held. Outreach was also conducted via email, social media, and mailers.

During March and April 2021, City staff worked with the CAT to evaluate feedback received, amend the draft as needed based on the feedback, prioritize the plan's action items and projects, and develop implementation plans and an initial funding request for plan implementation. The updated draft plan and draft funding request was presented to the community at the Frenchtown Neighborhood Open House on May 8, 2021.

PLAN ADOPTION

The CAT adopted the draft plan on May 13, 2021. In the coming months, the Frenchtown Neighborhood First Plan and an initial funding request will be presented to the Frenchtown/Southside Community Redevelopment Agency (CRA) Citizen's Advisory Committee (CAC) and CRA Board for adoption and funding. The City's Neighborhood Affairs Division and the Frenchtown Community Action Team will seek funding from the City Commission and other community organizations for implementation of the plan.

PLAN IMPLEMENTATION

The CAT prioritized every plan action item into four categories: Low-hanging Fruit, Short-term, Intermediate, and Long-term. Action items that have been identified as ready for immediate implementation (aka "Low-hanging Fruit) and are also gathered in one document. Issue-focused implementation plans were derived from the overall Frenchtown Neighborhood First Plan. These plans group together action items from multiple priority areas that fall under a major subject area. The CAT will meet regularly to guide implementation and will periodically assess the plan for opportunities to add new ideas and reprioritize projects.



ACTION ITEMS

Actions items ready for immediate implementation are denoted in the plan with a red *fleur de lis* icon.





NEIGHBORHOOD FIRST PLAN





HOUSING



HOUSING

Goal:

Create pathways for residents to purchase homes, as well as **preserve and protect neighborhood housing** so that it remains affordable and serves as a personal and community asset.

Outcome:

Safe, affordable, and **energy-efficient homes** are available within the neighborhood.



Alignment with the City of Tallahassee 2024 Strategic Plan:
Objectives 2B, 2C and 7B
Alignment with the CRA Greater Frenchtown/Southside Redevelopment Plan:
Priority Area 2 (Sub-Area 3)

Neighborhood Concern H 1: Availability of resources for home repairs and preservation of the neighborhood's existing housing stock.

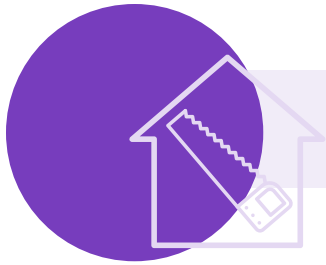


Longtime residents have seen the quality of the neighborhood's housing stock decline as structures have aged. **As of 2018, 30% of the structures in the neighborhood were built in 1910-1950; 41% were built in 1951-2000; and 9% were built in 2001-2016** (data was not available for 20% of the parcels, indicative of parcels with no structures). Some Frenchtown residents have limited resources to repair and maintain their homes and the resources available to make the needed repairs are also very limited. **With the neighborhood's median income at just over \$24,000/year, some residents are not in a financial position to prioritize home repairs or improvements.** As of March 2020, there were 36 active code enforcement cases within the neighborhood, including 19 citations for substandard buildings and six for dangerous buildings. Vacant lots, dilapidated homes and abandoned homes detract from the vibrancy of the neighborhood and contribute to negative perceptions. The residents would like to find ways to mobilize both financial and human resources to help all residents to live in safe and affordable homes.

Outcome: Resources are developed to provide educational and financial assistance for residents to repair and preserve their homes.

"D" Streets Block by Block Affordable Housing Demonstration Project

One approach the neighborhood would like to pursue is to focus housing initiatives/programs (new construction, rehabilitation, repairs, and landscaping) first in one section of the neighborhood. The "D Streets" of Dent, Dewey, Dover, Dunn, Dean, Dade and Delaware would be targeted first in order to demonstrate as much impact as possible in a defined area.



STRATEGY H 1.1: PROMOTE THE REPAIR AND REUSE OF EXISTING STRUCTURES

Action Item H 1.1.1: Promote local resources that are available to assist homeowners in making repairs to their homes through targeted community outreach efforts.

Potential Partners: Frenchtown Community Action Team, Tallahassee Urban League, Mount Olive CDC, City of Tallahassee (Housing and Community Resilience)

Action Item H 1.1.2: Develop and implement a comprehensive housing rehabilitation program that provides grants and loans for interior and exterior home repairs/improvements. Funding for interior repairs should be limited to owner-occupied homes. Consider including incentives/protections for tenants as a criterion for landlords to receive funding from this program.

Potential Partners: City of Tallahassee (CRA; Housing and Community Resilience; Parks, Recreation & Neighborhood Affairs), Frenchtown Community Action Team, Tallahassee Urban League, private and nonprofit developers

Action Item H 1.1.3: Solicit pro-bono services from architects, including landscape architects and designers, to offer residents design services, where needed, for housing rehab and facade improvements.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Housing and Community Resilience; Parks, Recreation & Neighborhood Affairs), Florida Association-American Institute of Architects, American Society of Landscape Architects – Florida chapter, local architects and landscape architects

Action Item H 1.1.4: Establish a tool library in the neighborhood to lend tools to residents to make home repairs.

Potential Partners: Frenchtown Community Action Team, local home repair stores, City of Tallahassee (CRA; Housing and Community Resilience; Parks, Recreation & Neighborhood Affairs)

Action Item H 1.1.5: Host special events, periodically, in the neighborhood to connect homeowners to volunteers who are willing to assist with minor home repairs and maintenance. (Ex: Operation Curb Appeal, Do Something Day)

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation & Neighborhood Affairs), A New Directions Inc., local home repair stores, churches, nonprofits

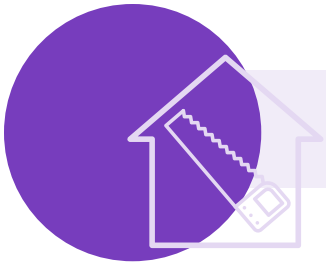
Action Item H 1.1.6: Develop and implement a program that connects homeowners with volunteers who can assist with landscaping and minor home repairs/maintenance on an ongoing basis. Program volunteers/participants could be offered ongoing training to develop their own skills.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation & Neighborhood Affairs), Frenchtown Community Action Team, A New Directions Inc., local home repair stores


Action Item H 1.1.7: Host home maintenance, landscaping and tree safety workshops in the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), local home repair stores, local landscaping businesses, and tree specialists






STRATEGY H 1.2: PROMOTE VOLUNTARY COMPLIANCE WITH CITY CODES

 **Action Item H 1.2.1:** Educate residents through workshops and social media messaging on what qualifies as a code violation and ways to report them.

Potential Partners: City of Tallahassee (Housing and Community Resilience), Frenchtown Community Action Team

 **Action Item H 1.2.2:** Support and promote the City's code enforcement amnesty program that waives liens for property owners who address violations.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation & Neighborhood Affairs), local nonprofits



Neighborhood Concern H 2: Availability of resources for new single-family home construction

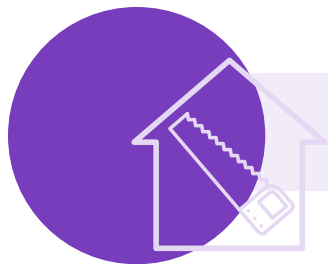


The construction of new single-family homes in the neighborhood is a key strategy to increasing owner-occupancy and providing homeownership opportunities for Frenchtown residents. Currently, there are **2,123 housing units in the Greater Frenchtown neighborhood**, and **single-family homes represent 39%** of that total. Forty-two percent (42%) of the housing units in the neighborhood are classified as multi-family, which is the largest percentage of housing units in the neighborhood. After multi-family and single-family units, duplexes and condos are the next most prevalent type of housing unit, at 9% and 5% of total units, respectively. **Not surprisingly, single family homes are the housing type with the largest percentage (42%) of owner-occupancy in the neighborhood.** Townhouses, which represent 2% of the neighborhood’s housing units, have the second highest rate of owner occupancy at 21%.


(Source: Leon County Property Appraiser, 2020)

Outcome: The availability of funding for and the construction of new single-family homes in Frenchtown.

Housing Type	# of Units	% Homestead
Single Family	837	42.4%
Condo	103	10.7%
Duplex	184	9.8%
Duplex and SF detached combinations	36	2.7%
Triplex	57	0%
Quad	32	0%
Townhouse	44	20.5%
Multi-family	890	0%



STRATEGY H 2.1: DEVELOP VACANT LOTS AND ABANDONED HOMES WITH NEW HOUSING

 **Action Item H 2.1.1:** Maintain an inventory of all vacant lots and dilapidated homes within the neighborhood.

Potential Partners: City of Tallahassee (CRA; Housing and Community Resilience), Frenchtown Community Action Team, private and nonprofit developers

Action Item H 2.1.2: Work with the City's Department of Housing and Community Resilience to get dilapidated and hazardous homes demolished in a timely manner.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience)

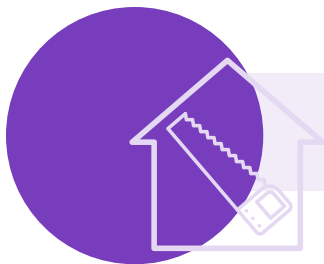
Action Item H 2.1.3: Assess, acquire, and develop vacant lots and abandoned homes with workforce and affordable housing. Focus these housing interventions first on Dent, Dewey, Dover, Dunn, Dean, Dade and Delaware Streets for increased impact.

Potential Partners: City of Tallahassee (CRA; Real Estate; Housing and Community Resilience), Frenchtown Community Action Team, private and nonprofit developers

Action Item H 2.1.4: Advocate that the City/Community Redevelopment Agency (CRA) develop and adopt a policy to purchase vacant and abandoned properties when the amount of city liens and of the cost of abatement exceeds the value of the land and all other resources are exhausted, including the Neighborhood First Plan.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA, Housing and Community Resilience)





STRATEGY H 2.2: CREATE A DEDICATED FUNDING SOURCE FOR THE DEVELOPMENT OF SINGLE-FAMILY HOMES

Action Item H 2.2.1: Work with the City to identify funding sources that can be dedicated for the sole purpose of building new single-family homes in the neighborhood. Develop a revolving loan fund specifically to finance new construction and major housing rehabilitation projects in Frenchtown. Projects funded through this program should be required to provide incentives for local residents to purchase these homes, ensure that the homes fit within the character of the neighborhood, and are high-quality and energy-efficient.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA, Housing and Community Resilience), Housing Trust Fund, private and nonprofit developers

Action Item H 2.2.2: Focus construction of new single-family homes first on Dent, Dewey, Dover, Dunn, Dean, Dade and Delaware Streets for increased impact.

Potential Partners: City of Tallahassee (CRA, Housing and Community Resilience), private and nonprofit developers, Frenchtown Community Action Team

Action Item H 2.2.3: Provide guidance to the Tallahassee Lenders' Consortium in the development and implementation of the Community Land Trust model in Frenchtown.

Potential Partners: Frenchtown Community Action Team, Tallahassee Lenders' Consortium, City of Tallahassee (Housing and Community Resilience)

Action Item H 2.2.4: Work with the City to promote incentives for developers to construct affordable housing.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience), private and nonprofit developers



Neighborhood Concern H 3: Preservation of heirs' properties (inherited family homes)

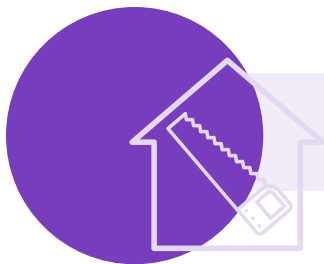
Heirs' property refers to land or homes owned by two or more people, usually people with a common ancestor who has died without leaving a will. Problems can arise with heirs' property when descendants cannot come to an agreement on how to split or care for the property or pay for taxes or other expenses. Even simply finding other heirs can be challenging.

Heirs' property disproportionately impacts lower-income African American communities. The practice became common during Reconstruction when African Americans were blocked from accessing the legal system and continued to the present as many black communities developed a distrust of the courts. **Nationally, seventy-six percent (76%) of African Americans do not have a will**; more than twice that for white Americans. Heirs' property is estimated to make up more than a third of Southern black-owned land — 3.5 million acres, worth more than \$28 billion (Presser, 2019).

Seven homes were sold through tax deed sales in Frenchtown in the last five years, although that is not necessarily indicative of all of the heirs' properties in the neighborhood. It is in the interest of the neighborhood and the community at large to help families secure clear title to their properties, encourage individuals to develop wills and assist these property owners to address maintenance and repair issues.

Outcome: Families that inherit homes in Frenchtown can access resources to obtain clear title and make needed repairs to their homes.





STRATEGY H 3.1: ASSIST FAMILIES THAT HAVE INHERITED HOMES IN THE NEIGHBORHOOD TO OBTAIN A CLEAR TITLE AND PRESERVE THE HOME

Action Item H 3.1.1: Work with community partners to provide affordable legal services to assist families to obtain a clear title to their inherited homes and to draft wills and/or legal instruments that pass their properties on to their heirs.

Potential Partners: Frenchtown Community Action Team, Legal Services of North Florida, Legal Aid Foundation

Action Items H 3.1.2: Develop a funding pool to assist heirs' properties owners with rehab and repair of their homes. Develop a list of homes that would be good candidates to refer to the program.

Potential Partners: Frenchtown Community Action Team, Legal Services of North Florida, City of Tallahassee (CRA; Housing and Community Resilience), local nonprofits

Action Item H 3.1.3: Develop and implement a program that assists neighborhood seniors with payment of back property taxes.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Housing and Community Resilience), Leon County Property Appraiser, Leon County Tax Collector

Action Item H 3.1.4: Advocate that the CRA establish a policy that allows the CRA to actively participate in tax deed sales for the purpose of acquiring properties for the creation of affordable housing.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA, Housing and Community Resilience)



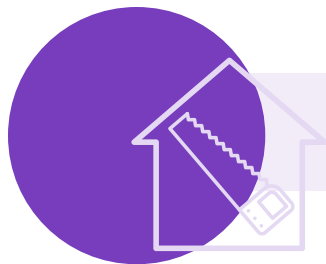
Neighborhood Concern H 4: Limited understanding of the potential that homeownership provides in building individual and community wealth



Homeownership is a key strategy for building wealth, yet it feels out of reach for many individuals. While renting can be the most feasible option for people at certain points in their lives, many never begin to feel that owning their own home is an option. Young people growing up in families who have always rented may not have an opportunity to learn how owning a home is both feasible and potentially life-changing for a family. **Owning a home allows an individual to increase wealth by building equity in the home and offers the opportunity for the home to be passed down to descendants.**

Increased homeownership can also create positive effects on a neighborhood including increased residential stability. Homeowners tend to stay longer with a median tenure of 11 years in their homes compared to a median tenure of 3 years for renters (Mallach, 2016). Homeowners are more likely to engage in activities that increase neighborhood social capital like volunteering or participating in neighborhood meetings. Social capital and social cohesion also have a significant relationship with property upkeep. Owner occupancy is also important for neighborhood stability. Research has shown that absentee owners are more likely than owner-occupants to allow their properties to go into mortgage foreclosure (Mallach, 2016).


Outcome: *Frenchtown residents receive messaging and education about the importance of homeownership and home maintenance on a regular basis.*




STRATEGY H 4.1: HOST REGULAR, FREQUENT WORKSHOPS TO EDUCATE FRENCHTOWN RESIDENTS ABOUT THE IMPORTANCE OF HOMEOWNERSHIP AND HOME MAINTENANCE

Action Item H 4.1.1: Incorporate age-appropriate financial education with concepts of homeownership included at neighborhood schools.

Potential Partners: Frenchtown Community Action Team, Junior Achievement Big Bend, Leon County Schools, City of Tallahassee (Parks, Recreation and Neighborhood Affairs)

 **Action Item H 4.1.2:** Host regular workshops about the importance of homeownership as a pathway to wealth in the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Tallahassee Lenders Consortium, financial institutions

 **Action Item H 4.1.3:** Find key community leaders (faith leaders, nonprofits, etc.) to deliver messages to neighborhood residents about the importance of homeownership.

Potential Partners: Frenchtown Community Action Team, local churches and nonprofits

[Cross Reference with Health & Resident Empowerment]



Neighborhood Concern H 5: Limited pathways to homeownership

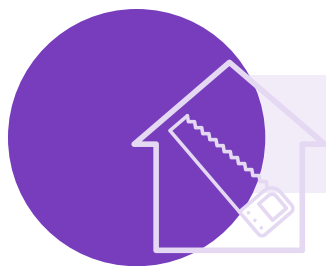


Overall, Frenchtown’s owner occupancy rate is 17%; however, 42% of the single-family homes are owner occupied. While there are some resources in Tallahassee that prepare individuals for homeownership, **the neighborhood would like to see an increase in homeownership services targeted toward neighborhood residents.**


Frenchtown residents face multiple barriers on their pathway to homeownership. Poor credit or no credit history, lack of banking access, low wages, and lack of savings are just a few of the challenges that many families in the neighborhood encounter. **Transportation and childcare are often other challenges for residents trying to access homeownership programs outside of the neighborhood.**

Residents would like to see new resources and more targeted promotion of existing homeownership resources so that residents can purchase and maintain homes within Frenchtown. They would like to see these services offered in the neighborhood for easier access. Needed homeownership services include coaching, training and financial support that help to prepare residents to purchase and maintain homes in the neighborhood.


Outcome: *Frenchtown residents are connected to resources for homebuyer and home maintenance education, credit building and down-payment assistance.*



STRATEGY H 5.1: INCREASE SERVICES THAT PREPARE RESIDENTS FOR HOMEOWNERSHIP IN THE NEIGHBORHOOD

 **Action Item H 5.1.1:** Distribute information about existing homebuying assistance resources at various venues throughout the Frenchtown community (churches, non-profits, businesses, etc.).

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Tallahassee Lenders Consortium, other nonprofits

 **Action Item H 5.1.2:** Conduct homeownership and credit building workshops in the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Tallahassee Lenders Consortium, financial institutions

Action Item H 5.1.3: Develop a homebuying program for Frenchtown residents that incorporates homebuyer and home maintenance education, credit counseling, down payment assistance, after-purchase coaching and an after-purchase emergency fund.


Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Tallahassee Lenders Consortium, other nonprofits

Action Item H 5.1.4: Pilot a program modeled on the City of Gainesville's Legacy Grants/ "Welcome Back" program, which offers grants to people looking to move back to Frenchtown - the community in which they grew up - to buy a home.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience), private and nonprofit developers

Action Item H 5.1.5: Develop and maintain a list of property owners that might be willing to sell to their tenants. Refer tenants to homebuying program.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs),

 **Action Item H 5.1.6:** Distribute information on existing services that help renters in the neighborhood to remain in safe, affordable, and stable housing. Provide information on available rental assistance programs, landlord/tenant mediation programs and legal services.

Potential Partners: Frenchtown Community Action Team, Legal Services of North Florida, Legal Aid Foundation of Tallahassee, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Big Bend Continuum of Care, United Partners for Human Services.

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Mallach, A. (2016). Homeownership and the Stability of Middle Neighborhoods. *Community Development Innovation Review*.
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ECONOMIC DEVELOPMENT AND COMMUNITY REINVESTMENT

ECONOMIC DEVELOPMENT AND COMMUNITY REINVESTMENT



Goal:

Support economic growth through improved access to capital, training and other resources.

Outcome:

Frenchtown has a **thriving** economic base.



Alignment with the City of Tallahassee 2024 Strategic Plan:

Objectives 1A, 1B and 2A

Alignment with the CRA Greater Frenchtown/Southside Redevelopment Plan:

Priority Area 1 (Sub-Area 3)

Neighborhood Concern 1: Barriers to accessing capital for business development



Emerging and existing entrepreneurs must navigate multiple steps to qualify for existing resources for capital. Lack of a positive credit history or collateral can serve as major barriers for individuals looking to develop a business. Traditional funding sources such as banks or credit unions are often out of reach for historically underserved entrepreneurs, including lower-income individuals, women, people of color and veterans. Even nontraditional lenders often require collateral that many people do not have. Additionally, if burgeoning entrepreneurs are approved for loans, they often face unfavorable financing terms that further impact their bottom line. After the recession of 2008, lenders became even more conservative and access to capital became even more challenging.

At the national level, approximately 38% of the adult U.S. population have credit files rated as poor or do not have a credit agency rating, which means they cannot readily receive personal or business credit (Breule, 2015). The state of **Florida ranks 38th in the country in the percentage (48%) of residents that have prime (750 or above) credit** (Prosperity Now, 2018). Disparities exist for female business owners and business owners of color as well. **Male-owned businesses in Tallahassee are valued 5.7 times as high as businesses owned by women. White-owned business in Tallahassee are valued 5.1 times higher than businesses owned by people of color** (Prosperity Now, 2018).

Given the already challenging climate business owners face in developing new or existing businesses, there is a need for creativity in enhancing access to capital. The neighborhood would like to see investment in its own business leaders through innovative, targeted and individualized approaches.

Outcome: *Entrepreneurs have multiple pathways for accessing capital for business development.*



STRATEGY ED&CR 1.1: DEVELOP ALTERNATIVE SOURCES OF FUNDING FOR SMALL BUSINESS FINANCING.

Action Item ED&CR 1.1.1: Develop and implement a microenterprise program that offers training and financing to small business owners and emerging entrepreneurs in Frenchtown.

Potential Partners: Frenchtown Community Action Team, FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality

Action Item ED&CR 1.1.2: Offer grants, loans and loan guarantees for new and existing small businesses and nonprofit corporations. Offer interest-free loans for neighborhood businesses and nonprofits to reduce debt.

Potential Partners: Frenchtown Community Action Team, FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality

Action Item ED&CR 1.1.3: Develop and implement a locally owned cooperative investment fund.

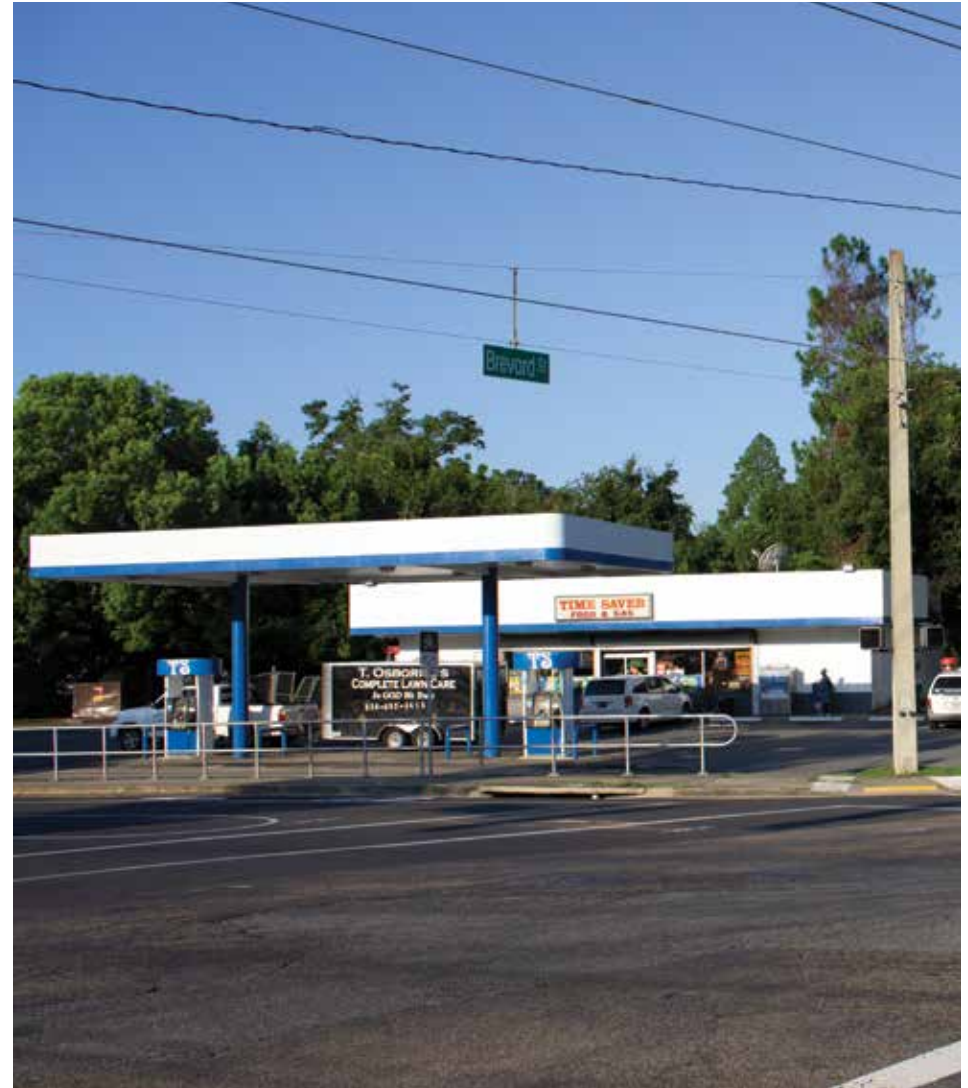
Potential Partners: Frenchtown Community Action Team, FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality

Action Item ED&CR 1.1.4: Develop partnerships with Community Development Financial Institutions (CDFI's) to facilitate the expansion of business development in the Frenchtown; explore the creation of new CDFI's to serve Frenchtown.

Potential Partners: CDFIs, Frenchtown Community Action Team, Tallahassee-Leon County Office of Economic Vitality, FAMU Small Business Development Center

Action Item ED&CR 1.1.5: Establish an Opportunity Zone Fund.

Potential Partners: Frenchtown Community Action Team, Tallahassee-Leon County Office of Economic Vitality, FAMU Small Business Development Center, City of Tallahassee (CRA)





STRATEGY ED&CR 1.2: PREPARE ENTREPRENEURS FOR OPPORTUNITIES TO RECEIVE FINANCING THROUGH EDUCATION, COACHING AND CREDIT COUNSELING.

Action Item ED&CR 1.2.1: Collaborate with area financial institutions to help Frenchtown entrepreneurs establish sustainable banking relationships.

Potential Partners: Frenchtown Community Action Team; local, regional, and national banks and credit unions
[Cross reference Health & Resident Empowerment Section]

Action Item ED&CR 1.2.2: Provide ongoing coaching and training in the neighborhood to educate Frenchtown entrepreneurs about credit building and other steps needed to prepare them and their businesses for financing.

Potential Partners: Frenchtown Community Action Team, Tallahassee Lenders Consortium, FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality



Neighborhood Concern 2: Fostering entrepreneurial activity in the neighborhood.



Frenchtown was once the primary commercial hub for many African Americans living in Tallahassee-Leon County. African American residents from all over the City would come to Frenchtown for shopping, restaurants and entertainment. Other local businesses engaged in segregated practices, thus limiting access to African Americans until well into the 1960's. As businesses began to desegregate throughout the City, Frenchtown's commercial activities began to decline.

Currently, there are an **estimated 138 businesses (ACS, 2018) operating within the neighborhood boundaries.** These businesses are primarily small businesses, and include restaurants, hair salons, law offices, auto mechanics, home-based businesses, etc. Frenchtown residents would like to see an increase in neighborhood-scale commercial development within their community to spur economic growth.

Locally, some business development resources do exist in the wider Tallahassee-Leon County community to assist emerging and existing small business owners. Frenchtown residents, however, are concerned about the availability of these resources because some residents need additional support and increased access to services to effectively develop businesses within the neighborhood. Also, potential entrepreneurs from the neighborhood may not be aware of what resources exist or where to start. Training, coaching and technical assistance offered within the neighborhood and specifically targeting Frenchtown residents will help provide easily accessible pathways for individuals to develop and grow their businesses. Navigating required business-related permits and licensing is another hurdle that the neighborhood would like to work with partners to address.

Outcome: *Business development resources, including training, technical assistance, licenses and permits, are easily accessible to Frenchtown residents and business owners.*



STRATEGY ED&CR 2.1: INCREASE ACCESS TO ENTREPRENEURSHIP TRAINING AND SMALL BUSINESS FINANCING. SUPPORT BUSINESS INCUBATION AND DEVELOPMENT.

Action Item ED&CR 2.1.1: Host workshops in the neighborhood to educate/inform residents about current and available small business development resources, grant writing and financial education.

Potential Partners: Frenchtown Community Action Team, FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality, Tallahassee Lenders Consortium

Action Item ED&CR 2.1.2: Promote existing business development/assistance resources like the CRA Business Facility grant program and the FAMU Small Business Development Center to neighborhood businesses through targeted outreach and social media posts.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA), FAMU Small Business Development Center

Action Item ED&CR 2.1.3: Partner with Lively Technical College to host neighborhood showcases on training opportunities available at the College.

Potential Partners: Lively Technical College, Leon County School District, Frenchtown Community Action Team

Action Item ED&CR 2.1.4: Host events in the neighborhood to connect neighborhood entrepreneurs with each other, and to provide coaching and other resources.

Potential Partners: Frenchtown Community Action Team, FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality

Action Item ED&CR 2.1.5: Build capacity to offer more resources and services at the Frenchtown Heritage Hub. Promote existing services through social media and news articles.

Potential Partners: Frenchtown Neighborhood Improvement Association, City of Tallahassee (CRA), Tallahassee-Leon County Office of Economic Vitality, Frenchtown Community Action Team

Action Item ED&CR 2.1.6: Develop a physical space within the neighborhood to house and offer business incubation and development services.

Potential Partners: Frenchtown Community Action Team, FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality





STRATEGY ED&CR 2.2: REDUCE BARRIERS TO DEVELOPING BUSINESSES WITHIN FRENCHTOWN AND SUPPORT SMALL ENTERPRISES.

Action Item ED&CR 2.2.1: Develop and implement a program/service that assists aspiring Frenchtown entrepreneurs with identifying and acquiring the permits and licenses they need to operate their business. Ideally, the program/service will help these entrepreneurs acquire the licenses and permits they need at minimum cost and administrative effort.

Potential Partners: Frenchtown Community Action Team, Frenchtown Neighborhood Improvement Association, FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality, City of Tallahassee (Growth Management; CRA)

Action Item ED&CR 2.2.2: Work with the City to establish suitable places within the neighborhood for temporary and permanent street enterprises, such as roadside stands and food trucks. Host monthly street vendor events.

Potential Partners: Frenchtown Community Action Team, The Standard, City of Tallahassee (Growth Management) Tallahassee-Leon County Planning Department, Frenchtown Neighborhood Improvement Association

Action Item ED&CR 2.2.3: Advocate to state regulatory bodies such as the Florida Department of Agriculture & Consumer Services, Florida Department of Health and the Florida Department of Business & Professional Regulation to enhance economic opportunity for local entrepreneurs by relaxing and/or simplifying state business requirements for small, short term enterprises. Invite these agencies to come and provide educational workshops in neighborhood.

Potential Partners: Frenchtown Community Action Team, Florida Department of Agriculture & Consumer Services, Florida Department of Health and the Florida Department of Business & Professional Regulation



Neighborhood Concern 3: Development occurring in the community often does not benefit the local residents.



Frenchtown has seen much change over the recent decades. Much of that change, however, is change that residents feel they had little to no input or does not benefit them. According to residents, developers have altered the landscape of the neighborhood, often doing little or nothing to ensure that their investments benefit existing residents in any way. Neighborhood residents want to shift this trend and believe there are opportunities to do so. There are multiple commercial buildings that are vacant in the neighborhood that can be repurposed for the benefit of the community. To that end, **the neighborhood desires to work with its governmental partners to create incentive programs to attract community-supporting businesses.**

Community Benefit Agreement (CBA) is a well-established tool that can help to shift the impact that development has had on Frenchtown. CBAs are project-specific agreements between a developer and a broad community coalition. The agreement outlines how a project will contribute to the community and memorializes the community's support for the project. CBAs are legally binding and enforceable by the signatories. CBAs provide a structure for meaningful, up-front communication between a developer and the community. The developer benefits from active community support of the project, and community members gain when the project responds to their needs (Partnership for Working Families, 2015). While Frenchtown residents would like to see an increase in neighborhood-scale commercial development, they want to ensure that new development creates opportunities for existing residents.

Outcome: *Future development incorporates benefits to the Frenchtown community.*



STRATEGY ED&CR 3.1: PROVIDE OPPORTUNITIES FOR NEIGHBORHOOD-SCALE COMMERCIAL DEVELOPMENT TO TAKE PLACE IN THE NEIGHBORHOOD SO THAT RESIDENTS HAVE MORE PLACES TO WORK, SHOP AND RECREATE IN THEIR OWN NEIGHBORHOOD.

Action Item ED&CR 3.1.1: Advocate with the City and County to create incentive programs to attract businesses to Frenchtown that will support the neighborhood and provide employment with family-sustaining wages.

Potential Partners: Frenchtown Community Action Team, Tallahassee-Leon County Office of Economic Vitality

Action Item ED&CR 3.1.2: Ensure that the traffic study outlined in Action Item LU&T 4.1.1 include considerations of the traffic infrastructure changes needed to support neighborhood-scale commercial development in the vicinity of the intersection of Macomb, Old Bainbridge and Brevard streets.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Growth Management; Underground Utilities and Public Infrastructure), Tallahassee-Leon County Planning Department, Tallahassee-Leon County Office of Economic Vitality

Action Item ED&CR 3.1.3: Form a taskforce/working group to provide community input on the traffic study contemplated in LU&T 4.1.1 and to evaluate options for any improvements proposed for the intersection of Macomb, Old Bainbridge and Brevard Streets.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Growth Management; Underground Utilities and Public Infrastructure), Tallahassee-Leon County Planning Department, Tallahassee-Leon County Office of Economic Vitality

[Cross reference with Land Use and Transportation, Placemaking and Neighborhood Image]

Action Item ED&CR 3.1.4: Request the CRA to acquire and rehabilitate vacant/abandoned commercial sites in the neighborhood for redevelopment opportunities, including the old Leon Theater on Tennessee Street.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Growth Management; Real Estate), Tallahassee-Leon County Planning Department, Tallahassee-Leon County Office of Economic Vitality

Action Item ED&CR 3.1.5: Repurpose the old SAIL High School site that is owned by the Leon County School District as a “Community Learning Center” to serve as an anchor for training, tutoring and other educational services for youth and adults. Explore ways to repurpose Lee Park. Request that the CRA include Lee Park and the old SAIL building in the Greater Frenchtown/Southside CRA district.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Real Estate; Parks, Recreation and Neighborhood Affairs), Leon County School District, Tallahassee-Leon County Planning Department

Action Item ED&CR 3.1.6: Support the opening and operation of childcare centers in the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA), Tallahassee-Leon County Office of Economic Vitality, Early Learning Coalition of the Big Bend

 **Action Item ED&CR 3.1.7:** Advocate for the siting of additional neighborhood-scale groceries within the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA), Tallahassee Food Network, Tallahassee-Leon County Office of Economic Vitality

Action Item ED& CR 3.1.8: Organize a Frenchtown Business Association.

Potential Partners: Local businesses, Tallahassee-Leon County Office of Economic Vitality, Frenchtown Community Action Team



STRATEGY ED&CR 3.2: DEVELOP MECHANISMS TO ENSURE THAT NEW DEVELOPMENTS BENEFIT THE NEIGHBORHOOD.

Action Item ED&CR 3.2.1: Use Community Benefit Agreements to require developers of new development to ensure that there is a benefit to the community. Require contractors to hire local workers (youth and adult) for projects in the neighborhood as part of these agreements. The Frenchtown CAT would develop a policy and template for CBA's and how they would be implemented and would serve as the overseeing organization.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA, Growth Management) Tallahassee-Leon County Planning Department

Action Item ED&CR 3.2.2: Convert the first floor of the Renaissance Center into retail space as originally planned. This is consistent with recommendations of the Frenchtown Area Development Authority study (1985) and the CRA Redevelopment Plan.

Potential Partners: City of Tallahassee (CRA; Real Estate), Tallahassee-Leon County Planning Department, Tallahassee-Leon County Office of Economic Vitality, Frenchtown Community Action Team

Action Item ED& CR 3.2.3: Advocate for publicly funded construction projects over \$500,000 to include 30% participation for African American business.

Potential Partners: City of Tallahassee (CRA; Growth Management) Tallahassee-Leon County Planning Department, Frenchtown Community Action Team

Action Item ED&CR 3.2.4: Develop a partnership with FAMU Credit Union and request the opening of a branch in Frenchtown to expand its membership criteria to include residents, business owners and property owners in the GFS CRA District. Submit an agenda item to the CRA requesting that it establish a depository account of GFS District CRA funds in the FAMU Credit Union.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA), FAMU Credit Union

Action Item ED&CR 3.2.5: Evaluate establishing a Frenchtown Neighborhood Improvement Authority with the same authorities/benefits of the Downtown Improvement Authority.

Potential Partners: City of Tallahassee (CRA), Tallahassee-Leon County Office of Economic Vitality, Frenchtown Community Action Team



Neighborhood Concern 4: A decrease in the number of businesses in Frenchtown that are owned and operated by neighborhood residents.



Frenchtown’s business community is a vital part of the fabric of the community. **Success of these businesses directly correlates to lifting Frenchtown’s families out of poverty, providing jobs in their communities and creating healthy commerce that supports the neighborhood and the City at large.** Small business ownership is a key strategy for building individual, family and community wealth. When residents patronize the businesses of their neighbors they are investing directly in the health of their community. The neighborhood would like to see specific programs and benefits offered to emerging entrepreneurs and existing business owners who want to start a new business or grow an existing one. **Targeted investment and outreach to cultivate more “homegrown” businesses will be an important part of fostering a thriving community.**

Outcome: *There are unique pathways for Frenchtown residents to develop, own and operate businesses within their neighborhood.*



STRATEGY ED&CR 4.1: PROVIDE INCENTIVES FOR FRENCHTOWN RESIDENTS TO EXPAND THEIR EXISTING AND/OR DEVELOP NEW BUSINESSES WITHIN THE NEIGHBORHOOD.

Action Item ED&CR 4.1.1: Develop and implement a program that offers business development grants and loans to Frenchtown residents who have existing businesses or nonprofits in the community or want to start new a business or nonprofit within the neighborhood. Nonprofits must have a mission that benefits the neighborhood to receive assistance from this program.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA), FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality

Action Item ED&CR 4.1.2: Provide grants for interior and exterior building improvements to business and nonprofit establishments within the neighborhood that are owned/operated by Frenchtown residents. Nonprofits must have a mission that benefits the neighborhood to receive a grant.

Potential Partners: City of Tallahassee (CRA), FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality, Frenchtown Community Action Team

Action Item ED&CR 4.1.3: Create a Young Entrepreneurs Club for neighborhood youth.

Potential Partners: Frenchtown Community Action Team, Tallahassee Urban League, FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality,



Neighborhood Concern 5: The challenges residents face in building assets and wealth.



Savings and other assets can serve as a protective barrier against sudden income loss and provide the financial stability that families need to realize their dreams. Assets, which can include everything from cash in savings accounts, investments, real estate, and retirement accounts, can prevent a minor financial setback from turning into a major crisis. Yet, many families find themselves placing savings and asset development at the bottom of their priority list. **Twenty-one percent (21%) of Tallahassee's households live in "asset poverty,"** meaning they do not have enough net worth to subsist at the poverty level for three months should they lose their primary source of income. **Twenty-two percent (22%) of Tallahassee's households have zero or negative net worth.** Seven percent (7%) of households in Tallahassee have neither a checking nor savings account (Prosperity Now, 2018).

Low-income families and families of color are disproportionately affected by the challenges one can face in building wealth and developing assets. The wealth gap between America's richest and poorer families more than doubled *from 1989 to 2016* (Schaffer, 2020). Among lower and middle-income households, white families have four times as much wealth as African American families and three times as much as Hispanic families (Kocchar & Cilluffo, 2017). As income inequality and wealth disparities grow, it is imperative to provide supports for neighborhood families to build assets to increase both individual and community stability.

Outcome: Residents are connected to programs and services that help them develop financial assets such as positive credit, savings, vehicle and homeownership.



STRATEGY ED&CR 5.1: DEVELOP PROGRAMMING TO ASSIST RESIDENTS IN BUILDING FINANCIAL ASSETS.

Action Item ED&CR 5.1.1: Develop and launch a “Frenchtown Builds Credit” initiative to provide neighborhood-based credit building and financial coaching services to residents.

Potential Partners: Frenchtown Community Action Team, Tallahassee Lenders Consortium, United Way of the Big Bend, Tallahassee Urban League, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs)

Action Item ED&CR 5.1.2: Develop and implement a structured, matched savings program for residents to save for the purchase of a vehicle or home or education or small business expenses. Include ongoing financial education as a requirement to access matching funds. _

Potential Partners: Frenchtown Community Action Team, Tallahassee Lenders Consortium, United Way of the Big Bend, Tallahassee Urban League, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs)

Action Item ED&CR 5.1.3: Locate a Volunteer Income Tax Assistance (VITA) site within the neighborhood. Secure funds to offer incentives for residents to save part of their tax refund.

Potential Partners: Frenchtown Community Action Team, United Way of the Big Bend, Tallahassee Urban League, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Tallahassee Lenders Consortium

Action Item ED&CR 5.1.4: Advocate for the development of a matched children’s savings account program in local schools paired with age-appropriate financial education. (Ex: San Francisco’s Kindergarten to College program)

Potential Partners: Frenchtown Community Action Team, Tallahassee Lenders Consortium, United Way of the Big Bend, Tallahassee Urban League, Leon County Schools, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs)

References

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LAND USE AND TRANSPORTATION



LAND USE AND TRANSPORTATION



Goal:

Establish land use and development patterns and policies that are aligned with the vision of the Frenchtown community and **discourages gentrification, retains existing residents and prevents displacement.**

Establish a safe transportation system that is sensitive to the cultural and environmental amenities of the community and **provides mobility for pedestrians, bicyclists, transit users, motorized vehicle users.**

Outcome:

Frenchtown benefits from land use and development policies and transportation infrastructure that **supports the preservation and livability of the neighborhood.**



Alignment with the City of Tallahassee 2024 Strategic Plan:
Objectives 1A, 2C, 4D, 4E and 7B

Alignment with the CRA Greater Frenchtown/Southside Redevelopment Plan:
Priority Areas 4 and 5 (Sub-Area 3)

Neighborhood Concern 1: Current land use and zoning regulations threaten the character of the neighborhood and reduce the quality of life for neighborhood residents.

Recent redevelopment activities within the Frenchtown Community has drawn attention to the existing zoning regulations and densities allowed by the land development code. **Residents have expressed concerns that the existing zoning allows development patterns that are out of character with the existing and future vision of the neighborhood.**

As an example, the community often speaks negatively of developments that have been constructed that use the footprint of an entire block. These developments are very large and have unbroken facades for long distances. **The community would like to see an incremental approach to new development** that uses existing lots rather than the combination lots in an entire block.

Outcome: *Land use categories and zoning regulations preserve the character of the neighborhood and protect quality of life.*





STRATEGY LU&T 1.1: IMPLEMENT LAND USE POLICIES AND RECOMMENDATIONS THAT PRESERVE THE CHARACTER OF THE NEIGHBORHOOD.

Action Item LU&T 1.1.1: Develop and present to the Tallahassee-Leon County Planning Department recommendations for land development regulations that require redevelopment activities in areas of the neighborhood designated as Central Urban to address the scale and character of the neighborhood.

Potential Partners: Frenchtown Community Action Team, Tallahassee-Leon County Planning Department, City of Tallahassee (Growth Management; Parks, Recreation and Neighborhood Affairs)

Action Item LU&T 1.1.2: Develop and present to the Tallahassee-Leon County Planning Department recommendations to address density/intensity and nonconforming land uses within the residential areas of the neighborhood.

Potential Partners: Frenchtown Community Action Team, Tallahassee-Leon County Planning Department, City of Tallahassee (Growth Management; Parks, Recreation and Neighborhood Affairs)

Action Item LU&T 1.1.3: Continue to work with the Tallahassee-Leon County Planning Department to determine the areas in the neighborhood where the Neighborhood Boundary land use category can be implemented.

Potential Partners: Frenchtown Community Action Team, Tallahassee-Leon County Planning Department, City of Tallahassee (Growth Management; Parks, Recreation and Neighborhood Affairs)

Action Item LU&T 1.1.4: Limit and/or prohibit the expansion of high intensity future land use categories and zoning districts into the low-density residential areas of the neighborhood and explore options to allow neighborhood-scale commercial uses at appropriate intersections within the neighborhood.

Potential Partners: Tallahassee-Leon County Planning Department, City of Tallahassee (Growth Management; Parks, Recreation and Neighborhood Affairs) Frenchtown Community Action Team

Action Item LU&T 1.1.5: Implement land development regulations that limit/restrict the development of lots in the Central Urban areas of the neighborhood in a manner not consistent with the character of the neighborhood and incompatible with existing adjacent low density uses. Potential land development tools include limitation on lot aggregation and the replatting of existing lots, the establishment of a maximum lot size and maximum building footprint.

Potential Partners: Tallahassee-Leon County Planning Department, City of Tallahassee (Growth Management, Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team

Action Item LU&T 1.1.6: Designate and preserve the Goodbread Neighborhood with an appropriate residential land use category and complementary implementing zoning districts.

Potential Partners: Tallahassee-Leon County Planning Department, City of Tallahassee (Growth Management; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team

Action Item LU&T 1.1.7: Develop the City of Tallahassee-owned parcels at the intersection of Georgia and Macomb Streets in a manner consistent with the character of the neighborhood. (See Strategy 2.2)

Potential Partners: Tallahassee-Leon County Planning Department, City of Tallahassee (CRA; Growth Management; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team



STRATEGY LU&T 1.2: CREATE OPPORTUNITIES FOR NEIGHBORHOOD-SCALE COMMERCIAL DEVELOPMENT IN DESIGNATED AREAS (MAIN STREET FRENCHTOWN).

Action Item LU&T 1.2.1: Promote and market Brevard Street (Bronough Street to Woodward Avenue), Macomb Street (Tennessee Street to Brevard Street), 4th Avenue (Old Bainbridge Road to Macomb Street) for neighborhood-scale mixed-use development.

Potential Partners: Tallahassee-Leon County Planning Department, City of Tallahassee (CRA; Growth Management; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team

Action Item LU&T 1.2.2: Identify and target parcels appropriate for neighborhood-scale commercial developments.

Potential Partners: Tallahassee-Leon County Planning Department, City of Tallahassee (CRA; Growth Management; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team

Action Item LU&T 1.2.3: Work with the Tallahassee-Leon County Planning Department to develop design concepts and guidelines for “Main Street Frenchtown.”

Potential Partners: Tallahassee-Leon County Planning Department, City of Tallahassee (CRA; Growth Management; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team, local businesses



Neighborhood Concern LU&T 2: New development that is not in scale and compatible with existing development.



With new development occurring in the Frenchtown, **it is important to residents that new developments fit into the existing fabric of the neighborhood.** Frenchtown has changed significantly over the years. Macomb Street has seen the replacement of smaller commercial buildings with the Renaissance Center, houses replaced with Carter Howell Strong Pond, and larger multifamily developments like the Standard and Casanas Village have emerged. With these changes it is harder to see what Frenchtown once was, a thriving African American community with local businesses, schools, culture, and a unique identity. Frenchtown residents want to see more commercial uses, as was common in neighborhood's history; however, residents are concerned about how new commercial development fits into the community. A current opportunity to set the stage for the character the residents envision for the community is the development of the parcels owned by COT and CRA at the corner of Georgia Street and Macomb. This site is optimally located in the community and, as it is publicly owned, it offers a great opportunity to have the community set the vision they want to see in Frenchtown.

Outcome: *New development in Frenchtown is designed to honor the scale, character and history of the neighborhood.*




STRATEGY LU&T 2.1: DEVELOP DESIGN GUIDELINES FOR THE NEIGHBORHOOD AND ADVOCATE FOR THEM TO BE ADOPTED INTO THE CITY'S LAND DEVELOPMENT CODE.

Action Item LU&T 2.1.1: Establish a working group, inclusive of neighborhood residents and stakeholders, city staff and other design professionals, to identify and codify the existing/historic character of the Frenchtown Community and to develop design guidelines for said character.

Potential Partners: Frenchtown Community Action Team, Tallahassee-Leon County Planning Department, City of Tallahassee (CRA; Growth Management; John G. Riley Center and Museum; Parks, Recreation and Neighborhood Affairs), Tallahassee Trust for Historic Preservation

Action Item LU&T 2.1.2: Establish development regulations inclusive of guidelines for areas where Central Urban zoning abuts existing lower intensity and low-density residential uses. These regulations should offer options for new development to mitigate potential adverse impacts on existing uses.

Potential Partners: Tallahassee-Leon County Planning Department, City of Tallahassee (CRA; Growth Management; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team

 **Action Item LU&T 2.1.3:** Continue to collaborate with the City's Growth Management Department to establish development regulations for areas where Central Urban zoning abuts lower intensity uses and existing low density residential.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Growth Management; Parks, Recreation and Neighborhood Affairs), Tallahassee-Leon County Planning Department

Action Item LU&T 2.1.4: Collaborate with the City's Growth Management Department to have the Frenchtown Design Guidelines, as developed per Action Item LU&T 2.1.1, adopted into the City's land development code and apply them to all applicable new developments within the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Growth Management; Parks, Recreation and Neighborhood Affairs), Tallahassee-Leon County Planning Department





STRATEGY LU&T 2.2: DEVELOP CRA/CITY-OWNED LOTS WITHIN THE BOUNDARIES OF THE FRENCHTOWN COMMUNITY CONSISTENT WITH THE RECOMMENDATIONS OF THIS PLAN.

Action Item LU&T 2.2.1: Implement a process to involve the Frenchtown Community Action Team, neighborhood stakeholders, and residents on the redevelopment and sale of any COT/CRA owned properties within the boundaries of the neighborhood.

Potential Partners: City of Tallahassee (CRA; Growth Management; Parks, Recreation and Neighborhood Affairs), Tallahassee-Leon County Planning Department, Frenchtown Community Action Team

Action Item LU&T 2.2.2: Solicit and incorporate neighborhood input on the redevelopment and sale of the COT/CRA owned lots at the northwest corner of Georgia Street and Macomb Street. Develop and implement development controls on these lots to ensure that these properties are developed in a manner that is compatible with the character of Frenchtown and is consistent with this plan. (Example: limits on density, height, and use, etc.)

Potential Partners: City of Tallahassee (CRA; Growth Management; Parks, Recreation and Neighborhood Affairs), Tallahassee-Leon County Planning Department, Frenchtown Community Action Team

Action Item LU&T 2.2.3: Make city-owned lots that are zoned residential preservation available for affordable housing.

Potential Partners: City of Tallahassee (CRA; Growth Management; Housing and Community Resilience; Real Estate; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team



Neighborhood Concern LU&T 3: The displacement of residents who have historically lived and owned properties in Frenchtown.

Over the last 30 years, displacement of individuals and families that lived in Frenchtown was fostered by changes in the neighborhood's land use patterns, rezonings, redevelopment activities, and infrastructure projects. In the early 1990s, several homes on Copeland, Carolina, and Georgia streets were demolished and residents were displaced due to the construction of the Carter Howell Strong Park, a regional stormwater facility that was developed to address flooding in the area. Also, several businesses along Macomb Street were demolished and the area has been redeveloped with multi-family housing (student housing) and office uses. The western section of the neighborhood, close to Woodward Street and along Copeland, Georgia, Carolina and Brevard streets, has been redeveloped with duplexes, townhouses and multifamily uses. **These redevelopment activities have led to the demolition of existing housing, the displacement of existing residents and the influx of new residents.** Residents are concerned about these changes and their impact on residents that have lived historically in the neighborhood.

Outcome: *New development limits and/or mitigates the displacement of existing residents.*





STRATEGY LU&T 3.1: EVALUATE THE IMPACTS OF NEW PROJECTS THAT ARE RECEIVING PUBLIC FUNDING ON THE AVAILABILITY OF AFFORDABLE HOUSING AND ITS LIKELIHOOD TO DISPLACE EXISTING RESIDENTS.

Action Item LU&T 3.1.1: Request that the City of Tallahassee require new major publicly funded projects (in whole or partially) that are to be sited in Frenchtown to conduct an analysis of their potential impacts on affordable housing, as well as their potential to displace residents.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Growth Management; Housing and Community Resilience; Real Estate; Parks, Recreation and Neighborhood Affairs)

Action Item LU&T 3.1.2: Advocate for publicly funded projects (in whole or partially) that increase the supply and availability of affordable housing in the neighborhood.

Potential Partners: City of Tallahassee (CRA; Growth Management; Housing and Community Resilience; Real Estate; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team



STRATEGY LU&T 3.2: USE FINANCIAL AND/OR REGULATORY INCENTIVES TO ADDRESS AND LIMIT THE DISPLACEMENT OF EXISTING RESIDENTS AND TO CREATE AFFORDABLE HOUSING UNITS.

Action Item LU&T 3.2.1: Request that the Tallahassee CRA requires applicants seeking financial incentives for proposed developments within the Frenchtown community to identify the development's impacts on neighborhood's existing housing stock and any potential for displacement of existing residents.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Growth Management; Housing and Community Resilience; Real Estate; Parks, Recreation and Neighborhood Affairs)

Action Item LU&T 3.2.2: Request that the City of Tallahassee consider the extent to which the proposed a development impacts affordable housing and/or displaces existing residents when approving regulatory incentives/relief for developments within the Frenchtown community.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Growth Management; Housing and Community Resilience; Real Estate; Parks, Recreation and Neighborhood Affairs)



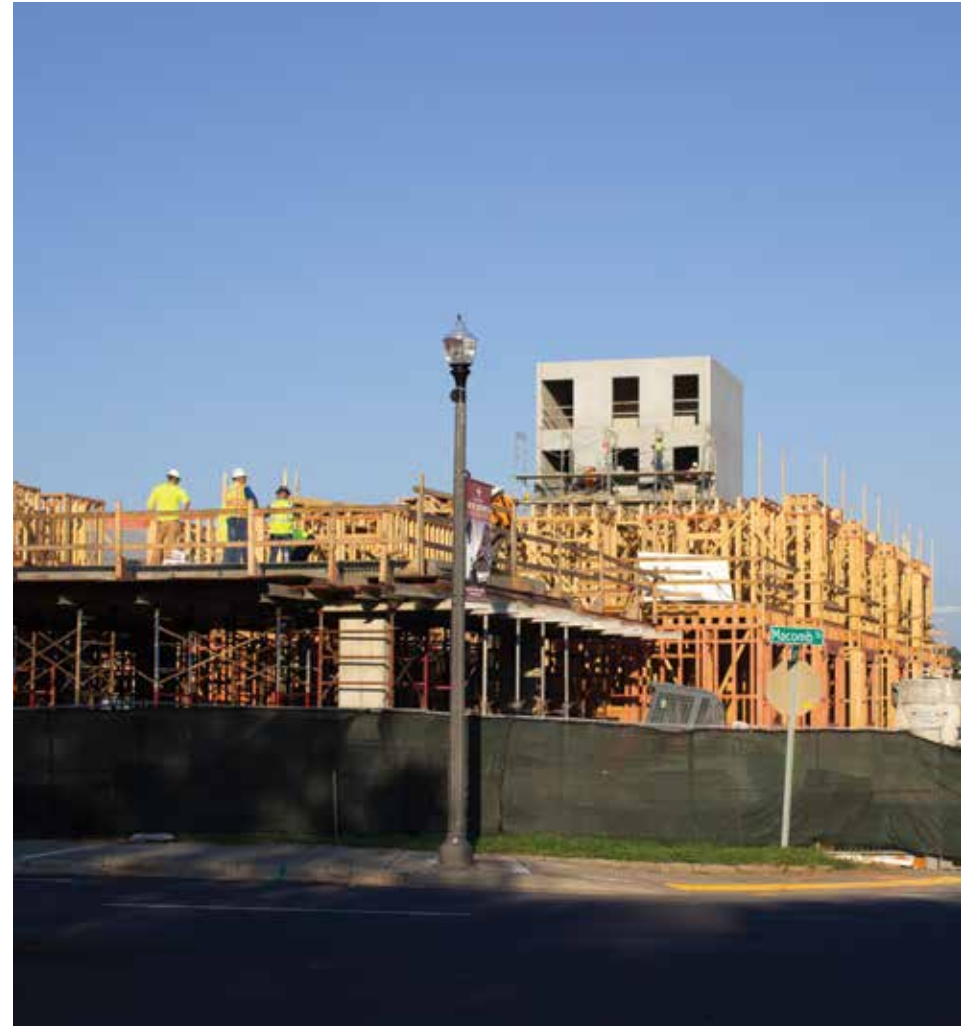
STRATEGY LU&T 3.3: USE SITE DESIGN PRINCIPLES TO MITIGATE THE IMPACTS OF NEW HIGH DENSITY/INTENSITY DEVELOPMENTS ON EXISTING LOW-DENSITY RESIDENTIAL USES AND RESIDENTS' QUALITY OF LIFE.

Action LU&T 3.3.1: Continue to engage with the City of Tallahassee's Growth Management Department in the development of design principles and practices to mitigate the impacts of new high density/intensity development on adjacent low-density development.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Growth Management; Parks, Recreation and Neighborhood Affairs)

Action Item LU&T 3.3.2: Provide the City's Growth Management Department with recommendations to address lighting, trash collection, mass and height of buildings, and parking, among other issues that affect the quality of life for residents who live in mixed-use areas.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Growth Management; Parks, Recreation and Neighborhood Affairs)



Neighborhood Concern LU&T 4: The volume of traffic and the frequency of speeding on the roads and side streets in Frenchtown.



Frenchtown is served by two major arterial roadways, Macomb Street/Old Bainbridge Road, running north and south through the neighborhood and a major collector, Brevard Street, running east and west that carries a large volume of traffic through the neighborhood. **The volume of traffic these roadways carry is very noticeable during peak travel times. During peak travel times, it is very difficult for residents to navigate their neighborhood safely.** Due to the increased traffic volume on these streets, side streets from these roadways have become the popular “cut through” pathways, for motorists going south/north and east/west. Residents have noted observing more traffic on the streets that start with D, Georgia Street and Virginia Street. In addition, the residents are seeing more vehicles travelling at speeds higher than the posted speed limit passing by their residences. Another traffic-related issue that residents have raised is accessing Macomb Street from Georgia Street. Given the volume and speed of traffic on Macomb Street, it is difficult for residents (pedestrians and/or motorists) to access Macomb Street. Overall, the community would like to see safer interactions between pedestrians and vehicles.

Outcome: Frenchtown benefits from traffic/pedestrian infrastructure that promotes safe speeds and reduced congestion.



STRATEGY LU&T 4.1: IDENTIFY OPPORTUNITIES TO IMPROVE STREET SAFETY AND REDUCE CONGESTION.

Action Item LU&T 4.1.1: Request the City, Leon County and Capital Regional Transportation Planning Agency to undertake a comprehensive traffic study of the Frenchtown neighborhood, including but not limited to pedestrian mobility and safety, the need for and the suitability of sidewalks throughout the neighborhood, traffic controls/calming, bike infrastructure, and other alternative forms of transportation. This study should be conducted in collaboration with the Frenchtown Community Action Team and other interested stakeholders. It should begin by January 2022. Coordinate this work with the efforts outlined in Action Items ED&CR 3.1.2 and ED&CR 3.1.3.

[Cross reference Neighborhood Safety and Crime Prevention]

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Underground Utilities and Public Infrastructure; Parks, Recreation and Neighborhood Affairs), Tallahassee-Leon County Planning Department, Leon County, Capital Regional Transportation Planning Agency

The neighborhood would like this traffic study to place special focus on improvements on Old Bainbridge Road (especially Brevard/Old Bainbridge intersection), Macomb Street, Dewey Street, Carolina Street, Georgia Street, Brevard Street (from Duval St. to Macomb St.) and the intersection on Brevard Street where Macomb Street dead ends into Casañas Village.

Action Item LU&T 4.1.2: Install crosswalks on Macomb Street.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Underground Utilities and Public Infrastructure; Parks, Recreation and Neighborhood Affairs), Tallahassee-Leon County Planning Department, Leon County, Capital Regional Transportation Planning Agency





STRATEGY LU&T 4.2: IDENTIFY OPPORTUNITIES TO IMPROVE PUBLIC TRANSPORTATION THROUGHOUT THE FRENCHTOWN NEIGHBORHOOD.

Action Item LU&T 4.2.1: Assess and implement ways to increase the frequency of buses and provide support for fare purchase to address barriers to transportation to essential services.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (StarMetro; Parks, Recreation and Neighborhood Affairs)

Action Item LU&T 4.2.2: Work with StarMetro to provide enhanced and improved transit amenities throughout the neighborhood, and to assess the feasibility of adding a covered bus stop on Macomb Street at the existing bus stop or some other suitable location along that street.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (StarMetro; Parks, Recreation and Neighborhood Affairs)



Neighborhood Concern LU&T 5: Localized flooding.

Frenchtown, like many communities that were built before modern stormwater regulations, experiences localized flooding. **Topographically, the Frenchtown Watershed is bowl shaped with runoff flowing down the sides of the bowl to the bottom, which is now the Carter-Howell-Strong Park pond. Using this analogy, flooding occurs along the sides of the bowl and becomes more severe lower in the bowl with flood waters accumulating at the bottom.** With the general absence of stormwater ponds in Frenchtown to store and slow the flow of water, runoff builds creating flooding along the path and at the bottom of the basin.

Accordingly, the City has constructed many drainage improvements and acquired flood prone properties in Frenchtown to alleviate flooding and reduce flood damages, including the construction of a stormwater retention pond at what is now Carter-Howell-Strong Park, and the adoption of the Frenchtown Watershed Master Plan in 2006. The adopted plan was a balance with trade-offs influenced by the community and the Commission, but what was clear moving forward was that dislocation of residents and businesses was not to occur. The reality, which was discussed at the time, is that within an urbanized area, large parcels of unimproved property, which is needed for stormwater storage to alleviate flooding do not exist and without storage of flood water, some level of flooding would continue.


Some instances of flooding are “public” where it is the City’s responsibility to address (as highlighted above) while others are “private” meaning that the flooding is due to an issue within private property. The City does have resources to help residents address private flooding issues including grants and loans. The neighborhood would like to continue to work with the City to address and mitigate instances of flooding and ensure residents are aware of all the resources available to them for this issue.



STRATEGY LU&T 5.1: IDENTIFY OPPORTUNITIES AND IMPROVEMENTS TO ALLEVIATE LOCALIZED FLOODING WITHIN THE NEIGHBORHOOD.

Action Item LU&T 5.1.1: Coordinate with the City's Stormwater Division (UUPI) to evaluate and address issues relating to flooding/stormwater in the Frenchtown Community.

Potential Partners: City of Tallahassee (Underground Utilities and Public Infrastructure; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team

 **Action Item LU&T 5.1.2:** Collaborate with the City's Stormwater Division to increase awareness, access and use of the resources that are available locally to help property owners address stormwater/flooding issues on their properties.

Potential Partners: City of Tallahassee (Underground Utilities and Public Infrastructure; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team







PLACEMAKING AND NEIGHBORHOOD IMAGE



PLACEMAKING AND NEIGHBORHOOD IMAGE



Goal:

Enhance the sense of place in the neighborhood by transforming the community and changing the perceptions so that Frenchtown is seen as a historic and vibrant community where all people can enjoy a high quality of life.

Outcome:

Frenchtown is a vibrant and thriving community where residents and visitors alike can enjoy amenities, activities and events that support and celebrate the neighborhood.

Placemaking is a process that promotes the distinctive characteristics and elements of a place and aims to expand on the positive experiences of those who live or visit there. The process considers historical attributes of people and area, important current features and assets, and the future desires of a community. Placemaking aims to capitalize on these things to further the identity and viability of a place.



Alignment with the City of Tallahassee 2024 Strategic Plan:

Objectives 2D, 7A and 7B

Alignment with the CRA Greater Frenchtown/Southside Redevelopment Plan:

Priority Area 4 (Sub-Area 3)

Neighborhood Concern P&NI 1: Unfair negative perceptions about Frenchtown.

Frenchtown struggles with poor perceptions due to several social and economic factors that occurred years ago. During the 1960's and 70's Frenchtown experienced significant increases in crime and these perceptions have been hard for the community to overcome; however, **an interest in this neighborhood has been sparked to reinvigorate Frenchtown to once again be a vibrant, exciting place that all of Tallahassee will come and enjoy.**

Outcome: Frenchtown is known throughout the region as the vibrant and historic community that current residents know it to be.






STRATEGY P&NI 1.1: IMPLEMENT STRATEGIC AND CREATIVE PROJECTS THAT PROMOTE THE IDENTITY OF FRENCHTOWN, CELEBRATE ITS ASSETS AND SOLIDIFY ITS SENSE OF PLACE.

Action Item P&NI 1.1.1: Develop a guided/walking tour that highlights Frenchtown's community assets.

Potential Partners: Frenchtown Community Action Team, local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, City of Tallahassee (CRA; John G. Riley Center and Museum), Florida Folklife Program (FL Dept. of State), COCA

 **Action Item P&NI 1.1.2:** Work with the John G. Riley Center and Museum to promote and expand the "Soul Voices" Frenchtown Heritage Trail.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; John G. Riley Center and Museum), local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, Florida Folklife Program (FL Dept. of State)

Action Item P&NI 1.1.3: Identify historic places and structures within the neighborhood with door markers.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; John G. Riley Center and Museum), local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, Tallahassee Trust for Historic Preservation

Action Item P&NI 1.1.4: Use the funding set aside for a project in the plaza space at The Standard to design, create, and install public art highlighting Frenchtown history.

Potential Partners: Frenchtown Community Action Team, Tallahassee-Leon County Planning Department, City of Tallahassee (CRA; John G. Riley Center and Museum; Parks, Recreation and Neighborhood Affairs), local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, COCA

Action Item P&NI 1.1.5: Organize and host pop-up community art shows within the neighborhood.

Potential Partners: Frenchtown Community Action Team, COCA, City of Tallahassee (CRA; Parks, Recreation and Neighborhood Affairs), local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, Riley House Museum, Tallahassee Urban League

Action Item P&NI 1.1.6: Write and publish positive opinion pieces about Frenchtown in local and regional newspapers and magazines.

Potential Partners: Frenchtown Community Action Team, local businesses, Carolina Oaks Homeowners Association, FT Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, Tallahassee Urban League, Nonprofits

STRATEGY P&NI 1.1: (cont.)

Action Item P&NI 1.1.7: Add signature sign toppers to neighborhood street signs.

Potential Partners: Frenchtown Community Action Team, Tallahassee-Leon County Planning Department, City of Tallahassee (Underground Utilities and Public Infrastructure; Parks, Recreation and Neighborhood Affairs)

Action Item P&NI 1.1.8: Install public art that portrays the character or history of the community.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (John G. Riley Center and Museum; Parks, Recreation and Neighborhood Affairs; Underground Utilities and Public Infrastructure), Tallahassee-Leon County Planning Department, COCA, local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, other nonprofits

Action Item P&NI 1.1.9: Fund Frenchtown artists to create public art that captures the historical essence of neighborhood.

Potential Partners: Frenchtown Community Action Team, COCA, local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, local artists, LeMoyné Arts, City of Tallahassee (John G. Riley Center and Museum)

Action Item P&NI 1.1.10: Offer a youth art education program for mural creation that includes graffiti as an artform.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (John G. Riley Center and Museum; Parks, Recreation and Neighborhood Affairs) COCA, local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, Riley House Museum, other nonprofits

Action Item P&NI 1.1.11: Host a “Buy A Brick” fundraising campaign to memorialize and celebrate residents and well-known people from Frenchtown. The campaign should offer patrons the opportunity to purchase personalized bricks which will be installed at Fred Lee Plaza on Georgia and Maccomb Streets.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), other nonprofits





STRATEGY P&NI 1.2: CREATE OPPORTUNITIES TO POSITIVELY PROMOTE THE NEIGHBORHOOD.

Action Item P&NI 1.2.1: Adopt and use the fleur-de-lis icon as the official logo for Frenchtown. Use the logo in all Frenchtown related events, flyers, etc.

Potential Partners: Frenchtown Community Action Team, local businesses

Action Item P&NI 1.2.2: Host gatherings for neighbors to tell and document stories about Frenchtown.

Potential Partners: Frenchtown Community Action Team, local businesses, COCA, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, City of Tallahassee (John G. Riley Center and Museum; Parks, Recreation and Neighborhood Affairs)

Action Item P&NI 1.2.3: Create scripts and/or articles from these stories to be used to promote Frenchtown's history.

Potential Partners: Frenchtown Community Action Team, local businesses, COCA, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, City of Tallahassee (John G. Riley Center and Museum; Parks, Recreation and Neighborhood Affairs)

Action Item P&NI 1.2.4: Host events where people from outside the Frenchtown Community are invited to learn about Frenchtown history. (Ex: festivals, plays, open mic, front porch conversations, storytelling, etc.)

Potential Partners: Frenchtown Community Action Team, local businesses, COCA, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, City of Tallahassee (John G. Riley Center and Museum; Parks, Recreation and Neighborhood Affairs)





STRATEGY P&NI 1.3: ENHANCE FRENCHTOWN GATEWAYS.

Action Item P&NI 1.3.1: Form a working group to work with the Tallahassee-Leon County Planning Department and the CRA to develop a gateway design concept for Macomb Street between Tennessee Street and Brevard Street.

[Reference Economic Development and Community Reinvestment]

Potential Partners: Tallahassee-Leon County Planning Department, City of Tallahassee (CRA; Underground Utilities and Public Infrastructure; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team, local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, Frenchtown Revitalization Council

Action Item P&NI 1.3.2: Identify new and enhance existing locations in the community to install entry way signs.

Potential Partners: Frenchtown Community Action Team, Tallahassee-Leon County Planning Department, City of Tallahassee (CRA; Underground Utilities and Public Infrastructure; Parks, Recreation and Neighborhood Affairs), local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, Frenchtown Revitalization Council



STRATEGY P&NI 1.4: IMPLEMENT STRATEGIES TO ABATE LITTER AND ILLEGAL DUMPING THROUGHOUT THE COMMUNITY.

Action Item P&NI 1.4.1: Coordinate monthly neighborhood cleanup activities, including Neighborhood Sweeps that address the whole neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Community Beautification and Waste Management; Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, Frenchtown Revitalization Council, Tallahassee Urban League, FSU, FAMU, Volunteer Leon, Keep Tallahassee Beautiful, Nonprofits



Action Item P&NI 1.4.2: Coordinate with Keep Tallahassee Beautiful to ensure that all Frenchtown streets are adopted.

Potential Partners: Frenchtown Community Action Team, Keep Tallahassee Beautiful, local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, Frenchtown Revitalization Council, Tallahassee Urban League, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), Nonprofits



Action Item P&NI 1.4.3: Educate the community on how to use Digitally App to report litter and dumping.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Carolina Oaks Homeowners Association; Frenchtown Neighborhood Improvement Association, Frenchtown Revitalization Council, Tallahassee Urban League, other nonprofits

Neighborhood Concern P&NI 2: Conserve/preserve the historic resources of Frenchtown.

In Frenchtown, there are many old buildings and houses. Some of these buildings/homes have rehabilitation potential while others have declined to the point it is no longer feasible to repair them. **It is important to Frenchtown residents that historic structures are identified and preserved.** Historic preservation while important to the neighborhood's identity, comes with some draw backs. The designation can create renovation and maintenance issues for homeowners that are already struggling to upkeep their residence. In some cases, renovations such as window replacement, roof repairs, door replacement, etc., may need to be approved by the Historic Preservation Review Board. If it is determined that the replacement must be accurate to the existing style this can increase the cost significantly, especially if custom replacements are needed. These are options that must be weighed before determining if a structure should be designated as "historic".

Outcome: Important historic structures are preserved without hindering neighborhood advancement.





STRATEGY P&NI 2.1: PROTECT AND REVITALIZE LOCALLY SIGNIFICANT AND HISTORIC RESOURCES.

Action Item P&NI 2.1.1: Convene a working group of residents and stakeholders to thoroughly investigate the establishment of a historic district and/or a conservation district, identify and preserve locally significant land/buildings within Frenchtown, and collect community input.

The working group would:

- Research and evaluate different tools available to protect the history and character of the neighborhood, including significant land/buildings.
- Collect and analyze community input.
- Develop a list of locally significant properties and work with the neighborhood and city/county partners to develop ideas for the properties on the list.
- Determine which properties are viable for strategic acquisition to accomplish the goals of the working group.

Potential Partners: Frenchtown Community Action Team, Tallahassee-Leon County Planning Department; City of Tallahassee (CRA; Parks, Recreation and Neighborhood Affairs), Tallahassee Trust for Historic Preservation, local businesses, Frenchtown Neighborhood Improvement Association, Frenchtown Revitalization Council, Tallahassee Urban League, Nonprofits

Action Item P&NI 2.1.2: Establish a committee to guide the renovation, preservation and use of the building at 507 W. Brevard. The Frenchtown Community Action Team (CAT) must be included in the discussions and all endeavors related to the future of the site.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Parks, Recreation and Neighborhood Affairs), Tallahassee-Leon County Planning Department, Tallahassee Trust for Historic Preservation, local businesses, Frenchtown Neighborhood Improvement Association; Frenchtown Revitalization Council, Tallahassee Urban League, other nonprofits

Action Item P&NI 2.1.3: Develop and implement grants and low interest loan programs to provide funding to repair and upkeep locally significant buildings and homes within the Frenchtown community.

Potential Partners: City of Tallahassee (CRA; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team, Tallahassee Trust for Historic Preservation, local businesses, Frenchtown Neighborhood Improvement Association, Frenchtown Revitalization Council, Tallahassee Urban League, other nonprofits



Neighborhood Concern P&NI 3: Underutilization of public spaces, open spaces, and residential and commercial lots within the Frenchtown community.

Public space is very important to the citizens of the Frenchtown community. Within the neighborhood boundaries, there are 92.67 acres of public land. The community benefits from public amenities such as Carter-Howell-Strong Park, Lincoln Neighborhood Center, Leverne Payne Community Center, Lawrence-Gregory Community Center, and Fred Lee Plaza. However, much of the public space is underutilized and lacks activities that activate and invite people to the space. In the community, you will find an old school building that is vacant and fenced, fenced off storm water facilities, and parks with limited amenities. Moving forward the community wants to ensure that public spaces, underutilized lots, storm water facilities, etc. are designed and improved in a way that creates community amenities and promotes communal gathering and recreation.

Outcome: *Parks and other public spaces are programmed with activities and are inviting and central to community life in Frenchtown.*





STRATEGY P&NI 3.1: ENHANCE AMENITIES AND HOST PROGRAMMING AND EVENTS AT CARTER-HOWELL-STRONG PARK.

Action Item P&NI 3.1.1: Form a committee to gather community input regarding enhancements and programming at Carter-Howell-Strong Park. The committee would be responsible for developing programming at the park and working with the City of Tallahassee Parks Recreation & Neighborhood Affairs Division to implement enhancements at the park.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs; Underground Utilities and Public Infrastructure)

Some ideas and issues related to Carter-Howell-Strong Park for the committee to address include water quality of the pond, trash pick-up and installation of additional trees and edible landscaping.





STRATEGY P&NI 3.2: ENHANCE OTHER PUBLIC SPACES AND VACANT LOTS WITHIN FRENCHTOWN FOR COMMUNITY BENEFIT.

Action Item P&NI 3.2.1: Identify vacant lots in the neighborhood and the existing ownership. Work with residents to develop ideas for improving vacant lots.

Potential Partners: City of Tallahassee (CRA; Parks, Recreation and Neighborhood Affairs), Tallahassee-Leon County Planning Department; Frenchtown Community Action Team

Action Item P&NI 3.2.2: Install senior amenities at neighborhood parks.

Potential Partners: City of Tallahassee (Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team

Action Item P&NI 3.2.3: Add seating throughout the neighborhood. (Ex. Fred Lee Plaza)

Potential Partners: Tallahassee-Leon County Planning Department, City of Tallahassee (CRA; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team, local businesses

Action Item P&NI 3.2.4: Assess vacant lots for additional garden space; assess needs of existing gardens.

Potential Partners: City of Tallahassee (CRA; Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team, Tallahassee Food Network

Action Item P&NI 3.2.5: Work with existing and future HOA/communities within the neighborhood to determine needed enhancement to community spaces.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Parks, Recreation and Neighborhood Affairs), Tallahassee-Leon County Planning Department, Frenchtown Neighborhood Improvement Association, Carolina Oaks Homeowners Association; Goodbread residents, Frenchtown Revitalization Council, Nonprofits

Action Item P&NI 3.2.6: Conduct a tree survey; protect and care for the neighborhood's trees.

Potential Partners: Tallahassee-Leon County Planning Department, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), Frenchtown Community Action Team, local businesses

Action Item P&NI 3.2.7: Advocate that the City acquire Lee Park and the old SAIL High School building from Leon County School Board. Work with the City to determine the use that is most in line with neighborhood goals.

[Cross reference with Economic Development and Community Reinvestment]

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA, Parks, Recreation and Neighborhood Affairs, Real Estate), Leon County School District

Action Item P&NI 3.2.8: Establish a resident committee to revitalize the park on the hill north of the cemetery (old tennis court).

Potential Partners: Frenchtown Community Action Team, Tallahassee-Leon County Planning Department, City of Tallahassee (Parks, Recreation and Neighborhood Affairs)

Action Item P&NI 3.2.9: Fund improvements at the private playground in the Goodbread neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Parks, Recreation and Neighborhood Affairs), Goodbread residents



NEIGHBORHOOD SAFETY AND CRIME PREVENTION



NEIGHBORHOOD SAFETY AND CRIME PREVENTION



Goal:

Create a safe, socially productive and viable environment for residents through the revitalization of the Frenchtown community.

Outcome:

Residents are actively engaged in crime prevention efforts to foster a greater sense of safety.



Alignment with the City of Tallahassee 2024 Strategic Plan:

Objectives 4D, 5A, 5B, 5E and 7B

Alignment with the CRA Greater Frenchtown/Southside Redevelopment Plan:

Priority Area 3 (Sub-Area 3)

Neighborhood Concern NS&CP 1: Unsafe spaces that contribute to criminal activity.

Community pride and proper stewardship of neighborhood assets are essential to creating a better quality of life for residents and enhanced community engagement. Between 2014 and 2015, Frenchtown experienced a decrease in property crimes and other offenses. Since 2015, the number of reported occurrences has remained stable, but larceny/theft, burglary and trespass have been the top three property crimes in Frenchtown for the last five years. Crime Prevention Through Environmental Design (CPTED) is a multidisciplinary approach to addressing the reduction of crime through urban and environmental design, and the built environment. Based on feedback received from residents at community meetings, Tallahassee Police Department recently installed four surveillance cameras in the neighborhood. This is an example of a CPTED method of target-hardening – which means to strengthen the security of a building or an area in order to help prevent crime. Many of the residences in Frenchtown are surrounded by overgrown shrubbery, and several overgrown lots are located throughout the neighborhood. Additionally, many older homes are not target-hardened. Through CPTED’s practices and principles, residents can manage their properties and their surroundings in manner that deters crimes and protect themselves from criminal activities.

Outcome: Frenchtown residents are using Crime Prevention Through Environmental Design (CPTED) techniques, practices and methods to better protect (target harden) their homes, property and businesses from crime.





STRATEGY NS&CP 1.1: CONSTRUCT PHYSICAL IMPROVEMENTS IN A MANNER THAT HELPS TO PREVENT AND/OR REDUCE CRIMINAL ACTIVITIES.

Action Item NS&CP 1.1.1: Provide free or low-cost maintenance of trees and landscaping for residents who could otherwise not afford it to encourage target hardening of homes.

Potential Partners: Frenchtown Community Action Team, A New Directions Program, Inc., local lawn maintenance businesses, City of Tallahassee (Housing and Community Resilience)

Action Item NS&CP 1.1.2: Identify creative uses for vacant structures and lots within the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs; Real Estate)

[Cross reference with *Placemaking and Neighborhood Image*]

Action Item NS&CP 1.1.3: Conduct or update the street lighting survey for the neighborhood and enhance/install, where warranted, additional street lighting fixtures. Prioritize Goodbread.

Potential Partners: City of Tallahassee (Electric Utility; Parks, Recreation and Neighborhood Affairs)

Action Item NS&CP 1.1.4: Maintain existing open/recreational spaces and vacant lots throughout the neighborhood in a CPTED compliant manner.

Potential Partners: City of Tallahassee (TPD; Housing and Community Resilience), Green Faith Alliance, LCSO, Frenchtown Community Action Team
[Cross Reference with *Placemaking and Neighborhood Image, Economic Development and Community Reinvestment*]

Action Item NS&CP 1.1.5: Promote maintenance of trees and landscaping to prevent crime through educational literature, social media, and partnerships with TPD.

Potential Partners: City of Tallahassee (TPD, Housing and Community Resilience), LCSO

[Cross Reference with *Health and Resident Empowerment*]



Neighborhood Concern 2: Negative perception of police presence and engagement.

Strong relationships of mutual trust between law enforcement and the communities they serve are crucial to maintain public safety and effective policing.

Police officials depend on the cooperation of the community to provide information about crime in their neighborhoods and to work with the police to come up with solutions. Similarly, community members' willingness to trust the police depends on whether they believe that police actions reflect community values and are within the limitations of procedural justice and legitimacy. Data provided by TPD reflect that proactive community policing totaled 1,788 police interactions in Frenchtown over the last five years. Residents would like to see law enforcement continue to strengthen its proactive and positive presence in the neighborhood. Currently, there is not an active/established neighborhood crime watch in Frenchtown. Through an active crime watch program, partnerships are established with local law enforcement, residents are educated about crime trends occurring in the neighborhood, and there is a collective effort to help reduce crime in their neighborhood. Resident education on crime prevention methods and crime-related data is critical to understanding the impact of crime on quality of life. Crime and the perception of crime have a significant impact on the livability of a neighborhood. Currently, the Tallahassee Online Police Statistics (TOPS) system is available for public use. Additionally, there are several public safety programs offered by local law enforcement agencies to educate citizens on neighborhood safety and crime prevention.

Outcome: Police and residents have opportunities to develop positive relationships and a sense of partnership, as well as establish programs that promote safety and a better understanding of crime-related data are available to residents.





STRATEGY NS&CP 2.1: EDUCATE RESIDENTS ABOUT NEIGHBORHOOD SAFETY AND CRIME PREVENTION.

Action Item NS&CP 2.1.1: Update residents about crimes occurring in Frenchtown at regular neighborhood meetings.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD; Parks, Recreation and Neighborhood Affairs), Public Safety Collective

Action Item NS&CP 2.1.2: Partner with businesses and non-profit organizations to host public safety workshops in the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD; Parks, Recreation and Neighborhood Affairs), Public Safety Collective, area schools, area churches, businesses

Action Item NS&CP 2.1.3: Identify and encourage various residents to participate in the TPD Ride-A-Long program, TPD Citizen's Academy, TFD Citizen's Academy, and the Titans Program offered by A New Directions Program Inc.

Potential Partners: City of Tallahassee (TPD, TFD), Leon County Sheriff's Office, community service agencies, A New Directions Program Inc., Frenchtown Community Action Team

Action Item NS&CP 2.1.4: Provide training to at-risk youth and parents about the criminal justice system, civic education, civil rights, etc.

Potential Partners: Legal Services of North Florida, A New Directions Program Inc., Florida Justice Program, Frenchtown Community Action Team, Frenchtown Revitalization Council






STRATEGY NS&CP 2.2: INCREASE OPPORTUNITIES FOR YOUTH TO POSITIVELY ENGAGE AND CONNECT WITH LAW ENFORCEMENT.

Action Item NS&CP 2.2.1: Develop and implement a Neighborhood Safety & Crime Prevention mentor and volunteer program to work with middle and high school students with interest in a law enforcement career. Collaborate with area schools to see if children participating in the program could receive school credit.

Potential Partners: Leon County School Board, City of Tallahassee (TPD), LCSO, Public Safety Collective, Frenchtown Community Action Team

Action Item NS&CP 2.2.2: Distribute information and recruit participants  for TPD's youth programs (Explorers, RAD kids, Youth Citizen's Police Academy, McGruff the Crime Dog) at area schools, neighborhood meetings, and events. Involve parents and caregivers. Connect participants to other mentors.

Potential Partners: Leon County School Board, City of Tallahassee (TPD), Public Safety Collective, Frenchtown Community Action Team

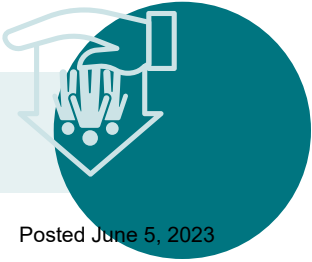
Action Item NS&CP 2.2.3: Develop scholarships to support neighborhood youth to train for public safety careers.

Potential Partners: Leon County School Board, City of Tallahassee (TPD, TFD), LCSO, Public Safety Collective, Frenchtown Community Action Team

Action Item NS&CP 2.2.4: Establish sports leagues/events that partner youth with law enforcement personnel.

Potential Partners: Frenchtown Community Action Team, Public Safety Collective, City of Tallahassee (TPD; Parks, Recreation and Neighborhood Affairs), LCSO, Public Safety Collective, sporting goods retailers, after-school program providers, local churches





STRATEGY NS&CP 2.3: ESTABLISH PARTNERSHIPS WITH LOCAL LAW ENFORCEMENT AGENCIES.



Action Item NS&CP 2.3.1: Establish a Neighborhood Crime Watch, including the identification of a block captain for each block (especially "hot spot" areas) within the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD), Public Safety Collective, LCSO, Big Bend Crime Stoppers, Urban League



Action Item NS&CP 2.3.2: Send neighborhood representatives to the Public Safety Collective meetings to provide updates on Neighborhood Safety and Crime Prevention efforts.

Potential Partners: Frenchtown Community Action Team, Public Safety Collective

Action Item NS&CP 2.3.3: Host an implicit bias workshop and empathy building trainings with residents and assigned Community Oriented Policing and Problem Solving (COPPS) squad. Provide similar training to public defenders, prosecutors, and law enforcement partners.

Potential Partners: Public Safety Collective, City of Tallahassee (TPD), LCSO, Big Bend Crime Stoppers, Frenchtown Community Action Team

Action Item NS&CP 2.3.4: Meet with members of the Public Safety Collective to discuss procedures and methods for legal processing of at-risk youth and offenders.

Potential Partners: Frenchtown Community Action Team, Public Safety Collective, City of Tallahassee (TPD), LCSO

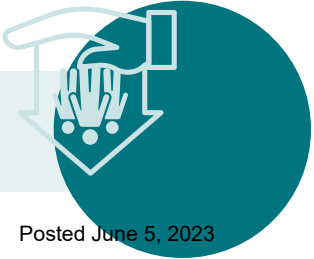


Potential Partners: Public Safety Collective, City of Tallahassee (TPD), LCSO, Big Bend Crime Stoppers, A New Directions Program Inc., NAACP, Big Bend Re-entry Coalition, Frenchtown Community Action Team

Action Item NS&CP 2.3.6: Develop and implement a restorative justice program that includes training, elder circles and alternatives to prevent/curb incarceration and detention.

Potential Partners: Frenchtown Community Action Team, Public Safety Collective, City of Tallahassee (TPD), LCSO, Big Bend Crime Stoppers, A New Directions Program Inc., Children's Home Society, Capital City Youth Services

Action Item NS&CP 2.3.5: Develop and implement criminal justice programs that provide an alternate pathway for young people and adults facing criminal offenses, including preventative programs.



Posted June 5, 2023

STRATEGY NS&CP 2.4: WORK WITH MEMBERS OF THE PUBLIC SAFETY COLLECTIVE TO PROMOTE AND ENHANCE COMMUNITY-POLICING EFFORTS.

Action Item NS&CP 2.4.1: Collaborate with TPD to identify additional locations for the installation of surveillance cameras in Frenchtown.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD), Tallahassee Urban League

Action Item NS&CP 2.4.2: Host activities that provide opportunity for law enforcement and residents to positively interact. (ex: Operation Safe Neighborhoods, Clippers with Cops, etc.)

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD), LCSO

Action Item NS&CP 2.4.3: Distribute information (brochures, fliers, emails, etc.) about TPD's Residential Surveys at various businesses, churches, non-profits, and community centers within the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD)

Action Item NS&CP 2.4.4: Lobby TPD for increased neighborhood patrolling, including bicycle patrols.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD), LCSO

Action Item NS&CP 2.4.5: Work with TPD to increase officer recruitment in and from the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD), LCSO, Tallahassee Urban League

Action Item NS&CP 2.4.6: Work with the City to create an Officer in Residence program for the Frenchtown neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD)

Action Item NS&CP 2.4.7: Work with convenience store owners in Frenchtown to mitigate the criminal nuisance environment that these establishments can foster.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD), local convenience store owners/operators



STRATEGY NS&CP 2.5: ENGAGE AND EDUCATE NEIGHBORHOOD RESIDENTS AND STAKEHOLDERS (CHURCHES, SCHOOLS, BUSINESS OWNERS, LANDLORDS) ON CRIME REPORTING, FIRE PREVENTION, AND PERSONAL SAFETY TECHNIQUES.

Action Item NS&CP 2.5.1: Install Neighborhood Watch signage at key locations in the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD), Tallahassee Urban League

Action Item NS&CP 2.5.2: Host a Public Safety Fair in the neighborhood.

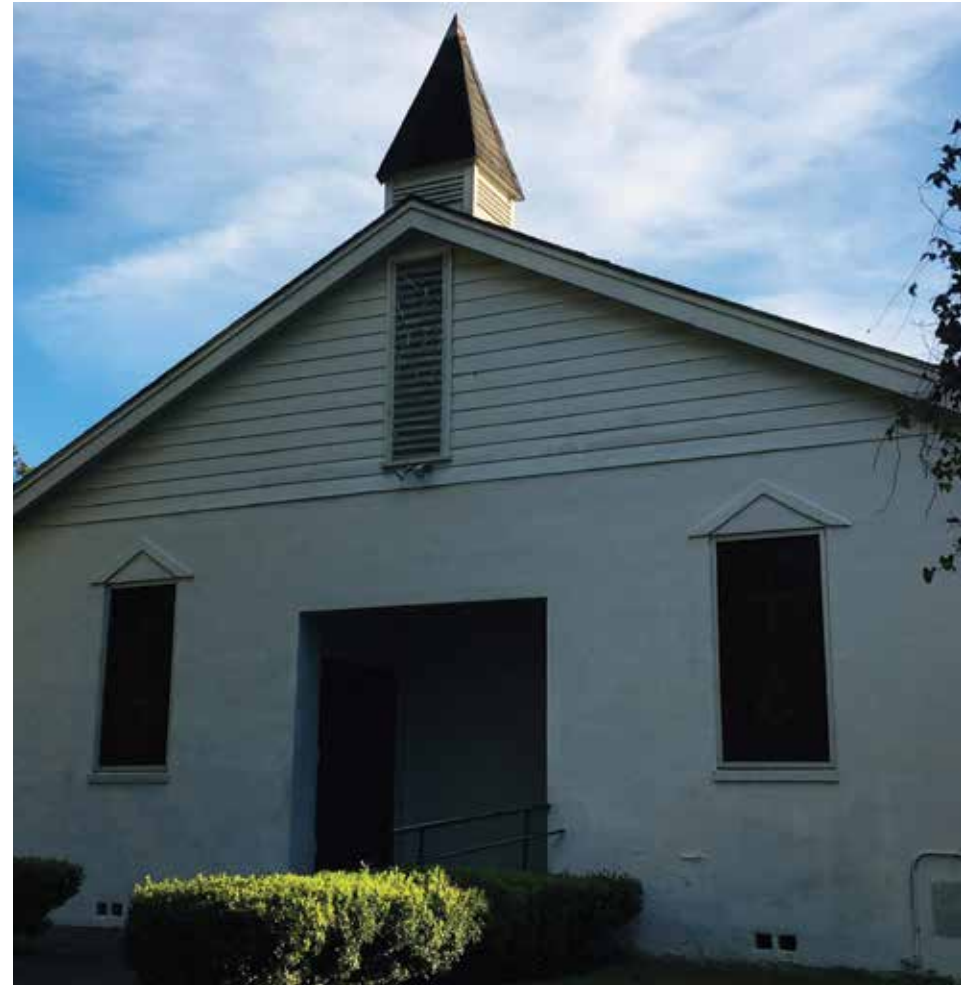
Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs; TPD; TFD; Housing and Community Resilience), LCSO, Big Bend Crime Stoppers, local businesses, Tallahassee Urban League, Frenchtown Neighborhood Improvement Association, non-profits

Action Item NS&CP 2.5.3: Host safety and security trainings for houses of worship and religious meetings.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TPD; TFD), LCSO, Big Bend Crime Stoppers, local churches

Action Item NS&CP 2.5.4: Establish a Neighborhood Response Team to assist with resident education on natural and hazardous disasters.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee, (Parks, Recreation and Neighborhood Affairs), Leon County EMS





HEALTH AND RESIDENT EMPOWERMENT



HEALTH AND RESIDENT EMPOWERMENT



Goal:

Empower residents with the tools they need to live a healthier lifestyle and improve their access to resources that promote their financial, educational, employment, and emotional wellbeing.

Outcome:

Residents of Frenchtown have access to resources and are knowledgeable about ways that can **enhance their overall quality of life.**



Alignment with the City of Tallahassee 2024 Strategic Plan:
Objectives 2A, 2D and 6B

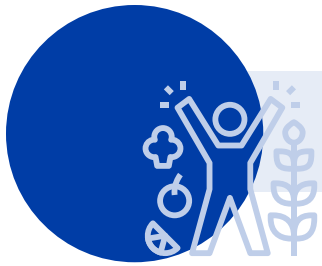
Alignment with the CRA Greater Frenchtown/Southside Redevelopment Plan:
Priority Areas 2 and 4 (Sub-Area 3)



Neighborhood Concern H&RE 1: Access to healthy food.

Access to fresh, healthy, affordable food is a major concern for many traditionally underserved neighborhoods in Tallahassee. On average, Frenchtown residents spend an estimated \$1,940 on food at home and \$1,316 on food away from home annually. With median household income for Frenchtown residents at \$16,860, approximately 20 percent of a household's income is spent on food, yet there are limited options for healthy, affordable food within close proximity to the neighborhood. The closest large grocery store to Frenchtown is the Lake Ella Publix on Monroe Street, which is approximately one mile from Frenchtown. Many Frenchtown residents are transportation-challenged and walk to obtain various necessities and services. One emerging asset for food access is the 4th Avenue Market, located on Fourth Avenue between Central Street and N. Macomb Street, which has recently begun to offer more fresh food. Other food retail options in the neighborhood are the Dollar General and Family Dollar stores, neither of which sells items like meat and produce. A weekly farmers market operated by the Frenchtown Heritage Hub and the iGrow Farm on Dent Street provide limited/periodic access to fresh produce. Project Annie, Inc. and the Watson Temple Food Pantry also help to address food insecurity issues.

Outcome: Frenchtown residents have easy access to fresh, healthy, affordable food.



STRATEGY H&RE 1.1: PROMOTE AND ENHANCE PROGRAMS AND RESOURCES THAT FACILITATE RESIDENTS GAINING EASY ACCESS TO FRESH, HEALTHY, AFFORDABLE FOOD.

Action Item H&RE 1.1.1: Use existing or new community gardens to offer gardening education and nutrition programs.

Potential Partners: Tallahassee Food Network, Florida Department of Agriculture, FAMU Extension, UF/IFAS Extension Office, Frenchtown Community Action Team, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Tallahassee Green Faith Alliance

Action Item H&RE 1.1.2: Enhance and develop the space at the iGrow Farm on Dent Street in order to build capacity to sell produce and offer more programming.


Potential Partners: Tallahassee Food Network, Florida Department of Agriculture, FAMU Extension, UF/IFAS Extension Office, Frenchtown Community Action Team, City of Tallahassee (CRA; Housing and Community Resilience), Tallahassee Green Faith Alliance

Action Item H&RE 1.1.3: Expand Frenchtown Farmers Market to provide greater access to fresh, local, seasonal, and organic produce; and connect local farmers and cottage food vendors to a low-barrier sales platform.

Potential Partners: Frenchtown Neighborhood Improvement Association

Action Item H&RE 1.1.4: Develop and offer incentives to attract fresh food markets and businesses to locate in Frenchtown.

Potential Partners: Tallahassee-Leon County Office of Economic Vitality, City of Tallahassee (CRA), Frenchtown Neighborhood Improvement Association, Frenchtown Community Action Team
[Cross Reference with Economic Development and Community Reinvestment]

 **Action Item H&RE 1.1.5:** Collaborate with the Tallahassee Food Network and Frenchtown Heritage Hub to promote the City's community gardening program to Frenchtown residents.

Potential Partners: Tallahassee Food Network, Frenchtown Neighborhood Improvement Association, Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs)

Action Item H&RE 1.1.6: Work with community members to establish and support food pantries, feeding programs, and pop-up food distributions, including mobile produce trucks.

Potential Partners: Tallahassee Food Network (Hucksters Mobile Market), Second Harvest of the Big Bend, Tallahassee Urban League, Frenchtown Neighborhood Improvement Association, Project Annie, Inc., Frenchtown Community Action Team

Action Item H&RE 1.1.7: Develop and implement a culinary training program at the Frenchtown Heritage Hub.

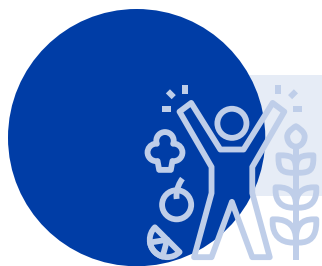
Potential Partners: Frenchtown Neighborhood Improvement Association, Lively Technical College, Keiser University, Kitchenable, Publix Aprons, Frenchtown Community Action Team, A New Direction Program Inc.

Neighborhood Concern H&RE 2: Environmental issues affecting Frenchtown.

Environmental health is a branch of public health that focuses on the effects of the natural and built environment on human health. **Just as conditions in our homes have implications for our health, the neighborhoods where we live can have major effects on our health and opportunities to be healthy.** Depending on where we live, our health may be adversely affected by adverse neighborhood characteristics. These can include poor air and water quality, litter, illegal dumping, hazardous substances (i.e. asbestos and lead-based paint in older homes), flooding, potential contamination from commercial uses, substandard housing, and lack of access to nutritious foods and safe places to exercise or play. Some residents of Frenchtown have expressed concern with a number of their neighbors who have suffered from strokes recently; many of whom had a perfect bill of health. They are wondering whether there is something in their surroundings that may have contributed to their illnesses.

Outcome: *Frenchtown is a neighborhood with clean air and water and safe infrastructure.*





STRATEGY H&RE 2.1: CONDUCT AN ENVIRONMENTAL HEALTH ASSESSMENT.

Action Item H&RE 2.1.1: In collaboration with local public health entities, use the Protocol for Assessing Community Excellence in Environmental Health (PACE EH) to conduct an environmental health assessment of the Frenchtown neighborhood.

Potential Partners: Frenchtown Community Action Team, Tallahassee Food Network, Rethink Energy, Leon County Health Department, Green Faith Alliance, City of Tallahassee (Housing and Community Resilience), Neighborhood Medical Center, Bond Community Health Center

Action Item H&RE 2.1.2: Share findings of the assessment with residents, the County and City, and develop a plan of action to address findings.

Potential Partners: Frenchtown Community Action Team, Tallahassee Food Network, Leon County Health Department, City of Tallahassee (Parks, Recreation and Neighborhood Affairs)





Neighborhood Concern H&RE 3: Access to healthcare and wellness activities.

The percentage of residents in Frenchtown with no health insurance is as follows: 1.2% in ages 19 and under, 8.7% in ages 19-34, 14.9% in ages 35-64 .1% in age 65 and up. The percentage of adult residents exercising two or more times a week at home is 25.3%, with 11.7% exercising two or more times a week at an exercise club.

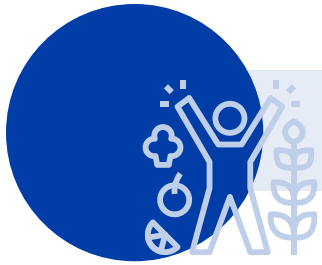
Several facilities that offer healthcare and wellness services are located in or nearby the Frenchtown neighborhood. A Life Recovery Center Inc., located on Georgia Street in the neighborhood, provides substance abuse treatment services in residential and outpatient settings. These services include but are not limited to behavioral therapy, substance abuse counseling, individual and group counseling and relapse prevention. The Neighborhood Medical Center at the Lincoln Neighborhood Center and the Leon County Health Department provide residents with access to some health care services within the neighborhood. The Lincoln Neighborhood Center, Lawrence-Gregory Community Center, Robinson Trueblood Pool and the Leverne Payne Community Center are all neighborhood facilities run by the City of Tallahassee that offer a variety of exercise and wellness programming.

Transportation is a challenge for some residents, making regular trips to health care providers difficult. Providing easy access to healthcare services and wellness activities to residents in the community would be a valuable resource. Healthcare costs (real and perceived) and trust may be other factors preventing residents from accessing preventative care and the neighborhood would like to work with providers to address these barriers.

Outcome: Frenchtown residents can easily access healthcare services and other wellness activities.

Population Age	% without Health Insurance
Under 19	1.2%
19-34	8.7%
35-64	14.9%
65+	0.1%


Source: American Community Survey (ACS) 5-year Data



STRATEGY H&RE 3.1: CONNECT RESIDENTS TO EXISTING HEALTH AND WELLNESS SERVICES, INCLUDING, WHERE POSSIBLE, OFFERING THOSE SERVICES IN THE COMMUNITY.

Action Item H&RE 3.1.1: Develop and implement a neighborhood ambassador program to provide trained neighborhood residents to serve as liaisons between residents and healthcare providers to help residents receive/access the healthcare benefits that are available to them.


Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), 2-1-1 Big Bend, Tallahassee Housing Authority, Kids Incorporated, Chambers of Commerce, Early Learning Coalition, TMH, Care Pointe, other health providers

 **Action Item H&RE 3.1.2:** Develop a database of the healthcare and wellness services providers that are in the neighborhood and surrounding areas and share the database with Frenchtown residents.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), 2-1-1 Big Bend

Action Item H&RE 3.1.3: Work with existing healthcare and wellness services providers to expand current services and wellness activities within the neighborhood.


Potential Partners: Frenchtown Community Action Team, Care Point Health & Wellness, Tallahassee Memorial Hospital, Neighborhood Medical Center

 **Action Item H&RE 3.1.4:** Partner with Neighborhood Medical Center at the Lincoln Center to promote and connect residents to the services that it offers.

Potential Partners: Frenchtown Community Action Team, Neighborhood Medical Center

Action Item H&RE 3.1.5: Partner with local healthcare providers to promote the use of telehealth by Frenchtown residents.

Potential Partners: Frenchtown Community Action Team, Care Pointe, Tallahassee Memorial Hospital, Neighborhood Medical Center

 **Action Item H&RE 3.1.6:** Promote 2-1-1 Big Bend as a clearinghouse of available healthcare and wellness resources.

Potential Partners: 2-1-1 Big Bend, Frenchtown Community Action Team

Action Item H&RE 3.1.7: Create additional recreation/wellness facilities and resources and enhance existing facilities and resources.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), Leon County Health Department, recreation/wellness providers

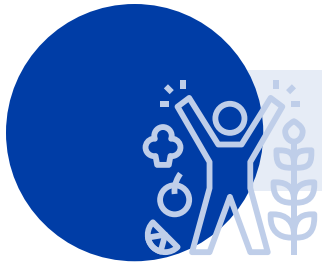




Neighborhood Concern H&RE 4: Social connections and opportunities for intergenerational interactions.

With over 5,000 residents living in the Frenchtown neighborhood, a sense of connectivity between neighbors is essential to the success of any program or plan being implemented. The effects of isolation and loneliness can have severe impacts on the health of seniors. One study found that **lonely seniors have a 59% higher risk of physical and mental health decline, and a 45% greater risk of death.** The Lincoln Neighborhood Center and Leverne-Payne Community Center offer a variety of programs and classes that assist in providing opportunity for residents to connect and engage with one another, but the neighborhood would like to create additional opportunities for intergenerational interaction.

Outcome: Residents have ample opportunities to connect and engage with each other.



STRATEGY H&RE 4.1: DEVELOP AND PROMOTE NEIGHBORHOOD ACTIVITIES AND PROGRAMS THAT OFFER OPPORTUNITIES FOR RESIDENTS TO CONNECT WITH ONE ANOTHER.

Action Item H&RE 4.1.1: Host workdays for neighborhood residents at the community gardens.

Potential Partners: Tallahassee Food Network, Frenchtown Community Action Team, Florida Department of Agriculture, FAMU Extension, UF/IFAS Extension Office

Action Item H&RE 4.1.2: Organize and host recurring and creative community gatherings and events (i.e., potlucks, movie nights, community cookouts, neighborhood cleanups, etc.).

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs)

Action Item H&RE 4.1.3: Host large community events in Frenchtown (i.e., block parties, Longest Table, Get-Downs centered around FAMU football games). Partner with local businesses to sponsor.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA, Parks, Recreation and Neighborhood Affairs), local businesses
[Cross Reference with Economic Development and Community Reinvestment]

Action Item H&RE 4.1.4: Lobby FAMU to bring its Homecoming parade back to Frenchtown to reconnect the university to the neighborhood.

Potential Partners: Frenchtown Community Action Team, Frenchtown businesses, FAMU
[Cross Reference with Economic Development and Community Reinvestment]

Action Item H&RE 4.1.5: Develop a database with contact information for neighborhood residents who will help to host and promote events within the neighborhood. Develop and maintain social media pages for the neighborhood.

Potential Partners: Frenchtown Community Action Team

Action Item H&RE 4.1.6: Develop and implement programs that connect youth with seniors (Adopt-a-Grand Friend). Establish a youth volunteer program that provides assistance to neighborhood seniors.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), Leon County School Board, Lively Technical College

Action Item H&RE 4.1.7: Develop and implement a neighborhood skill share program.

Potential Partners: Frenchtown Community Action Team, Leon County School Board, Lively Technical College, City of Tallahassee (Parks, Recreation and Neighborhood Affairs)

Action Item H&RE 4.1.8: Continue to offer and support Art Walk Events.

Potential Partners: Carolina Oaks Homeowners Association COCA, Frenchtown Community Action Team, City of Tallahassee (CRA; Parks, Recreation and Neighborhood Affairs)
[Cross Reference with Placemaking and Neighborhood Image]

Action Item H&RE 4.1.9: Set up listening booths in the community to document stories. Develop a story-telling project to turn neighborhood stories into plays that are presented in the community.

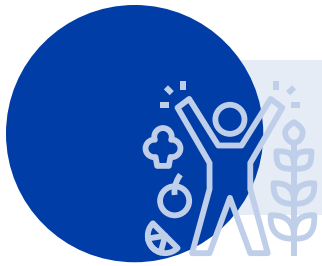
Potential Partners: Frenchtown Community Action Team, COCA, City of Tallahassee (CRA; Parks, Recreation and Neighborhood Affairs;), Tallahassee-Leon County Office of Economic Vitality, Tallahassee-Leon County Planning Department, FAMU, FSU, Black Archives
[Cross Reference with Placemaking and Neighborhood Image]

Neighborhood Concern H&RE 5: Access to educational, vocational and employment opportunities for adults and youth.

Frenchtown residents have expressed a desire to improve the educational, training and employment services that are available to youth and adults. Of the 5,000 Frenchtown residents, 17% have no high school diploma, 26% have only a high school diploma, 38% have some college and 18% have a bachelor's degree or higher. **The unemployment rate in Frenchtown is just under 24%, compared to 7% for Tallahassee.** Of those employed in the Frenchtown area, 52% are white-collar workers, 13% are blue-collar workers and 35% are in the service industry. **There are 138 businesses in Frenchtown, employing 1,411 employees** (ACS, 2018). Residents in the Frenchtown neighborhood seeking employment or wishing to continue their education have expressed a lack of resources to help with continuing education, job training and employment opportunities.

Outcome: Frenchtown residents are knowledgeable of available training and employment opportunities and have access to these services.





STRATEGY H&RE 5.1: PROMOTE AND ENHANCE PROGRAMS AND TRAININGS FOR YOUTH AND ADULTS TO GAIN ACCESS TO EDUCATIONAL, VOCATIONAL AND EMPLOYMENT OPPORTUNITIES.

Action Item H&RE 5.1.1: Promote and advertise existing vocational and job training programs and resources through marketing and events in Frenchtown that target disconnected youth.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (TEMPO), Frenchtown Neighborhood Improvement Association, Tallahassee Urban League, A New Directions Program, Inc., CareerSource

Action Item H&RE 5.1.2: Develop and implement a neighborhood-based reading and STEAM mentoring program for youth.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), Leon County School Board, Leon County Public Library

Action Item H&RE 5.1.3: Use the Lincoln Center as a resource for computer and technology training. Explore the possibility of using the old SAIL School as site for programming and training classes.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Parks, Recreation and Neighborhood Affairs), Leon County School Board, training providers
[Cross Reference with Economic Development and Community Reinvestment]

Action Item H&RE 5.1.4: Identify and assess existing early childhood programming/resources in the neighborhood to determine need/gaps.

Potential Partners: Frenchtown Community Action Team, Early Learning Coalition of the Big Bend, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), Leon County School Board

Action Item H&RE 5.1.5: Work with partners to increase early childhood programming/services available in the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), Leon County School Board, Early Learning Coalition of the Big Bend

Action Item H&RE 5.1.6: Organize and support a Frenchtown youth advisory group.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), youth leadership training providers

Action Item H&RE 5.1.7: Increase summer and afterschool programming and mentoring opportunities for youth in the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Community Services; Parks, Recreation and Neighborhood Affairs)

Action Item H&RE 5.1.8: Create opportunities for youth to receive arts and music education in the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), COCA, LeMoyne Arts

Action Item H&RE 5.1.9: Host neighborhood events that showcase the skills and talents of neighborhood youth.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), COCA, Carolina Oaks Homeowners Association

STRATEGY H&RE 5.1: (cont.)

STRATEGY H&RE 5.1: (cont.)

Action Item H&RE 5.1.10: Partner with area schools and universities to host events targeted to youth that highlight educational/vocational training and career opportunities.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Community Services; Parks, Recreation and Neighborhood Affairs), Leon County School Board, FSU, FAMU, TCC, Lively Technical College, Career Source

Action Item H&RE 5.1.11: Provide resume writing, interview preparation and job coaching assistance in the neighborhood on a regular basis.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Community Services; Parks, Recreation and Neighborhood Affairs), Career Source

Action Item H&RE 5.1.12: Host job fairs and employment support services at locations within Frenchtown; link residents to employment services outside of the neighborhood.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Community Services; Parks, Recreation and Neighborhood Affairs), Career Source

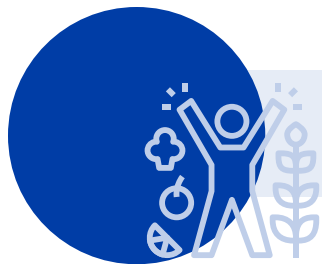


Neighborhood Concern H&RE 6: The challenges residents who have been incarcerated face.

There are millions of formerly incarcerated individuals in the United States. On an annual basis, nearly 1,000 former inmates are released into Leon, Gadsden, Jefferson and Wakulla counties. Unfortunately, within three years, an estimated 25% of these individuals will commit another crime and be rearrested and sentenced to a county jail or a state or federal prison. **Formerly incarcerated residents face a number of barriers to employment and housing, making reentry into the community even more challenging.** Residents of Frenchtown know that some of their neighbors are in this situation and would like to be proactive about providing referrals to supportive services.

Outcome: Formerly incarcerated Frenchtown residents are knowledgeable of how access supportive services that assist in connecting them to housing and employment.





STRATEGY H&RE 6.1: CONNECT FORMERLY INCARCERATED RESIDENTS WITH THE SERVICES AND RESOURCES NEEDED TO MAKE THEIR REENTRY SUCCESSFUL.

Action Item H&RE 6.1.1: Identify and connect formerly incarcerated residents to resources that assist people with housing and employment opportunities.

Potential Partners: Frenchtown Community Action Team, Tallahassee Urban League, Big Bend Re-Entry Coalition, HELP Inc., City of Tallahassee (Community Services), A New Directions Inc.

Action Item H&RE 6.1.2: Establish partnerships with agencies to assist previously incarcerated people with employment opportunities.

Potential Partners: Frenchtown Community Action Team, Career Source, Big Bend Re-Entry Coalition, HELP, City of Tallahassee (Community Services)

Action Item H&RE 6.1.3: Advocate for an Office on Returning Citizens in the Mayor's Office.

Potential Partners: Frenchtown Community Action Team, Big Bend AFTER Re-Entry Coalition, Legal Services of North Florida



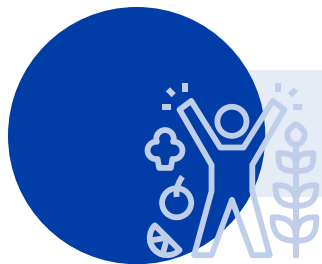


Neighborhood Concern H&RE 7: Availability of supportive services to prevent homelessness.

Many factors can lead to housing instability for individuals and families, many of which this plan is attempting to address. **Health, mental health, financial and personal safety issues can all lead to housing insecurity.** Though it is the goal that many of the social supports put in place through this plan will decrease housing instability, the neighborhood also wants to be intentional about connecting residents to services that can prevent homelessness.

A number of resources exist for residents who are experiencing housing instability and the neighborhood would like ensure people know where to get help. Frenchtown was the location of The Shelter, a homeless-serving organization before it closed in 2017 and merged into what is now The Kearney Center. The Kearney provides 24-hour comprehensive emergency services to individuals experiencing or on-the-verge of experiencing homelessness. Grace Mission, located in the neighborhood at the corner of Brevard and Bronough streets, provides comprehensive services to individuals experiencing homelessness. Some of the services provided by Grace Mission include: providing meals, showers, supplies for school-age children, quarterly medical clinics, flu shots, providing medications and clothing, referrals to counseling and assistance with obtaining photo IDs and birth certificates. Another resource is the Big Bend Continuum of Care which develops and implements strategies to help end homelessness and coordinates the community's policies, strategies, and activities toward ending homelessness.

Outcome: *Frenchtown residents have secure housing and access to resources to assist when challenges arise.*



STRATEGY H&RE 7.1: CONNECT UNSHELTERED RESIDENTS TO SERVICES AND RESOURCES THAT ASSIST WITH HOUSING ISSUES.

Action Item H&RE 7.1.1: Develop a resource referral list to provide to those in the community who are homeless or are in danger of becoming homeless.

Potential Partners: Frenchtown Community Action Team, Big Bend Continuum of Care, Big Bend Homeless Coalition, The Kearney Center, Tallahassee Housing Authority, City of Tallahassee (Housing and Community Resilience)

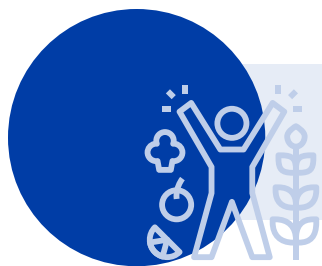


Neighborhood Concern H&RE 8: Empowerment of neighborhood residents and groups to advocate for the neighborhood more effectively.




Frenchtown has struggled with establishing a unified community organization to represent the neighborhood and to address its problems. In 1990, a group of concerned residents decided to establish the Frenchtown Neighborhood Improvement Association (FNIA) to address conditions in the community. Over the course of several years and a few leadership changes, the FNIA successfully led revitalization efforts in Frenchtown. In 1999, the Greater Frenchtown Revitalization Council worked to establish the neighborhood as a Front Porch Florida Community. Currently, there are multiple groups doing work in the Frenchtown Area. Although each of these groups are doing great things for the community, there seems to be little communication between groups as to what the other is doing. To maximize the benefits each of these groups bring to the community, it would be beneficial to have one organization that coordinates with all others on a regular basis. Residents have stated that there is a need for a strong and effective neighborhood organization to help them get organized and become advocates for their neighborhood. **A strong neighborhood organization can provide support to community members wanting to be active advocates in their neighborhood and will help to foster a stronger sense of community within the neighborhood.** Along with a governing neighborhood organization, creating and promoting programs and events that allow community members to be actively involved in their local government will allow residents to have a stronger voice in what is taking place in their community.

Outcome: Residents are organized and have easy access to the training and support they need to advocate for the neighborhood.



STRATEGY H&RE 8.1: ESTABLISH A BROAD-BASED NEIGHBORHOOD ORGANIZATION TO LEAD AND OVERSEE IMPLEMENTATION OF THE NEIGHBORHOOD PLAN AND SERVE AS THE NEIGHBORHOOD ASSOCIATION.

 **Action Item H&RE 8.1.1:** Support the transition of the Frenchtown Community Action Team (CAT) into creating/leading a broad-based neighborhood organization.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs)

Action Item H&RE 8.1.2: Develop an organization structure and by-laws for the broad-based neighborhood organization referenced in Action Item H&RE 8.1.1.

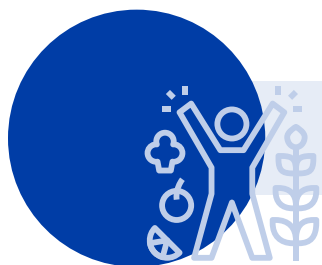
Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs)

Action Item H&RE 8.1.3: Create a community outreach team for neighborhood engagement, information sharing and volunteer recruitment. Develop annual goals for the team.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs)

Action Item H&RE 8.1.4: Develop a meeting schedule and communications plan for the neighborhood organization.

Potential Partners: Frenchtown Community Action Team




STRATEGY H&RE 8.2: PROVIDE DEVELOPMENTAL OPPORTUNITIES/TRAINING FOR RESIDENTS TO BECOME ADVOCATES FOR THEIR NEIGHBORHOOD.

Action Item H&RE 8.2.1: Offer training for residents to develop leadership skills and understand how to get involved in the civic life of their community.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs), Florida People's Advocacy Center

Action Item H&RE 8.2.2: Host voter registration events and candidate forums in the neighborhood.

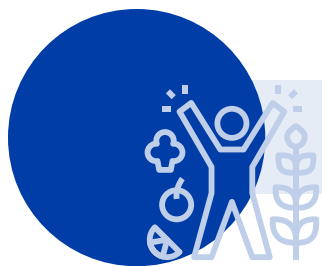
Potential Partners: Frenchtown Community Action Team, Leon County Supervisor of Elections, Tallahassee League of Women Voters, NAACP, Florida People's Advocacy Center

 **Action Item H&RE 8.2.3:** Attend and represent the neighborhood at city and county commission and school board meetings.


Potential Partners: Frenchtown Community Action Team

Action Item H&RE 8.2.4: Establish a youth empowerment program that promotes leadership and civic engagement opportunities.


Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Community Services; Parks, Recreation and Neighborhood Affairs), Florida People's Advocacy Center, youth leadership providers



H&RE STRATEGY 8.3: CONNECT RESIDENTS WITH THEIR LOCAL ELECTED OFFICIALS.

 **Action Item H&RE 8.3.1:** Provide opportunities for elected officials to engage with residents at community events.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs)

 **Action Item H&RE 8.3.2:** Request that the City host its commission meetings in Frenchtown on a regular basis.

Potential Partners: Frenchtown Community Action Team, City of Tallahassee Commission, Leon County Commission





APPENDIX A

FRENCHTOWN
INVESTMENT
PLAN



HOUSING	
Repair and rehabilitation of existing homes (Action Item H 1.1.2)	\$900,000
Construction of new single-family homes, down payment assistance (Action Items H 2.1.3, H 2.2.1)	\$500,000
Officer in Residence Program (Action Item NS&CP 2.4.6)	\$60,000
NEIGHBORHOOD SAFETY AND CRIME PREVENTION	
Alternative pathway & restorative justice programming (Action Items NS&CP 2.3.5, NS&CP 2.3.6)	\$200,000
Program w/law enforcement to develop safe neighborhood spaces (CPTED) (Strategy NS&CP 1.1)	\$60,000
HEALTH AND RESIDENT EMPOWERMENT	
Creation of health/mental health services to address gaps in service (Action Item H&RE 3.1.3)	\$225,000
Creation of recreational, wellness, employment and/or training services to address gaps in service (Action Item H&RE 3.1.7, H&RE Strategy 5.1)	\$225,000
Community/resident engagement fund	\$300,000
LAND USE AND TRANSPORTATION	
Feasibility study that addresses neighborhood-wide traffic/pedestrian/bike mobility concerns, the functioning of the Macomb Street, West Brevard Street and Old Bainbridge Road intersection, land use scale and intensities along West Brevard Street, and infrastructure/placemaking improvements to support neighborhood scale commercial. (Action Item LU&T 4.1.1)	\$250,000
ECONOMIC DEVELOPMENT AND COMMUNITY REINVESTMENT	
Microenterprise program (grants, loans, business planning, etc.) (Action Item ED&CR 1.1.1)	\$500,000
Work with the CRA to acquire and rehab commercial sites for community benefit (Action Item ED&CR 3.1.4)	\$450,000
Establish an Opportunity Zone Fund (Action Item ED&CR 1.1.5)	\$50,000

PLACEMAKING AND NEIGHBORHOOD IMAGE	
Frenchtown Gateway projects (Action Items LU&T 4.1.2, P&NI 1.17, 1.3.1, 1.3.2)	\$191,838
Additional historical markers, continue heritage trail (Action Item P&NI 1.1.2)	\$210,000
Improvements to Carter Howell Strong Park (Action Item P&NI 3.1.1)	\$400,000
Development of 507. W. Brevard (old Ashmore's Bldg.) for community benefit (Action Item P&NI 1.1.2)	\$1,000,000
Historical piece at Plaza of Standard (Action Item P&NI 1.1.4)	\$50,000

SOURCES AND TOTALS	
Gateway Funds (previously allocated).....	\$136,838
City Funds for 507 W. Brevard.....	\$1,000,000
Plaza project at Standard (previously allocated)	\$50,000
CRA funds 2020-2022	\$4,385,000
TOTAL	\$5,571,838

APPENDIX B

ACTION ITEMS FOR IMMEDIATE IMPLEMENTATION



These action items have been identified as those ready for immediate implementation (aka “low-hanging fruit”) which are defined as projects, events, and/or activities for which no extensive planning is needed, funding is already available, there is a ready partner, no permit is needed, can be done with a few people, and will show an impact on the community.



IMPLEMENTATION TASK	RESOURCES	STATUS
<p>PRIORITY AREA: Housing Potential Partners: Frenchtown Community Action Team, Tallahassee Urban League, Mount Olive CDC, Tallahassee Lenders’ Consortium, City of Tallahassee (Housing and Community Resilience; Parks, Recreation & Neighborhood Affairs) Florida Association-American Institute of Architects, American Society of Landscape Architects – Florida chapter, local architects and landscape architects, local home repair stores, local landscaping businesses, tree specialists, local nonprofits and churches, private and nonprofit developers, financial institutions, Legal Services of North Florida, Legal Aid Foundation of Tallahassee, Big Bend Continuum of Care, United Partners for Human Services.</p>		
<p>Action Item H 1.1.1: Promote local resources that are available to assist homeowners in making repairs to their homes through targeted community outreach efforts.</p>		
<p>Action Item H 1.1.3: Solicit pro-bono services from architects, including landscape architects and designers, to offer residents design services, where needed, for housing rehab and facade improvements.</p>		
<p>Action Item H 1.1.7: Host home maintenance, landscaping and tree safety workshops in the neighborhood.</p>		
<p>Action Item H 1.2.1: Educate residents through workshops and social media messaging on what qualifies as a code violation and ways to report them.</p>		
<p>Action Item H 1.2.2: Support and promote the City’s code enforcement amnesty program that waives liens for property owners who address violations.</p>		
<p>Action Item H 2.1.1: Maintain an inventory of all vacant lots and dilapidated homes within the neighborhood.</p>		
<p>Action Item H 2.2.2: Focus construction of new single-family homes first on Dent, Dewey, Dover, Dunn, Dean, Dade and Delaware Streets for increased impact.</p>		
<p>Action Item H 2.2.3: Provide guidance to the Tallahassee Lenders’ Consortium in the development and implementation of the Community Land Trust model in Frenchtown.</p>		
<p>Action Item H 2.2.4: Work with the City to promote incentives for developers to construct affordable housing.</p>		
<p>Action Item H 4.1.2: Host regular workshops about the importance of homeownership as a pathway to wealth in the neighborhood.</p>		
<p>Action Item H 4.1.3: Find key community leaders (faith leaders, nonprofits, etc.) to deliver messages to neighborhood residents about the importance of homeownership.</p>		
<p>Action Item H 5.1.1: Distribute information about existing homebuying assistance resources at various venues throughout the Frenchtown community (churches, non-profits, businesses, etc.).</p>		

IMPLEMENTATION TASK	RESOURCES	STATUS
Action Item H 5.1.2: Conduct homeownership and credit building workshops in the neighborhood.		
Action Item H 5.1.6: Distribute information on existing services that help renters in the neighborhood to remain in safe, affordable, and stable housing. Provide information on available rental assistance programs, landlord/tenant mediation programs and legal services.		
<p>PRIORITY AREA: ECONOMIC DEVELOPMENT AND COMMUNITY REINVESTMENT <i>Potential Partners: Frenchtown Community Action Team, FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality, Tallahassee Lenders Consortium, Frenchtown Neighborhood Improvement Association, City of Tallahassee (CRA), Tallahassee Food Network</i></p>		
Action Item ED&CR 2.1.1: Host workshops in the neighborhood to educate/inform residents about current and available small business development resources, grant writing and financial education.		
Action Item ED&CR 2.1.2: Promote existing business development/assistance resources like the CRA Business Facility grant program and the FAMU Small Business Development Center to neighborhood businesses through targeted outreach and social media posts.		
Action Item ED&CR 2.1.5: Enhance and promote the resources/services of the Frenchtown Heritage Hub.		
Action Item ED&CR 3.1.7: Advocate for the siting of additional neighborhood-scale groceries within the neighborhood.		
<p>PRIORITY AREA: LAND USE AND TRANSPORTATION <i>Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Growth Management; Housing and Community Resilience; Real Estate; Parks, Recreation and Neighborhood Affairs; Underground Utilities and Public Infrastructure), Tallahassee-Leon County Planning Department</i></p>		
Action Item LU&T 2.1.3: Continue to collaborate with the City's Growth Management Department to establish development regulations for areas where Central Urban zoning abuts lower intensity uses and existing low density residential.		
Action Item LU&T 2.2.1: Implement a process to involve the Frenchtown Community Action Team, neighborhood stakeholders, and residents on the redevelopment and sale of COT/CRA owned properties within the boundaries of the neighborhood as defined in this plan.		

IMPLEMENTATION TASK	RESOURCES	STATUS
<p>Action Item LU&T 2.2.2: Solicit and incorporate neighborhood input on the redevelopment and sale of the COT/CRA owned lots at the northwest corner of Georgia Street and Macomb Street. Develop and implement development controls on these lots to ensure that these properties are developed in a manner that is compatible with the character of Frenchtown and is consistent with this plan. (Example: limits on density, height, and use, etc.)</p>		
<p>Action Item LU&T 3.1.1: Request that the City of Tallahassee require new major publicly funded projects (in whole or partially) that are to be sited in Frenchtown to conduct an analysis of their potential impacts on affordable housing, as well as their potential to displace residents.</p>		
<p>Action Item LU&T 3.2.1: Request that the Tallahassee CRA requires applicants seeking financial incentives for proposed developments within the Frenchtown community to identify the developments’ impacts on neighborhood’s existing housing stock and any potential for displacement of existing residents.</p>		
<p>Action Item LU&T 3.2.2: Request that the City of Tallahassee consider the extent to which the proposed a development impacts affordable housing and/or displace existing residents when approving regulatory incentives/relief for developments within the Frenchtown community.</p>		
<p>Action LU&T 3.3.1: Continue to engage with the City of Tallahassee’s Growth Management Department in the development of design principles and practices to mitigate the impacts of new high density/intensity development on adjacent low-density development.</p>		
<p>Action Item LU&T 5.1.2: Collaborate with the City’s Stormwater Division to increase awareness, access and use of the resources that are available locally to help property owners address stormwater/flooding issues on their properties.</p>		
<p>PRIORITY AREA: PLACEMAKING AND NEIGHBORHOOD IMAGE <i>Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; John G. Riley Center and Museum; Parks, Recreation and Neighborhood Affairs), local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, ASH Gallery, Frenchtown Revitalization Council, Florida Folklife Program (FL Dept. of State), Keep Tallahassee Beautiful, Tallahassee Urban League, nonprofits</i></p>		
<p>Action Item P&NI 1.1.2: Work with the John G. Riley Center and Museum to promote and expand the “Soul Voices” Frenchtown Heritage Trail.</p>		
<p>Action Item P&NI 1.2.1: Adopt and use the fleur-de-lis icon as the official logo for Frenchtown. Use the logo in all Frenchtown related events, flyers, etc.</p>		

IMPLEMENTATION TASK	RESOURCES	STATUS
<p>Action Item P&NI 1.4.2: Coordinate with Keep Tallahassee Beautiful to ensure that all Frenchtown streets are adopted.</p>		
<p>Action Item P&NI 1.4.3: Educate the community on how to use Digitally App to report litter and dumping.</p>		
<p>PRIORITY AREA: NEIGHBORHOOD SAFETY AND CRIME PREVENTION <i>Potential Partners:</i> Frenchtown Community Action Team, City of Tallahassee (TFD; TPD; Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Public Safety Collective, LCSO, local schools, area churches and businesses, community service agencies, A New Directions Program Inc., Leon County School Board, Big Bend Crime Stoppers, Tallahassee Urban League</p>		
<p>Action Item NS&CP 2.1.1: Update residents about crimes occurring in Frenchtown at regular neighborhood meetings.</p>		
<p>Action Item NS&CP 2.1.2: Partner with businesses and non-profit organizations to host public safety workshops in the neighborhood.</p>		
<p>Action Item NS&CP 2.1.3: Identify and encourage various residents to participate in the TPD Ride-A-Long program, TPD Citizen’s Academy, TFD Citizen’s Academy, and the Titans Program offered by A New Directions Program Inc.</p>		
<p>Action Item NS&CP 2.2.2: Distribute information and recruit participants for TPD’s youth programs (Explorers, RAD kids, Youth Citizen’s Police Academy, McGruff the Crime Dog) at area schools, neighborhood meetings and events. Involve parents and caregivers. Connect participants to other mentors.</p>		
<p>Action Item NS&CP 2.3.1: Establish a Neighborhood Crime Watch, including the identification of a block captain for each block (especially “hot spot” areas) within the neighborhood.</p>		
<p>Action Item NS&CP 2.3.2: Send neighborhood representatives to the Public Safety Collective meetings to provide updates on Neighborhood Safety and Crime Prevention efforts.</p>		
<p>Action Item NS&CP 2.4.2: Host activities that provide opportunity for law enforcement and residents to positively interact. (ex: Operation Safe Neighborhoods, Clippers with Cops, etc.)</p>		
<p>Action Item NS&CP 2.4.3: Distribute information (brochures, fliers, emails, etc.) about TPD’s Residential Surveys at various businesses, churches, non-profits, and community centers within the neighborhood.</p>		

IMPLEMENTATION TASK	RESOURCES	STATUS
<p>Action Item NS&CP 2.4.4: Lobby TPD for increased neighborhood patrolling, including bicycle patrols.</p>		
<p>PRIORITY AREA: HEALTH AND RESIDENT EMPOWERMENT Potential Partners: Frenchtown Community Action Team, Tallahassee Food Network, Frenchtown Neighborhood Improvement Association, Frenchtown Community Action Team, City of Tallahassee (Parks, Recreation and Neighborhood Affairs; TEMPO), 2-1-1 Big Bend, Care Pointe, Tallahassee Memorial Hospital, Neighborhood Medical Center, Tallahassee Urban League, A New Directions Program, Inc., CareerSource, City of Tallahassee Commission, Leon County Commission</p>		
<p>Action Item H&RE 1.1.5: Collaborate with the Tallahassee Food Network and the Frenchtown Heritage Hub to promote the City’s community gardening program to Frenchtown residents.</p>		
<p>Action Item H&RE 3.1.2: Develop a database of the healthcare and wellness services providers that are in the neighborhood and surrounding areas and share the database with Frenchtown residents.</p>		
<p>Action Item H&RE 3.1.4: Partner with Neighborhood Medical Center at the Lincoln Center to promote and connect residents to the services that it offers.</p>		
<p>Action Item H&RE 3.1.6: Promote 2-1-1 Big Bend as a clearinghouse of available healthcare and wellness resources.</p>		
<p>Action Item H&RE 5.1.1: Promote and advertise existing vocational and job training programs and resources through marketing and events in Frenchtown that target disconnected youth.</p>		
<p>Action Item H&RE 8.1.1: Support the transition of the Frenchtown Community Action Team (CAT) into creating/leading a broad-based neighborhood organization.</p>		
<p>Action Item H&RE 8.2.3: Attend and represent the neighborhood at city and county commission and school board meetings.</p>		
<p>Action Item H&RE 8.3.1: Provide opportunities for elected officials to engage with residents at community events.</p>		
<p>Action Item H&RE 8.3.2: Request that the City host its commission meetings in Frenchtown on a regular basis.</p>		

APPENDIX C

IMPLEMENTATION PLANS



The following Implementation Plans collect action items that address topical areas throughout multiple Priority Area sections in one easy-to-reference location. These are not meant to replace the Priority Area sections, but rather to serve as a kind of index for larger focus areas that are addressed in multiple areas of the plan.



HOUSING IMPLEMENTATION PLAN

ACTION ITEM	STARTING TIMEFRAME	RESOURCES	STATUS
<p>ACCESS TO HOMEOWNERSHIP (Strategies H 3.1, H 4.1, H 5.1, ED&CR 5.1) <i>Potential Partners:</i> Frenchtown Community Action Team, City of Tallahassee (CRA; Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Leon County Property Appraiser, Leon County Tax Collector, Junior Achievement Big Bend, Leon County Schools, Tallahassee Lenders Consortium, financial institutions, local churches and nonprofits, private and nonprofit developers, United Way of the Big Bend, Tallahassee Urban League, City of Tallahassee</p>			
Develop and implement a program that assists neighborhood seniors with payment of back property taxes. (H 3.1.3)	Intermediate		
Incorporate age-appropriate financial education with concepts of home-ownership included at neighborhood schools. (H 4.1.1)	Intermediate		
Host regular workshops about homeownership and credit building in the neighborhood. (H 4.1.2, H 5.1.2)	Low-Hanging Fruit		
Find key community leaders (faith leaders, nonprofits, etc.) to deliver messages to neighborhood residents about the importance of home-ownership. (H 4.1.3)	Low-Hanging Fruit		
Distribute information about existing homebuying assistance resources at various venues throughout the Frenchtown community (churches, non-profits, businesses, etc.). (H 5.1.1)	Low-Hanging Fruit		
Develop a homebuying program for Frenchtown residents that incorporates homebuyer and home maintenance education, credit counseling, down payment assistance, after-purchase coaching and an after-purchase emergency fund. (H 5.1.3)	Short-term		
Pilot a program modeled on the City of Gainesville’s Legacy Grants/ “Welcome Back” program, which offers grants to people looking to move back to Frenchtown - the community in which they grew up - to buy a home. (H 5.1.4)	Intermediate		
Develop and maintain a list of property owners that might be willing to sell to their tenants. Refer tenants to homebuying program. (H 5.1.5)	Intermediate		

HOUSING IMPLEMENTATION PLAN

ACTION ITEM	STARTING TIMEFRAME	RESOURCES	STATUS
Develop and launch a “Frenchtown Builds Credit” initiative to provide neighborhood-based credit building and financial coaching services to residents. (ED&CR 5.1.1)	Intermediate		
Develop and implement a structured, matched savings program for residents to save for the purchase of a vehicle or home or education or small business expenses. Include ongoing financial education as a requirement to access matching funds. (ED&CR 5.1.2)	Intermediate		
<p>HOUSING REHABILITATION (Strategies H 1.1, H 1.2, H 3.1, P&NI 2.1) Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA, Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Tallahassee Urban League, Mount Olive CDC, A New Directions, Inc., private and nonprofit developers, Florida Association-American Institute of Architects, American Society of Landscape Architects – Florida chapter, local architects and landscape architects, local home repair stores, churches, nonprofits, local landscaping businesses, tree specialists, Legal Services of North Florida, Legal Aid Foundation, Tallahassee Trust for Historic Preservation, local businesses, Frenchtown Neighborhood Improvement Association, Frenchtown Revitalization Council</p>			
Promote local resources that are available to assist homeowners in making repairs to their homes through targeted community outreach efforts. (Action Item H 1.1.1)	Low-Hanging Fruit		
Develop and implement a comprehensive housing rehabilitation program that provides grants and loans for interior and exterior home repairs/improvements. Funding for interior repairs should be limited to owner-occupied homes. Consider including incentives/protections for tenants as a criterion for landlords to receive funding from this program. (Action Item H 1.1.2)	Short-term		
Solicit pro-bono services from architects, including landscape architects and designers, to offer residents design services, where needed, for housing rehab and facade improvements. (Action Item H 1.1.3)	Low-Hanging Fruit		
Establish a tool library in the neighborhood to lend tools to residents to make home repairs. (Action Item H 1.1.4)	Intermediate		
Host special events, periodically, in the neighborhood to connect homeowners to volunteers who are willing to assist with minor home repairs and maintenance. (Ex: Operation Curb Appeal, Do Something Day) (Action Item H 1.1.5)	Short-term		

HOUSING IMPLEMENTATION PLAN

ACTION ITEM	STARTING TIMEFRAME	RESOURCES	STATUS
Develop and implement a program that connects homeowners with volunteers who can assist with landscaping and minor home repairs/ maintenance on an ongoing basis. (Action Item H 1.1.6)	Short-term		
Host home maintenance, landscaping and tree safety workshops in the neighborhood. Educate on code compliance. (Action Items H 1.1.7, H 1.2.1)	Low-Hanging Fruit		
Support and promote the City's code enforcement amnesty program that waives liens for property owners who address violations. (Action Item H 1.2.2)	Low-Hanging Fruit		
Work with community partners to provide affordable legal services to assist families to obtain a clear title to their inherited homes and to draft wills and/or legal instruments that pass their properties on to their heirs. (Action Item H 3.1.1)	Short-term		
Develop a funding pool to assist heirs' properties owners with rehab and repair of their homes. Develop a list of homes that would be good candidates to refer to the program. (Action Item H 3.1.2)	Intermediate		
Develop and implement grants and low interest loan programs to provide funding to repair and upkeep locally significant buildings and homes within the Frenchtown community. (Action Item P&NI 2.1.3)	Intermediate		
<p>NEW CONSTRUCTION (Strategies H 2.1, H 2.2, H 3.1, LU&T 2.2, LU&T 3.1) Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Growth Management; Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs; Real Estate), private and nonprofit developers, Tallahassee Lenders' Consortium</p>			
Maintain an inventory of all vacant lots and dilapidated homes within the neighborhood. (Action Item H 2.1.1)	Low-Hanging Fruit		
Work with the City's Department of Housing and Community Resilience to get dilapidated and hazardous homes demolished in a timely manner. (Action Item H 2.1.2)	Short-term		
Assess, acquire, and develop vacant lots and abandoned homes with workforce and affordable housing. Focus these housing interventions first on Dent, Dewey, Dover, Dunn, Dean, Dade and Delaware Streets for increased impact. (Action Item H 2.1.3, H 2.2.2)	Short-term		

HOUSING IMPLEMENTATION PLAN

ACTION ITEM	STARTING TIMEFRAME	RESOURCES	STATUS
Advocate that the City/Community Redevelopment Agency (CRA) develop and adopt of a policy to purchase vacant and abandoned properties when the amount of city liens and of the cost of abatement exceeds the value of the land and all other resources are exhausted, including the Neighborhood First Plan. (Action Item H 2.1.4)	Intermediate		
Work with the City to identify funding sources that can be dedicated for the sole purpose of building new single-family homes in the neighborhood. (Action Item H 2.2.1)	Short-term		
Provide guidance to the Tallahassee Lenders' Consortium in the development and implementation of the Community Land Trust model in Frenchtown. (Action Item H 2.2.3)	Low-Hanging Fruit		
Work with the City to promote incentives for developers to construct affordable housing. (Action Item H 2.2.4)	Low-Hanging Fruit		
Advocate that the CRA establish a policy that allows the CRA to actively participate in tax deed sales for the purpose of acquiring properties for the creation of affordable housing. (Action Item H 3.1.4)	Intermediate		
Make city-owned lots that are zoned residential preservation available for affordable housing. (Action Item LU&T 2.2.3)	Short-term		
Advocate for publicly funded projects (in whole or partially) that increase the supply and availability of affordable housing in the neighborhood. (Action Item LU&T 3.1.2)	Short-term		

HEALTH, WELLNESS AND TRAINING IMPLEMENTATION PLAN

ACTION ITEM	STARTING TIMEFRAME	RESOURCES	STATUS
<p>ACCESS TO HEALTHY FOOD (Strategies ED&CR 3.1, H&RE 1.1) Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Tallahassee Food Network, Frenchtown Neighborhood Improvement Association, Tallahassee-Leon County Office of Economic Vitality, Florida Department of Agriculture, FAMU Extension, UF/IFAS Extension Office, Tallahassee Green Faith Alliance, Second Harvest of the Big Bend, Tallahassee Urban League, Project Annie, Inc., Lively Technical College, Keiser University, Kitchenable, Publix Aprons</p>			
Advocate for the siting of additional neighborhood-scale groceries within the neighborhood. (Action Item ED&CR 3.1.7)	Low-hanging Fruit		
Use existing or new community gardens to offer gardening education and nutrition programs. (Action Item H&RE 1.1.1)	Short-term		
Enhance and develop the space at the iGrow Farm on Dent Street in order to build capacity to sell produce and offer more programming. (Action Item H&RE 1.1.2)	Short-term		
Expand Frenchtown Farmers Market to provide greater access to fresh, local, seasonal, and organic produce; and connect local farmers and cottage food vendors to a low-barrier sales platform. (Action Item H&RE 1.1.3)	Short-term		
Develop and offer incentives to attract fresh food markets and businesses to locate in Frenchtown. (Action Item H&RE 1.1.4)	Intermediate		
Collaborate with the Tallahassee Food Network and Frenchtown Heritage Hub to promote the City’s community gardening program to Frenchtown residents. (Action Item H&RE 1.1.5)	Low-hanging Fruit		
Work with community members to establish and support food pantries, feeding programs, and pop-up food distributions, including mobile produce trucks. (Action Item H&RE 1.1.6)	Short-term		
Develop and implement a culinary training program at the Frenchtown Heritage Hub. (Action Item H&RE 1.1.7)	Intermediate		

HEALTH, WELLNESS AND TRAINING IMPLEMENTATION PLAN

ACTION ITEM	STARTING TIMEFRAME	RESOURCES	STATUS
<p>ACCESS TO HEALTH & WELLNESS SERVICES (Strategies H&RE 2.1, H&RE 3.1) Potential Partners: Frenchtown Community Action Team, Tallahassee Food Network, Rethink Energy, Leon County Health Department, Green Faith Alliance, City of Tallahassee (Housing and Community Resilience; Parks, Recreation and Neighborhood Affairs), Neighborhood Medical Center, Bond Community Health Center, 2-1-1 Big Bend, Tallahassee Housing Authority, Kids Incorporated, Chambers of Commerce, Early Learning Coalition, Tallahassee Memorial Healthcare, Care Pointe Health & Wellness, other health and wellness providers</p>			
<p>In collaboration with local public health entities, use the Protocol for Assessing Community Excellence in Environmental Health (PACE EH) to conduct an environmental health assessment of the Frenchtown neighborhood. (Action Item H&RE 2.1.1)</p>	<p>Short-term</p>		
<p>Develop and implement a neighborhood ambassador program to provide trained neighborhood residents to serve as liaisons between residents and healthcare providers to help residents receive/access the healthcare benefits that are available to them. (Action Item H&RE 3.1.1)</p>	<p>Short-term</p>		
<p>Action Item H&RE 3.1.2: Develop a database of the healthcare and wellness services providers that are in the neighborhood and surrounding areas and share the database with Frenchtown residents. (Action Item H&RE 3.1.2)</p>	<p>Low-hanging Fruit</p>		
<p>Work with existing healthcare and wellness services providers to expand current services and wellness activities within the neighborhood. (Action Item H&RE 3.1.3)</p>	<p>Intermediate</p>		
<p>Partner with Neighborhood Medical Center at the Lincoln Center to promote and connect residents to the services that it offers. (Action Item H&RE 3.1.4)</p>	<p>Low-hanging Fruit</p>		
<p>Partner with local healthcare providers to promote the use of telehealth by Frenchtown residents. (Action Item H&RE 3.1.5)</p>	<p>Short-term</p>		
<p>Promote 2-1-1 Big Bend as a clearinghouse of available healthcare and wellness resources. (Action Item H&RE 3.1.6)</p>	<p>Low-hanging Fruit</p>		
<p>Create additional recreation/wellness facilities and resources and enhance existing facilities and resources. (Action Item H&RE 3.1.7)</p>	<p>Intermediate</p>		

HEALTH, WELLNESS AND TRAINING IMPLEMENTATION PLAN

ACTION ITEM	STARTING TIMEFRAME	RESOURCES	STATUS
<p>ACCESS TO TRAINING & EMPLOYMENT SERVICES (Strategies ED&CR 2.1, ED&CR 3.1, ED&CR 4.1, NS&CP 2.1, NS&CP 2.5, H&RE 5.1, H&RE 8.2) Potential Partners: Frenchtown Community Action Team, Frenchtown Neighborhood Improvement Association, FAMU Small Business Development Center, Tallahassee-Leon County Office of Economic Vitality, City of Tallahassee (CRA; Growth Management; Real Estate; Parks, Recreation and Neighborhood Affairs, TEMPO, TFP, TPD), Tallahassee Lenders Consortium, Lively Technical College, Leon County School District, FSU, FAMU, Tallahassee Urban League, CareerSource, Public Safety Collective, Leon County Sheriff’s Office, community service agencies, A New Directions Program Inc., Legal Services of North Florida, Big Bend Crime Stoppers, Florida People’s Advocacy Center, Leon County Public Library, COCA, LeMoyné Arts, area schools, area churches, local businesses, other training and youth leadership providers</p>			
Host workshops in the neighborhood to educate/inform residents about current and available small business development resources, grant writing and financial education. (Action Item ED&CR 2.1.1)	Low-hanging Fruit		
Promote existing business development/assistance resources like the CRA Business Facility grant program and the FAMU Small Business Development Center to neighborhood businesses through targeted outreach and social media posts. (Action Item ED&CR 2.1.2)	Low-hanging Fruit		
Partner with Lively Technical College to host neighborhood showcases on training opportunities available at the College. (Action Item ED&CR 2.1.3)	Short-term		
Host events in the neighborhood to connect neighborhood entrepreneurs with each other, and to provide coaching and other resources. (Action Item ED&CR 2.1.4)	Short-term		
Repurpose the old SAIL High School site that is owned by the Leon County School District as a “Community Learning Center” to serve as an anchor for training, tutoring and other educational services for youth and adults. (Action Item ED&CR 3.1.5)	Short-term		
Create a Young Entrepreneurs Club for neighborhood youth. (Action Item ED&CR 4.1.3)	Short-term		
Partner with businesses and non-profit organizations to host public safety workshops in the neighborhood. (Action Item NS&CP 2.1.2)	Low-hanging Fruit		
Identify and encourage residents to participate in the TPD Ride-A-Long program, TPD Citizen’s Academy, TFD Citizen’s Academy, and the Titans Program offered by A New Directions Program Inc. (Action Item NS&CP 2.1.3)	Low-hanging Fruit		

HEALTH, WELLNESS AND TRAINING IMPLEMENTATION PLAN

ACTION ITEM	STARTING TIMEFRAME	RESOURCES	STATUS
Provide training to at-risk youth and parents about the criminal justice system, civic education, civil rights, etc. (Action Item NS&CP 2.1.4)	Intermediate		
Host safety and security trainings for houses of worship and religious meetings. (Action Item NS&CP 2.5.3)	Intermediate		
Promote and advertise existing vocational and job training programs and resources through marketing and events in Frenchtown that target disconnected youth. (Action Item H&RE 5.1.1)	Low-hanging Fruit		
Action Item H&RE 5.1.2: Develop and implement a neighborhood-based reading and STEAM mentoring program for youth. (Action Item H&RE 5.1.2)	Intermediate		
Use the Lincoln Center as a resource for computer and technology training. Explore the possibility of using the old SAIL School as site for programming and training classes. (Action Item H&RE 5.1.3)	Intermediate		
Create opportunities for youth to receive arts and music education in the neighborhood. (Action Item H&RE 5.1.8)	Intermediate		
Partner with area schools and universities to host events targeted to youth that highlight educational/vocational training and career opportunities. (Action Item H&RE 5.1.10)	Short-term		
Provide resume writing, interview preparation and job coaching assistance in the neighborhood on a regular basis. (Action Item H&RE 5.1.11)	Short-term		
Host job fairs and employment support services at locations within Frenchtown; link residents to employment services outside of the neighborhood. (Action Item H&RE 5.1.12)	Short-term		
Offer training for residents to develop leadership skills and understand how to get involved in the civic life of their community. (Action Item H&RE 8.2.1)	Short-term		
Establish a youth empowerment program that promotes leadership and civic engagement opportunities. (Action Item H&RE 8.2.4)	Short-term		

NEIGHBORHOOD SAFETY INFRASTRUCTURE IMPLEMENTATION PLAN

ACTION ITEM	STARTING TIMEFRAME	RESOURCES	STATUS
<p>NEIGHBORHOOD SAFETY INFRASTRUCTURE (Strategies ED&CR 3.1, LU&T 4.1, LU&T 4.2, P&NI 1.3, P&NI 3.2, NS&CP 1.1) Potential Partners: Frenchtown Community Action Team, City of Tallahassee (CRA; Growth Management; Electric Utility; Parks, Recreation & Neighborhood Affairs; Housing and Community Resilience; StarMetro; TPD; Real Estate; Underground Utilities and Public Infrastructure) Tallahassee-Leon County Planning Department, Leon County, Capital Regional Transportation Planning Agency, Tallahassee-Leon County Office of Economic Vitality, Leon County Sheriff's Office, A New Directions Program Inc., local lawn maintenance businesses, Green Faith Alliance, local businesses, Carolina Oaks Homeowners Association, Frenchtown Neighborhood Improvement Association, Frenchtown Revitalization Council</p>			
<p>Request the City, Leon County and Capital Regional Transportation Planning Agency to undertake a comprehensive traffic study of the Frenchtown neighborhood, including but not limited to pedestrian mobility and safety, the need for and the suitability of sidewalks throughout the neighborhood, traffic controls/calming, bike infrastructure, and other alternative forms of transportation. (Action Item LU&T 4.1.1)</p>	Short-term		
<p>Ensure that the traffic study outlined in Action Item LU&T 4.1.1 include considerations of the traffic infrastructure changes needed to support neighborhood-scale commercial development in the vicinity of the intersection of Macomb, Old Bainbridge and Brevard streets. (Action Item ED&CR 3.1.2)</p>	Short-term		
<p>Form a taskforce/working group to provide community input on the traffic study contemplated in LU&T 4.1.1 and to evaluate options for any improvements proposed for the intersection of Macomb, Old Bainbridge and Brevard Streets. (Action Item ED&CR 3.1.3)</p>	Short-term		
<p>Install crosswalks on Macomb Street. (Action Item LU&T 4.1.2)</p>	Intermediate		
<p>Work with StarMetro to provide enhanced and improved transit amenities throughout the neighborhood, and to assess the feasibility of adding a covered bus stop on Macomb Street at the existing bus stop or some other suitable location along that street. (Action Item LU&T 4.2.2)</p>	Intermediate		
<p>Form a working group to work with the Tallahassee-Leon County Planning Department and the CRA to develop a gateway design concept for Macomb Street between Tennessee Street and Brevard Street. (Action Item P&NI 1.3.1)</p>	Short-term		

NEIGHBORHOOD SAFETY INFRASTRUCTURE IMPLEMENTATION PLAN

ACTION ITEM	STARTING TIMEFRAME	RESOURCES	STATUS
Identify vacant lots in the neighborhood and the existing ownership. Work with residents to develop ideas for improving vacant lots. (Action Item P&NI 3.2.1)	Short-term		
Provide free or low-cost maintenance of trees and landscaping for residents who could otherwise not afford it to encourage target hardening of homes. (Action Item NS&CP 1.1.1)	Intermediate		
Identify creative uses for vacant structures and lots within the neighborhood. (Action Item NS&CP 1.1.2)	Short-term		
Conduct or update the street lighting survey for the neighborhood and enhance/install, where warranted, additional street lighting fixtures. Prioritize Goodbread. (Action Item NS&CP 1.1.3)	Short-term		
Maintain existing open/recreational spaces and vacant lots throughout the neighborhood in a CPTED compliant manner. (Action Item NS&CP 1.1.4)	Short-term		
Promote maintenance of trees and landscaping to prevent crime through educational literature, social media, and partnerships with TPD. (Action Item NS&CP 1.1.5)	Low-hanging Fruit		

APPENDIX D

NEIGHBORHOOD  D
DEMOGRAPHICS





POPULATION SUMMARY	FT	COT
2000 Total Population	4,130	155,978
2010 Total Population	5,645	181,444
2019 Total Population	5,716	192,861
2019 Group Quarters	1,588	13,553
2024 Total Population	5,836	200,671
2019-2024 Annual Rate	0.42%	0.80%
2019 Total Daytime Population	5,234	248,380
Workers	1,827	152,256
Residents	3,407	96,124
HOUSEHOLD SUMMARY	FT	COT
2000 Households	1,826	65,326
2000 Average Household Size	2.02	2.19
2010 Households	1,992	74,846
2010 Average Household Size	1.99	2.23
2019 Households	2,053	78,687
2019 Average Household Size	2.01	2.28
2024 Households	2,108	81,650
2024 Average Household Size	2.02	2.29
2019-2024 Annual Rate	0.53%	0.74%
2010 Families	612	34,921
2010 Average Family Size	3.09	2.88
2019 Families	613	36,203
2019 Average Family Size	3.14	2.95
2024 Families	623	37,363
2024 Average Family Size	3.15	2.96
2019-2024 Annual Rate	0.32%	0.63%

HOUSING UNIT SUMMARY	FT	COT
2000 Housing Units	2,071	70,575
Owner Occupied Housing Units	23.6%	41.7%
Renter Occupied Housing Units	64.6%	50.8%
Vacant Housing Units	11.8%	7.4%
2010 Housing Units	2,331	84,285
Owner Occupied Housing Units	20.3%	37.5%
Renter Occupied Housing Units	65.2%	51.3%
Vacant Housing Units	14.5%	11.2%
2019 Housing Units	2,393	88,738
Owner Occupied Housing Units	19.6%	36.6%
Renter Occupied Housing Units	66.2%	52.0%
Vacant Housing Units	14.2%	11.3%
2024 Housing Units	2,457	92,008
Owner Occupied Housing Units	20.4%	37.5%
Renter Occupied Housing Units	65.4%	51.2%
Vacant Housing Units	14.2%	11.3%
MEDIAN HOUSEHOLD INCOME	FT	COT
2019	\$24,086	\$45,299
2024	\$27,433	\$52,229
MEDIAN HOME VALUE	FT	COT
2019	\$121,602	\$225,413
2024	\$148,196	\$246,437
PER CAPITA INCOME	FT	COT
2019	\$15,427	\$28,208
2024	\$18,374	\$32,331
MEDIAN AGE	FT	COT
2010	27.6	26.6
2019	29.0	28.2
2024	29.8	28.7

FT: Frenchtown
COT: City of Tallahassee

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2019 and 2024 Esri converted Census 2000 data into 2010 geography.



W VIRGINIA ST

W VIRGINIA ST

W CAROLINA ST

N MACOMBE ST

W TENNESSEE ST

412

Rx



N COPELAND ST



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W GEORGIA ST

EVARD ST

N MACOMB ST

OLD BRIDGE RD

W BREVARD ST

WELCOME TO

FRENCHTOWN

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513

eritage.org



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**Leon County
Board of County Commissioners**

Notes for Agenda Item #7

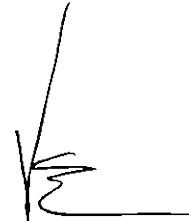
Leon County Board of County Commissioners

Agenda Item #7

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Ratification of the Acceptance of the Florida Local Government Cybersecurity Grant

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Michelle Taylor, Chief Information Officer
Lead Staff/ Project Team:	Alan Russell, Cybersecurity Manager

Statement of Issue:

This item seeks Board ratification of the County Administrator's acceptance of the Florida Local Government Cybersecurity Grant for services to strengthen the County's cybersecurity practices and resilience.

Fiscal Impact:

This item has no fiscal impact. The State of Florida made grants available through the FY 2023 Florida Local Government Cybersecurity Grant Program. The State will directly pay for all services provided to the County. There are no County matching requirements for the grant program and the State plans to continue funding any solutions.

Staff Recommendation:

Option #1: Ratify the acceptance of a Florida Local Government Cybersecurity Grant for services to strengthen the County's cybersecurity practices and resilience, and authorize the County Administrator to negotiate and execute all necessary agreements, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board authority to ratify the County Administrator's acceptance of the Florida Local Government Cybersecurity Grant which provides for building of new cybersecurity initiatives and expanding existing cybersecurity solutions at no cost the County.

Leon County received notification in early February 2023 that the County was eligible to apply for the State's Local Government Cybersecurity Grant. Leon County submitted a grant application for cybersecurity services to both build new initiatives and expand existing services. The grant has no County matching requirements and the State plans to continue funding any solutions provided. If the State is unable to fund the solutions in future years, the County would decide at that point to discontinue the solutions or cover the fees from future County budgets. The cybersecurity information contained in the application is confidential and exempt from public records; therefore, this item does not cover the specifics of the grant application request.

The County was notified that it will receive the grant on May 17, 2023. The State required the County to accept the grant no later than May 31, 2023. Therefore, in order to meet the deadline established by the State, the County Administrator executed the County's Florida Local Government Cybersecurity Grant Agreement. By ratifying the action taken by the County Administrator, acceptance and approval to enter into the grant agreement will be finalized. Should the Board choose not to ratify the action, the County would notify the State and not proceed with the grant implementation.

Analysis:

Cybersecurity refers to the practice of protecting computer systems, networks, and data from unauthorized access, use, disclosure, disruption, modification, or destruction. It involves implementing measures to prevent cyber threats and ensure the confidentiality, integrity, and availability of information. For a local government entity, cybersecurity is crucial to safeguard citizen data, maintain economic stability, ensure the continuity of public services, defend against cyber threats, and foster positive intergovernmental relations. It requires constant vigilance, investment in security measures, and collaboration between government agencies, private sector partners, and cybersecurity experts.

Implementation of the selected cybersecurity solutions will be coordinated through the Florida Digital Service, State Chief Information Officer's (CIO's) office. Based on the timeline established by the state, the intent is to have the implementation of solutions completed by September 30, 2023.

The cybersecurity information regarding the specific solutions requested and awarded, including specifics of the cybersecurity grant application and agreement, are confidential and exempt from public records, and are therefore not included in this agenda item.

Options:

1. Ratify the acceptance of a Florida Local Government Cybersecurity Grant for services to strengthen the County's cybersecurity practices and resilience, and authorize the County Administrator to negotiate and execute all necessary agreements, subject to legal review by the County Attorney.
2. Do not ratify the acceptance of a Florida Local Government Cybersecurity Grant for services to strengthen the County's cybersecurity practices and resilience, and authorize the County Administrator to notify the State not to proceed with the grant implementation.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #8

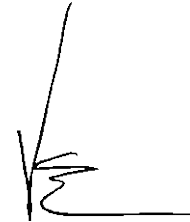
Leon County Board of County Commissioners

Agenda Item #8

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Acceptance of the National Endowment of the Arts Big Read Grant

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Pamela Monroe, Library Director Kaycee Shiley, Innovation Officer Sally Mason, Learning and Workforce Development Manager

Statement of Issue:

This item seeks Board acceptance of the NEA Big Read grant award from the National Endowment for the Arts (NEA) to fund the Leon County Public Library's programming for the FY 2024 NEA Big Read.

Fiscal Impact:

This item has a fiscal impact. The NEA Big Read grant in the amount of \$17,880 requires a dollar-for-dollar local match from the County, which is available in the Library's budget, in-kind contributions and donations from program partners.

Staff Recommendation:

Option # 1: Accept the National Endowment for the Arts NEA Big Read grant in the amount of \$17,880, and authorize the County Administrator to execute the Grant Agreement, and all documents related to the grant project (Attachment #1), subject to legal review by the County Attorney.

Option #2: Approve that Resolution and associated Budget Amendment Request (Attachment #2).

Report and Discussion

Background:

This item seeks Board acceptance of the NEA Big Read grant award from the National Endowment for the Arts (NEA) to fund the Leon County Public Library's programming for the FY 2024 NEA Big Read.

At the January 24, 2023 meeting, the Board authorized the submittal of an application for the National Endowment for the Arts "The Bid Read" Grant. On April 27, 2023 the Library was notified by the National Endowment for the Arts (NEA) in partnership with Arts Midwest, of The Big Read grant award in the amount of \$17,880. This item seeks Board acceptance of the grant for the LeRoy Collins Leon County Public Library to fund programming associated with the 2024 NEA Big Read.

This grant advances the following FY2022-FY2026 Strategic Initiative:

- *Implement the Leon County Essential Libraries Initiative. (2021-22)*

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

- *(Q2) Provide relevant and essential offerings thorough our libraries and community centers which promote literacy, life-long learning, and social equity.*

Since 2006, the National Endowment for the Arts has funded more than 1,700 Big Read programs, providing more than \$24 million to organizations nationwide. In addition, Big Read activities have reached every Congressional district in the country. Over the past 16 years, grantees have leveraged more than \$56 million in local funding to support the NEA Big Read programs. More than 5.9 million Americans have attended an NEA Big Read event, approximately 97,000 volunteers have participated at the local level, and over 40,000 community organizations have partnered to make NEA Big Read activities possible.

The Big Read grant is an initiative of the National Endowment for the Arts in partnership with Arts Midwest. The NEA Big Read serves to broaden an understanding of our world, our communities, and ourselves through the joy of sharing a good book. Showcasing a diverse range of contemporary titles that reflect many different voices and perspectives, the NEA Big Read aims to inspire conversation and discovery.

NEA Big Read supports approximately 75 dynamic community reading programs annually, each designed around a single NEA Big Read book title. Each community program that receives an NEA Big Read grant—which ranges between \$5,000 and \$20,000—is also provided with resources, outreach materials, and training on various aspects such as working with local partners, developing public relations strategies, and leading discussions. The programs last approximately one month and include a kick-off event; major events devoted specifically to the book (e.g., panel discussions and author reading); events using the book as a point of departure (e.g., film screenings and theatrical readings); and book discussions in diverse locations involving a wide range of audiences.

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 ARPA (American Rescue Plan Act) funding, the total County grant leverage ratio is \$6.28 to \$1; excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$29.04 to \$1.

Analysis:

In the fall of 2022, the Library staff selected the fictional work *The Bear* by Andrew Krivak from a list of NEA Big Read eligible books with titles and themes that were relevant to the community and would allow for programming partnerships. The Bear is a cautionary tale of human fragility, love, and loss. This title was selected by Library staff because it explores themes of survival, family, grief, living in harmony with nature, and coming of age. Additionally, the novel's focus on nature allows for a variety of programming where attendees can further explore Leon County and the beautiful nature in our own backyard. The Library Journal, an American trade publication that reports news about public libraries, said The Bear is "Poignant but not tragic. This end-of-civilization story shows that there's no loneliness in this world when we are one with nature." The Grant Application proposal was designed to offer programming at all seven County library locations. The County was awarded the NEA Big Read Grant in the amount of \$17,880, which will fund the following Library programs and events in February and March 2024:

- **Kickoff Event** - The kick-off event for all ages will take place on Saturday, March 2, 2024, in the "Chain of Parks" located next to the Main Library in downtown Tallahassee. The kickoff will feature community partners that focus on the education of Leon County's historical past, local ecology, and sustainability for the future. The event will include an outdoor scavenger hunt that highlights each of the animals that help the main character along the way.
- **Virtual Author Visit** – We will host a virtual Author Talk event with *The Bear* author, Andrew Krivak. Mr. Krivak will select and read passages on a selected theme, discuss the selected theme, followed by questions from our community members.
- **Book Discussions** – Adults and teens will explore *The Bear* through a series of book discussions at each of our seven library locations, with some virtual options. Library staff will facilitate discussions on the themes of nature, survival, family, memory, storytelling, and grief.

- **Tradition and Storytelling with the Muscogee Nation of Florida** – We will host a presentation with a Tradition Keeper and Storyteller from the Muscogee Nation of North Florida, relating to the book’s themes of generational storytelling, oral traditions, and the importance of keeping history alive.
- **Exploring Outdoor Professions**- The Library will host 3-4 outdoor professionals relevant to our local area, discuss what their career entails, and how to pursue a career in the field. Tentative career fields include an astronomer, forest ranger, fishing expert, ocean biologist, and outdoor/landscape photographer.
- **Outdoor Exploration Workshops** – A presenter will take participants through a nature trail, explaining our local ecology, including plants, bugs, and animals. Participants will also be able to use the Seek app by iNaturalist to earn badges and discover information about the wildlife around them.
- **Stargazing** - Leon County residents will be invited for two nights of stargazing and mapping. Our presenters will use telescopes to help patrons get a closer look at the night sky while visiting Leon County Greenways.
- **Writing Workshop** - This writing workshop will ask participants to select a random item (hairbrush, mirror, box, etc.) to inspire a short story or poem. Participants will learn the tools and techniques used in starting a short story or poem. The workshop will emphasize the power of a single object in telling a story.
- **Local Nature Photography Exhibition** – The Library will exhibit local nature photography in March 2024, with a “Call for Artists” going out to the community in December 2023.

The County has previously participated in The NEA Big Read program in 2009, 2010, 2019, 2020 and 2021. In 2012 and 2022 the County applied but was not awarded the grant. If the Board approves the acceptance of the 2023 NEA Big Read grant, this will be Leon County’s sixth NEA Big Read program.

Options:

1. Accept the National Endowment for the Arts NEA Big Read grant in the amount of \$17,880, and authorize the County Administrator to execute the Grant Agreement and all documents related to the grant project (Attachment #1), subject to legal review by the County Attorney.
2. Approve the Resolution and associated Budget Amendment Request (Attachment #2).
3. Do not accept the National Endowment for the Arts NEA Big Read grant.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. NEA Big Read Grant Agreement
2. Resolution and associated Budget Amendment Request

NEA Big Read

Grant Agreement

Congratulations on your award!

GRANTEE	Leon County, Florida, a charter county and political subdivision of the State of Florida
	200 West Park Avenue Tallahassee, FL 32301-7716
UEI number	MMVSQVGLSK98
Name for publicity purposes	LeRoy Collins Leon County Public Library System
Purpose	NEA Big Read
Grant award	\$17,880.00
Grant number	2023-1341 LeRoy Collins Leon County Public Library System
Date of Agreement	2023-04-26

The National Endowment for the Arts Big Read

The National Endowment for the Arts Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest designed to broaden our understanding of our world, our communities, and ourselves through the joy of sharing a good book.

Arts Midwest

Arts Midwest is a “pass-through entity” for this federally funded program. We will serve as your contact for questions regarding the program and this Grant Agreement. Arts Midwest can be reached at grants@artsmidwest.org.

This Agreement, by and between Arts Midwest and LeRoy Collins Leon County Public Library System listed above, hereinafter referred to as GRANTEE, is subject to the following terms and conditions.

Grant Award

Your grant award from Arts Midwest is \$17,880.00. These are federal funds.

Your \$17,880.00 grant award must be used towards the expenses incurred as part of GRANTEE's approved project. **GRANTEE** is expected to use the entire grant award amount and no funds can be returned without written approval from Arts Midwest.

GRANTEE must manage this award according to this Agreement. All necessary documents for managing the award are available at www.artsmidwest.org/get-support/nea-big-read . Further instructions will come via email from Arts Midwest. If GRANTEE needs to make major changes to project plans, they should refer to Attachment C of this Agreement for guidance.

Per the NEA Big Read guidelines, funded projects must include:

- a public kick-off event to launch the program;
- a minimum of 5 discussions on the selected book featuring separate audiences for each discussion;
- At least two presentations inspired by the content and/or themes of the NEA Big Read title. If you are considering an author visit as part of your programming, please be aware that honoraria and availability vary by individual. A visit by the author of your NEA Big Read book selection is not required.
- At least two projects that engage the community and/or respond creatively to the selected book or companion title (e.g., art exhibitions, theatrical and/or musical performances, poetry slams, writing workshops and contests, collecting and sharing oral/written stories from members of the community, etc.).
- Partnership with a library (if GRANTEE itself is not a library).
- May include other eligible expenses such as: production fees, staff salaries, technology to host virtual activities, facility rental, equipment purchases for supporting artistic engagements (\$5,000 or less), consultant fees, professional development for hosting socially distanced or virtual engagements, accessibility accommodations for individuals with disabilities, market research costs, or promotional plans.
- May include indirect costs, allowable at a federally negotiated rate or at a de minimis rate of 10% as outlined in 2 CFR 200.414 (Code of Federal Regulations).
- May not include alcohol, bad debts or collection costs, lobbying, capital improvements or construction costs, fundraising, hospitality, home office workspace, meals, concessions, subgranting or regranting, gifts for participants, or costs incurred prior to the execution of this Grant Agreement. Reference the Attachment A: Assurance of Compliance section 12 for more information.

If GRANTEE is unable to meet these requirements, future support from Arts Midwest may not be available.

The award must be matched on a 1-to-1 basis with nonfederal funds. Match refers to the portion of the project's expenses not paid for by this award. Matching funds may include revenues from GRANTEE's own funds, donations, other non-federal grants, or in-kind contributions. In order to receive the full grant, GRANTEE's total expenses as shown on your final report budget must be at least double the grant award amount. There can be no overlapping expenses between this grant and a grant received directly from the National Endowment for the Arts.

The following information is provided to comply with federal regulations.

Federal awarding agency	National Endowment for the Arts
CFDA #45.024	Promotion of the Arts – Grants to Organizations and Individuals
Federal Award Identification Number	1907832-52-C-22
Federal award date	June 23, 2022
Federal award description	To support the planning and implementation of the National Endowment for the Arts Big Read program nationwide.
Subaward period of performance	September 1, 2023 – June 30, 2024
Pass-through entity and contact information	Arts Midwest, Joshua Feist, grants officer, joshua@artsmidwest.org, 612.238.8054
Does this grant support Research & Development activities?	No

Grant Payments

Arts Midwest will disburse this grant in installments by check or ACH to GRANTEE as follows:

- Your total grant will be split into two payments. The first will arrive close to the start of your engagement and the second around three weeks after submission and approval of your final report.
- By default, payments will be issued by check. If GRANTEE would prefer to receive funds via ACH electronic transfer, GRANTEE must provide Arts Midwest with the email address of the individual who manages GRANTEE’s finances so they can set up an account in our financial system.

Payments are contingent upon Arts Midwest’s receipt of federal funds from the National Endowment for the Arts. Payments must be deposited, allocated, or expended within 30 days of receipt.

Admission

Participation in NEA Big Read programs shall be open to any person and shall be without regards to race, color, natural origin, disability, religion, age, or gender as provided in Section 504 of the Rehabilitation Act of 1973 (as amended), the Americans with Disabilities Act of 1990 (as amended), Title VI of the Civil Rights Act of 1964 (as amended), Title IX of the Education Amendments of 1972 (as amended), and the Age Discrimination Act of 1975

(as amended).

GRANTEE shall provide, upon request from Arts Midwest, up to six complimentary admissions to all activities without cost to Arts Midwest. Arts Midwest will work with GRANTEE to ensure that proper procedures for admission are followed.

Crediting and Publicity

Arts Midwest seeks to achieve unified branding for this program. GRANTEE must comply with Attachment B: Media Consent and Guidelines, which is part of this Agreement.

If GRANTEE is unable to meet crediting requirements, as set forth in the Attachment B, future support from Arts Midwest may not be available.

Reporting

Program Start and End Dates

GRANTEE is responsible for notifying Arts Midwest via email (grants@artsmidwest.org) with any changes to your proposed start and end dates of your project as soon as they are known.

Final Report

GRANTEE is obligated to submit a final report to Arts Midwest within 45 days following your last activity . Arts Midwest will communicate how to provide this information via email.

The contents of the final report will include activity statistics, narrative questions, a final budget, the final list of engagements (with full descriptions and final attendance figures), examples of crediting, and (optionally) images. For a summary of the final report requirement, please visit: <https://artsmidwest.org/get-support/nea-big-read>.

If you would prefer to complete the majority of your final report via phone or video call, please contact Arts Midwest.

To offer transparency and mentorship to other applicants and grantees communities, Arts Midwest may choose to share part or all of your final report.

If GRANTEE does not submit a final report, Arts Midwest will not be able to issue a final payment. Failure to submit a final report may affect GRANTEE eligibility for future funding.

Compliances

UEI Number And SAM.Gov

The UEI number we have on file for GRANTEE is MMVSQVGLSK98. A UEI is free to create and maintain at SAM.gov. Disregard emails you may receive from other parties demanding fees.

Federal Tax Exemption

GRANTEE certifies that it is a duly constituted, registered, and qualified 501(c)(3) not-for-profit organization as designated by the Internal Revenue Service, or is an entity of federal, state, local, or tribal government. GRANTEE agrees to notify Arts Midwest immediately of any alteration of such status that may occur prior to the conclusion of the grant period.

Independent contractor

It is understood that this Agreement does not constitute a partnership or joint venture between Arts Midwest and GRANTEE, and that GRANTEE's status is solely that of an independent contractor. GRANTEE shall be solely responsible for the performance of its contracts including, without limitation, the payment of all costs, expenses, and damages that may arise from said contracts. Each Party shall perform and discharge all obligations pertaining to this Agreement as independent contractors, including but not limited to the payment of any taxes or resulting fees and expenses.

Remedies and Termination

If Arts Midwest, in its reasonable discretion, determines that one or more of the following events (each an "Event of Default") has occurred, Arts Midwest has the right to delay further grant payments and/or terminate this Agreement in accordance with this section.

- GRANTEE has failed in any material way to comply with this Agreement, including but not limited to making reasonable progress toward the achievement of the grant award requirements;
- GRANTEE has failed to deliver a written report when due, as required by the Reporting section;
- GRANTEE files or has filed against it **any petition under** federal or state bankruptcy law, or is adjudicated bankrupt or insolvent, or any receiver is appointed for its business or property, or any trustee in bankruptcy is appointed for its business or property under any federal or state law;
- If GRANTEE is described as exempt from Federal income tax but loses this status;
- Funding is not forthcoming from the National Endowment for the Arts. Under such circumstances, neither Party shall be liable to the other for payment or damages of any kind or nature.

Please refer to our [grant revocation policy](#) for further information.

Termination may be made by either Party by reason of accident, Act of God, force majeure, labor strikes, any act or order by public authority, illness or death of an artist or their family member, or any unforeseen occurrence(s) which shall render the fulfillment of this Agreement by either party impossible, including, but not limited to, the inability of any artist (if applicable) to receive the necessary visas or work authorization to perform in the United States. Under such circumstance, neither Party shall be liable to the other for payment or damages of any kind or nature.

If an Event of Default has occurred, Arts Midwest may initiate the termination process by giving Grantee written notice of the termination describing the Event of Default, and providing GRANTEE with a reasonable opportunity to address the Event of Default (the "Cure Period"). During the Cure Period, Arts Midwest may, in its sole discretion, elect to delay scheduled grant payments for so long as the Event of Default remains uncured. If the Event of Default has not be cured, then this Agreement will automatically terminate upon expiration of the Cure Period, unless Arts Midwest in its sole discretion determines that a longer Cure Period will be permitted and

notifies GRANTEE in writing of the extension. If a termination is warranted, GRANTEE will be required to repay the grant funds unless Arts Midwest approves a request to extend the grant period or repurpose the funds within the context and scope of the original grant approval.

Limitation of Liability

Except with regard to termination of this Agreement, for which there shall be no liability on the part of Arts Midwest, in the event this Agreement is terminated, regardless of the reasons for such termination, in no event with Arts Midwest be liable to the GRANTEE for any special, indirect, incidental, or consequential damages (including without limitation, loss of business or profits) arising out of or in connection with the Agreement, regardless of the theory of liability or cause of action, in excess of either GRANTEE's actual, out-of-pocket costs and expenses (properly itemized, documented, and substantiated) or \$2,000, whichever is less.

GRANTEE's Indemnification

To the extent permissible under Florida law, the GRANTEE shall indemnify and hold harmless Arts Midwest and the respective successors, assigns, officers, members, directors, agents, contractors, and employees of each of the foregoing, from and against any claims, loss, damages, injuries, liabilities, costs and expenses, however caused, including reasonable attorneys' fees and court costs actually incurred resulting from or arising out of, wholly or in part any breach of any representation or warranty made by the GRANTEE under this Agreement or any act or omission of the GRANTEE and its officers, members, directors, agents, contractors, or employees. The express obligation shall include without limitation all liability, damages, loss, claims, and actions on account of personal injury, death, property loss, libel, defamation, invasion of privacy or right of publicity, or infringement of copyright or trademark. Nothing herein shall be construed a waiver of any rights and privileges afforded the GRANTEE under section 768.28, Florida Statutes.

Arts Midwest's Indemnification

Arts Midwest shall indemnify and hold harmless the GRANTEE and its successors, assigns, officers, members, directors, agents, contractors, and employees from and against any claims, loss, damages, injuries, liabilities, costs and expenses, however caused, including reasonable attorneys' fees and court costs actually incurred resulting from or arising out of, wholly or in part any breach of any representation or warranty made by the Arts Midwest under this Agreement or any act or omission of the Arts Midwest and its officers, members, directors, agents, contractors, or employees. The express obligation shall include without limitation all liability, damages, loss, claims, and actions on account of personal injury, death, property loss, libel, defamation, invasion of privacy or right of publicity, or infringement of copyright or trademark.

Amendment

This Agreement contains the entire understanding of the Parties hereto and supersedes all prior commitments, agreement, or understandings between the Parties with respect to the subject matter hereof, and shall not be waived, modified, or amended except in writing signed by both Parties hereto.

Severability

If any provision of this Agreement is held by a Court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provision shall continue to full force without impaired or invalidated.

Waivers

No waiver by either Party hereto of any breach by the other Party of any covenant or condition of this Agreement shall be deemed a waiver of any other breach (whether prior to or subsequent) of the same or any other covenant or condition of this or any other agreement.

Binding Agreement

GRANTEE agrees to carry out this project in compliance with the terms listed in this Agreement. GRANTEE agrees to notify Arts Midwest in writing of any changes that may impact or require an amendment to this Agreement.

GRANTEE further understands and agrees that the grant received from Arts Midwest must be returned in full in the event that GRANTEE unilaterally cancels this Agreement.

Jurisdiction and Disputes

This Agreement shall be construed and interpreted pursuant to the laws of the State of Minnesota applicable to agreements entered into and fully performed in Minnesota. Any action or proceeding between GRANTEE and Arts Midwest relating to this Agreement, whether pertaining to the interpretation or enforceability hereof or others, may only be brought in the State of Minnesota, and both parties consent to the jurisdiction of the state or federal courts of Minnesota. All disputes or controversies in excess of \$10,000 arising out of or connected to this Agreement shall be resolved through binding arbitration in Minneapolis, Minnesota under the laws of the State of Minnesota, in accordance with the commercial rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator(s) may be entered into the highest Court having jurisdiction thereof. All disputes or controversies up to and including the sum of \$10,000 shall be resolved in Hennepin County, Minnesota Conciliation Court, Appeals of such Conciliation Court decisions shall be resolved through binding arbitration as if the dispute exceeded the sum of \$10,000.

Attachments

Attachment A: Assurance of Compliance

GRANTEE shall comply with all provisions of the Attachment A: Assurance of Compliance, which is included and therefore made a part of this Agreement. These compliances are required by Arts Midwest's federal and state funding sources.

Attachment B: Media Consent and Guidelines

GRANTEE shall comply with all provisions of Attachment B: Media Consent and Guidelines which is hereby made a part of this Agreement. GRANTEE's submission of media files assures Arts Midwest of GRANTEE's ownership of the copyright of images and grants Arts Midwest and the National Endowment for the Arts permission to use the media files in Arts Midwest and National Endowment for the Arts publications, presentations and other documents. Arts Midwest and the National Endowment for the Arts will credit the images accordingly and reference the crediting and attribution you submit with your final report.

Attachment C: Changes or Cancellation Requirements

GRANTEE shall comply with all provisions of Attachment C: Changes or Cancellation Requirements which is hereby made a part of this Agreement. Reduction in the project budget may result in reduction of the grant award. In the event of such a reduction, GRANTEE is required to return any award overpayment to Arts Midwest.

Attachment A: Assurance of Compliance

This program is supported by funds that derive from Federal funds (**CFDA #45.024**) from the National Endowment for the Arts. All selected organizations must comply with the following national policies and legal requirements, statutes, and regulations, including the [Uniform Guidance for Federal Awards](#) (2 CFR).

1. Required registrations: Organizations are required to have a UEI (Unique Entity Identifier) with SAM.gov that reflects the organization's legal name and current physical address. This is a free ID to obtain at the System for Award Management (SAM.gov).

2. Nondiscrimination Policies: As a condition of receipt of Federal financial assistance, the awarded organization must acknowledge and agree to execute the project (e.g. productions, workshops, engagements, programs, etc.) and require any contractors, successors, and assignees to comply with applicable provisions of national laws and policies prohibiting discrimination, including but not limited to:

i. **Section 504 of the Rehabilitation Act of 1973, as amended, ([29 U.S.C. 794](#)),** provides that no otherwise qualified individual with a disability in the United States shall, solely by reason of their disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activities supported by Federal funds.

ii. **Section 504 Self-Evaluation and Additional Resources**

a. A Section 504 self-evaluation must be on file at the organization. It assists in evaluating programs, activities, and facilities to ensure full compliance with Section 504 accessibility requirements; the Civil Rights Office has provided a "Section 504 Self-Evaluation Workbook" found at <https://www.arts.gov/open-government/civil-rights-office/section-504-self-evaluation-workbook> .

b. A staff member should be designated as the 504 coordinator. The completed 504 workbook or similar compliance and supporting documentation should be kept on file for a period of three years from the date a Final Report is filed. This documentation should be made available to the public and Arts Midwest upon request.

c. Additional resources can also be found at <https://artsmidwest.org/explore-resources/accessibility-center/> .

iii. **Americans with Disabilities Act of 1990, as amended, ([42 U.S.C. 12101-12213](#)),** prohibits discrimination on the basis of disability in employment (Title I); State and local government services (Title II); and places of public accommodation and commercial facilities (Title III).

iv. **Title VI of the Civil Rights Act of 1964, as amended**, ([42 U.S.C 2000d et seq.](#)), provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity supported by Federal funds. Title VI extends protection to persons with limited English proficiency.

v. **Executive order 13166, Improving Access to Services for Persons with Limited English Proficiency**, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, an organization must take reasonable steps to ensure that LEP persons have meaningful access to your programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Your organization is encouraged to consider the need for language services for LEP persons in conducting your program and activities. For assistance and information go to <http://arts.gov/foia/reading-room/nea-limited-english-proficiency-policy-guidance>

vi. **Title IX of the Education Amendments of 1972, as amended**, ([20 U.S.C. 1681 et seq.](#)), provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity supported by Federal funds.

vii. **Age Discrimination Act of 1975, as amended**, ([42 U.S.C. 6101 et seq.](#)), provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

3. Environmental and Preservation Policies

i. **National Environmental Policy Act of 1969, as amended**, applies to any project supported by Federal funds that would support an activity that may have environmental implications. ([42 U.S.C. Section 4332](#)).

ii. **National Historic Preservation Act of 1966, as amended**, ([16 U.S.C. 470](#)), applies to any Federal funds that would support the planning or major renovation of any structure eligible for or on the National Register of Historic Places, in accordance with Section 106. This law also applies to project activities, such as new construction, that would affect such properties.

4. Debarment and Suspension: The organization must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR 180, as adopted by the Arts Endowment in 2 CFR 32.3254. The organization certifies that it is not delinquent in the repayment of any Federal debt. There are circumstances under which we may receive information concerning your fitness to carry out a project and administer Federal funds, such as:

i. Conviction of, or a civil judgment for, the commission of fraud, embezzlement, theft, forgery, or making false statements;

ii. Any other offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility;

iii. Any other cause of so serious or compelling a nature that it affects an organization's present responsibility.

5. Lobbying: The organization may not conduct political lobbying, as defined in the statutes and regulations listed below, within your Federally-supported project. In addition, Federal funds may not be used for lobbying specifically to obtain awards. For definitions and other information on these restrictions, refer to the following:

i. No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed, or written manner, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy, or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy, or appropriation; but this shall not prevent officers or employees of the United States or of its department or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy, or appropriation which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution to interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. (18 U.S.C. 1913)

ii. Lobbying ([2 CFR 200.450](#)) describes the cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans as an unallowable project cost. The regulation generally defines lobbying as conduct intended to influence the outcome of elections or to influence elected officials regarding pending legislation, either directly or through specific lobbying appeals to the public.

iii. Certification Regarding Lobbying to Obtain Awards (Section 319 of Public Law 101-121, codified at 31 U.S.C. 1352) prohibits the use of Federal funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. While non-Federal funds may be used for such activities, they may not be included in your project budget, and their use must be disclosed to Arts Midwest. Disclosure of lobbying activities by long-term employees is, however, not required. In addition, the law exempts from definition of lobbying certain professional and technical services by applicants and awardees.

We strongly advise you to review these regulations that are published at [45 CFR 1158](#), and can be found at www.gpo.gov/fdsys.

6. The Native American Graves Protection and Repatriation Act of 1990 ([25 U.S.C. 3001 et seq.](#)) applies to any organization that controls or possesses Native American human remains and associated funerary objects and received Federal funds even for a purpose unrelated to the Act.

7. U.S. Constitution Education Program (P.L. 108-447, Division J, Sec. 111(b)): Educational institutions (including but not limited to “local educational agencies” and “institutions of higher education”) receiving Federal funds are required to provide an educational program on the U.S. Constitution on September 17. For more information on how to implement this requirement and suggested resources, see <http://www2.e.d.gov/policy/fund/guid/constitutionday.html> and <http://thomas.loc.gov/teachers/constitution.html>.

8. Prohibition of use of funds to ACORN or its subsidiaries (P.L. 111-88 Sec. 427): Federal funds shall not be distributed to the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.

9. Fly America Act ([41 CFR 301-10.131-10.143](#)): The organization is required to follow the provision of this Act. Any air travel paid in whole or in part with Federal funds must be on a U.S. flag air carrier or a foreign air carrier under an air transport agreement (code share agreement) with the United States when these services are available. Lower cost, convenience, or traveler preferences are not acceptable reasons for using a foreign air carrier. Foreign travel is defined as any travel outside of Canada, Mexico, and the United States, and its territories and possessions.

10. Regulations Relating to Labor ([Part 505 of Title 29](#)): concerning all professional performers and personnel employed on a project that are financed in part or in whole with Federal funds must comply with these regulations.

11. Cost Principles: The allowability of costs for projects supported by Federal funds shall be in accordance with the [Uniform Guidance Subpart E – Cost Principles](#) .

The following are unallowable costs based on NEA legislation and policy and take precedence over the Uniform Guidance.

- i. Cash reserves and endowments
- ii. Construction, purchase, or renovation costs of facilities or land. However, costs associated with predevelopment, design fees, and community development, as well as preparing exhibit space, setting a piece of public art, etc. may be allowable.
- iii. Costs to bring a project into compliance with Federal award requirements.
- iv. Foreign nationals and artists compensation, including traveling to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control.
- v. Visa costs that are paid the U.S. Government (P.L. 109-54, Title III General Provisions, Sec. 406), however, the cost of preparing material (legal documentation, etc.) for submission is allowable.

12. Cost Sharing or Match Requirements (20 U.S.C. 954(e) and [2 CFR 200.306](#)): Federal funds cannot exceed 50% of the total expenditures of the project (i.e., funds must be matched one-to-one, or “dollar for dollar”) unless otherwise stated in the Grant Agreement. This required cost sharing, or match, refers to the portion of project costs not paid by Federal funds and may include your organization’s general funds,

donations, non-Federal grants, and other revenue.

Other Federal funds are not eligible to meet your cost share or matching requirement. This includes Federal funds that have been sub-granted or dispersed to your organization from a State Arts Agency or other organization. Please consult with the State Arts Agency or other organization to determine if any portion of their award to your organization includes funds from a Federal agency.

13. Indirect (Facilities & Administration) Costs ([2 CFR 200.414](#)): Award recipients may claim indirect costs based on a current and appropriate indirect cost rate agreement negotiated with a Federal agency (research rates do not apply) or a charge a de minimis rate of 10% on modified total direct costs (2 CFR 200.414 (f)). The organization cannot claim both overhead or administrative costs and indirect costs.

14. Standards for Documentation of Personnel Expenses ([2 CFR 200.430 \(i\)](#)): Any salaries and wages included in the project's budget must be based on records that accurately reflect the work performed. The records must comply with your organization's internal controls and established accounting policies. Records must support these costs for both the use of Federal funds and as the cost share or matching requirements.

15. Record Retention and Access ([2 CFR 200.333](#)): Records of the project supported by Federal funds, including financial and supporting documents, must be retained for a period of three years after the date of the final report. Award recipients must permit Arts Midwest and its auditor access to recipient's records and financial statements, as necessary, to ensure the compliance with Federal award requirements.

16. Working conditions: Any project supported by Federal funds will not be performed or engaged in working conditions which are unsanitary, hazardous, or dangerous to the health and safety of those involved.

17. Audit requirements ([2 CFR 200.501](#)): The threshold for requiring a Single Audit or Program-Specific Audit is \$750,000 in yearly expenditures of Federal funds. This amount is the aggregate of funds from all Federal sources. The percentage of costs related to an award supported by the program that would be included in this audit may be allowable. GRANTEE certifies that, if GRANTEE expends \$750,000 or more in yearly expenditures of Federal awards during a fiscal year, it shall have an audit performed in accordance with the [Office of Management and Budget Uniform Guidance](#) . Grantee will also take prompt corrective action on any audit findings and will send Arts Midwest proof of implementation of such corrective action plans.

More information

- [Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards](#) (Uniform Guidance of Federal Awards: 2 CFR)
- [National Endowment for the Arts Office of Civil Rights](#)

Failure to comply with these requirements may result in suspension or termination of the grant award. In addition, the United States has the right to seek judicial enforcement of these obligations.

Attachment B: Media Consent and Guidelines

Arts Midwest encourages you to document your funded activities via photo and video and share them with us. This is recommended but not required. Please share up to 10 JPG images of your activities. Please, no photos of food. We love to see people engaging in the events.

Format

Arts Midwest accepts website links to photographs and/or digital media of GRANTEE's activities and projects. We encourage you to post any digital media on your website. If posting on your own website is not an option, we recommend posting them to social media platforms. GRANTEE must maintain these links for the duration of the period of support and include website addresses/links in the final report.

Copyright

All photographs and digital media submitted to Arts Midwest presumes that GRANTEE owns the copyright for said material. Furthermore, upon submission it is understood that Arts Midwest and the National Endowment for the Arts are permitted to use the images in reports, publications, meetings, and presentations. Arts Midwest and the National Endowment for the Arts will credit the images accordingly.

GRANTEE may arrange to copyright any materials developed from the work undertaken during the period of support without prior approval from Arts Midwest. For procedural information, contact: U.S. Copyright Office, Library of Congress, www.copyright.gov.

Unless otherwise specified in the award, Arts Midwest and the National Endowment for the Arts are not entitled to receive royalties from work supported or made possible by this agreement. However, Arts Midwest and the National Endowment for the Arts retain a royalty-free right to use such work (e.g., the use of final report final materials to document the results of Arts Midwest and the National Endowment for the Arts award programs), including placement on the Arts Midwest and the National Endowment for the Arts websites.

Arts Midwest and the National Endowment for the Arts strongly recommend that any publication resulting from an award be cataloged by the Cataloging in Publication Program of the Library of Congress before final printing.

Permission And Usage

Before submitting any digital media to Arts Midwest, it is important to obtain permissions, licenses, and copyrights for these images. Your organization gives Arts Midwest permission to use the images for educational and promotional purposes, in print, and on websites. Review the Image Permission and Usage spreadsheet available online in the Tools for Grantees and in the final report.

Captions

Arts Midwest recommends that GRANTEE use the following format to caption photos and digital media: GRANTEE name, city, state, date, title of activity or project, description of activity or project, name(s) of who is in the photograph or video, and the name of the photographer or videographer.

Photo and Video Tips

- Be sure to confirm with the artist/ensemble that capturing photos and videos is allowed.
- If children are included in the picture, GRANTEE must get consent from the parent and/or legal guardian to use the child's image.
- The most compelling photos are those in which the artist has direct interaction with their audience. Arts Midwest recommends capturing close-up shots of actively engaged people for promotional and marketing purposes.

Logos

Your organization is required to include both the National Endowment for the Arts and Arts Midwest logos in print and digital materials.

To download the logos, visit <https://artsmidwest.org/get-support/nea-big-read> and the Tools for Grantees section.

Improper use of logo

- Do not crop the logo.
- Do not separate elements of the logo to reorganize format or appearance.
- Do not rotate the logo.
- Do not distort the logo horizontally or vertically.
- Do not alter the colors without written permission from Arts Midwest.
- Do not alter the typography of the logo.

Crediting

Proper crediting of the NEA Big Read and its funders is an essential part of your grant award.

Along with the logos, your organization must include the following credit line in 10-point font size or greater. English or Spanish can be used:

NEA Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest.

El Proyecto NEA Big Read es una iniciativa del National Endowment for the Arts (el Fondo Nacional para las Artes de Estados Unidos) en cooperacion con Arts Midwest.

Please use this credit line to give verbal recognition of the program prior to your activities.

Placement of logo and credit line

Placement may vary, however we recommend you place ours and other funder logos in an order that corresponds to the size of the gift.

Include the logos and credit line in the following: Season brochure, if produced after the notification date, printed program (preferably on the title page), posters, marketing materials, website, announcements and invitations.

Crediting documentation

You will be required to submit a minimum of one example of your organization's crediting as a component of the final report. Be sure to print your online crediting examples while the page(s) are still live, so you can include them.

Funders List

When referring to this program on a funders list, please credit it as "The National Endowment for the Arts Big Read."

Social Media

Many participating organizations are posting on social media platforms and sharing images, videos, and stories about their programming. In order for us to track all that is happening and to hear and share your story from your organization's perspective, we ask that you use the following hashtag: #NEABigRead. We will be happy to share your content.

Attachment C: Changes or cancellation requirements

Grantees are required to carry out a project consistent with the project approved for funding.

Any significant changes to the project's activities, timeline, budget, or personnel must be approved no fewer than 30 days in advance of the first public activity. Please contact Arts Midwest staff for more information.

Notification should include:

- The grant number assigned by Arts Midwest (see first page of this agreement);
- The specific change(s) requested (for types of amendments, see below);
- Justification for the change(s);
- A revised project budget, if applicable;
- Grantee contact information, including a phone number, and e-mail address; and
- The signature of a current authorizing official.

Arts Midwest reserves the right to request additional information.

Amendment requests are considered on a case-by-case basis; approval is not guaranteed. Until written approval is received from Arts Midwest, grantees may only incur costs consistent with the terms and conditions of the original award. Requests submitted after the fact will not be approved.

Types of Amendments

Programing Date Amendment

GRANTEE is responsible for ensuring that all project activities and the commitment of project funds take place within the period of support set out in the grant agreement. As soon as a grantee becomes aware that the project

cannot be completed on schedule, GRANTEE must request a programming date amendment. Requests submitted after the current end date of the awarded project will not be approved.

Award Expenditures Amendment

GRANTEE is responsible for ensuring that all expenses incurred under an award are paid within 30 days of the end of your programming dates to coincide with the submission of the final report. If all grant funds cannot be expended within the 30 days, GRANTEE must request an amendment.

Change in Activities Amendment

GRANTEE is responsible for conducting the activities identified in their original proposal. If changes in artists or arts organizations identified in the application or proposal are necessary, GRANTEE must request an amendment. The amendment must include a description of the new activities. Requests submitted after the fact will not be approved. Prior approval is waived for changes in other key persons (e.g., executive or project directors) unless the award letter specifies otherwise.

Budget Amendment

GRANTEE is responsible for carrying out a project with a budget that is consistent with the one submitted with the original proposal. All costs must be incurred within the period of support specified in the award document. If changes are necessary, GRANTEE must request an amendment.

These minor changes in the project budget **do not** require written approval from Arts Midwest:

- transfers among direct cost line items; and/or
- elimination or addition of an allowable project cost that does not affect the scope of the award.

These significant changes in the project budget **do** require prior written approval from Arts Midwest.

- budget changes due to a change in the scope of the Arts Midwest-supported project; and/or
- adding permanent equipment, foreign travel, or indirect costs.

By signing below, GRANTEE has read, understands, and agrees to comply with the terms and conditions in this Grant Agreement with Arts Midwest. Please electronically sign this Grant Agreement.

Signatures

By: Vincent S. Long
Title: County Administrator
Leon County, Florida

By: Joshua Feist
Title: Grants Officer
Arts Midwest

Attest:

By: Gwendolyn Marshall Knight
Title: Clerk of Court & Comptroller
Leon County, Florida

Approved as to legal sufficiency:

By: Chasity H. O'Steen
Title: County Attorney
Leon County Attorney's Office

A fully-executed copy will be emailed to **GRANTEE** once countersigned by Arts Midwest.

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2022/2023; 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 13th day of June, 2023.

LEON COUNTY, FLORIDA

By: _____
Nick Maddox, Chairman
Board of County Commissioners

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

By: _____

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

By: _____

FISCAL YEAR 2022/2023 BUDGET AMENDMENT REQUEST

No: BAB23024
Date: 5/18/2023

Agenda Item No: _____
Agenda Item Date: 6/13/2023

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail

Revenues

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	912031	331729	000	The Big Read 2024 - National Endowment for the Arts Grant	-	17,880	17,880
Subtotal:						17,880	

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Account Information</i>		<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
		<i>Acct</i>	<i>Prog</i>				
125	912031	56600	571	Books, Publication & Library Material	-	10,655	10,655
125	912031	54800	571	Promotional Activities	-	3,925	3,925
125	912031	53100	571	Professional Services	-	3,300	3,300
Subtotal:						17,880	

Purpose of Request

This budget amendment allocates \$17,880 in funding from The Big Read through the National Endowment for the Arts in partnership with Arts Midwest. The NEA Big Read broadens understanding of our world, our communities, and ourselves through the joy of sharing a good book. Showcasing a diverse range of contemporary titles that reflect many different voices and perspectives, the NEA Big Read aims to inspire conversation and discovery.

Division/Department
2602/26

Roshaunda Bradley, Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By: Resolution

Motion

Administrator

**Leon County
Board of County Commissioners**

Notes for Agenda Item #9

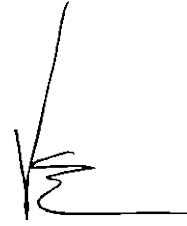
Leon County Board of County Commissioners

Agenda Item #9

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Agreement for Dedication of Real Property and Acceptance of the Public Roadways Supporting the Cawthon Development

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

Statement of Issue:

This item seeks Board approval of an Agreement for Dedication of Real Property for the conveyance and acceptance of public roadway construction and associated drainage easements required for the Cawthon Development.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Approve the Agreement for Dedication of Real Property and Acceptance of the Bull Headley Extension, Bannerman Boulevard and associated drainage easements required for the Cawthon Development, and authorize the County Administrator to execute the Agreement (Attachment #1), subject to legal review by the County Attorney.
- Option #2: Authorize the Chairman and/or County Administrator to execute any additional documents associated with the acceptance of the dedication, subject to legal review by the County Attorney.

Report and Discussion

Background:

In accordance with Leon County land development regulations, this item seeks Board approval of a Dedication Agreement between Golden Oak Land Group LLC (Developer) and Leon County, Florida, setting forth the terms of the dedication of right-of-way and associated drainage easements required for the Cawthon Development (Development).

On September 23, 2020, Leon County entered into a Development Agreement (DA) with the Cawthon Family Properties and Golden Oak Land Group LLC. The DA covered 180 acres of land on the southside of Bannerman Road, east of Bull Headley Road (Attachment #2). The DA contemplates the development of the property for 244 multifamily residential units and nonresidential development up to 105,000 square feet on the property zoned Lake Protection Node (LPN), as well as single-family on the property zoned Lake Protection. The single-family residential portion of the development area has been annexed by the City of Tallahassee.

In 2020, the Developer began the design of a regional stormwater facility and the access roadways to serve the Development. Once the design of each was completed, two environmental permits were issued for the project. Environmental Permit No. LEM2000076 was for the regional stormwater facility associated with the entire Cawthon Development, which includes roadway improvements, commercial site, multifamily and single-family; while Environmental Permit No. LEM21000060 was for the construction of the Bull Headley Extension and a portion of Bannerman Boulevard which serves the commercial site.

The regional stormwater facility was constructed, and the environmental permit was closed out on April 26, 2022, while work continued on the public roadways. Concurrently, the Developer submitted a site plan and an environmental permit for the commercial portion of the property which was approved in October 2021. On February 21, 2023, the Board approved a Performance Agreement and Surety Device from the Developer to ensure the completion of the public infrastructure and acknowledged that roadways were substantially complete. A stipulation was placed on the site and development plan for the commercial property, that the Publix Supermarket could not obtain a Certificate of Occupancy (CO) until the public infrastructure was substantially complete, as defined in the approved site plan, and the private infrastructure on the commercial site was complete and a plat was recorded in the public record. The Board approved the plat for the commercial property and an Infrastructure Completion Agreement for the internal infrastructure at the March 21, 2023, Board meeting. The Developer of the commercial property finalized the construction required by the environmental permit, closed out the permit, and the plat was recorded on May 2, 2023, records in the Official Records of Leon County at Plat Book 25 Page 55.

Analysis:

With the public infrastructure substantially complete, a CO was issued to allow the Publix Supermarket to open while the Developer has continued to complete the infrastructure and close out prior to dedication and acceptance by the County for control and maintenance the public infrastructure. To accomplish such dedication, it is recommended that the parties enter into a Dedication Agreement setting forth the terms for closing on the right-of-way parcels as well as the release of the Performance Agreement and conversion to a Maintenance Agreement and Surety Device.

The Maintenance Agreement requires the contractor to repair any defects in materials and workmanship in the construction and paving of the roads and drainage facilities, that become apparent within a two-year period. The Surety Device for the Maintenance Agreement will be in the amount of \$370,011, representing 10% of the certified construction cost approved by the Division of Engineering Services.

Options:

1. Approve the Agreement for Dedication of Real Property and Acceptance of the Bull Headley Extension, Bannerman Boulevard and associated drainage easements required for the Cawthon Development and authorize the County Administrator to execute the Agreement (Attachment #1), subject to legal review by the County Attorney.
2. Authorize the Chairman and/or County Administrator to execute any additional documents associated with the acceptance of the dedication, subject to legal review by the County Attorney.
3. Do not approve the Agreement for Dedication of Real Property and Acceptance of the Bull Headley Extension, Bannerman Boulevard and associated drainage easements for the Cawthon Development and do not authorize the County Administrator to execute the Agreement.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Agreement for Dedication of Real Property with Golden Oak Land Group LLC
2. Location Map

AGREEMENT FOR DEDICATION OF REAL PROPERTY

THIS AGREEMENT FOR DEDICATION OF REAL PROPERTY (the “Agreement”) is made and entered into as of the date the last of the parties hereto signs this Agreement, by and between GOLDEN OAK LAND GROUP LLC, a Florida limited liability company, whose mailing address is 4708 Capital Circle NW, Tallahassee, FL 32303 (hereinafter referred to as “Developer”), and LEON COUNTY, FLORIDA, a charter county and political subdivision of the State of Florida, (the “County”).

WITNESSETH:

WHEREAS, the Developer is the fee simple owner of that certain parcel of real property located near Bannerman Road in Leon County, Florida and more specifically identified by the Leon County Property Appraiser as Parcel ID 1417200080000 (the “Parent Parcel”); and

WHEREAS, the Developer and County entered into that certain Development Agreement for Cawthon Property, dated September 23, 2020 (the “Development Agreement”), which contemplates the development of portions of the Parent Parcel and certain property adjacent thereto for a mixture of uses including multi-family residential units, non-residential development, and single-family units (the “Development”); and

WHEREAS, in addition to the dedication of certain specifically identified rights of way to the County as required by the Development Agreement, pursuant to the Developer’s site development plan and development approvals the Developer wishes to dedicate additional roadways and easements, which are not otherwise identified and required in the Development Agreement, in support of the Development as provided herein, and the County wishes to accept the dedication thereof; and

WHEREAS, in particular, Developer wishes to convey to the County in fee certain 1.56, 0.38 and 0.16-acre portions of the Parent Parcel that will form part of Bull Headley Road and Bannerman Boulevard, and a perpetual drainage easement rights on, over, under and through certain 0.75 and 0.30-acre portions of the Parent Parcel on or near Bull Headley Road; and

WHEREAS, the County wishes to accept such conveyance of the Fee Parcels and Easement Parcels (as those terms are defined herein below) for use in conjunction with its ownership and operation of Bannerman Boulevard and Bull Headley Road.

NOW THEREFORE, in consideration of Ten and 00/100 Dollars (\$10.00) and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Seller and Purchaser agree as follows:

Article 1.

Conveyance and Acceptance of Property; Consideration.

1.1. Developer hereby agrees to convey to the County, and the County hereby agrees to accept from the Developer, upon the terms and conditions set forth in this Agreement, the following:

1.1.1. fee simple interest to that certain real property legally described and depicted in **Composite Exhibit “A”** attached hereto and incorporated herein by this reference, together with all improvements, easements, rights and uses now or hereafter belonging thereto (collectively, the “Fee Parcels”); and

1.1.2. non-exclusive perpetual drainage easements in, over, under, on, and through that certain real property legally described and depicted in **Composite Exhibit “B”** attached hereto and incorporated herein by this reference (collectively, the “Easements Parcels”) for the purpose of clearing, excavating, constructing, and maintaining drainage structures and outfalls, ditches, and drains, and for ingress and egress purposes.

1.2. The conveyance and acceptance of the Fee Parcels and Easement Parcels (collectively, the “Parcels”) shall be for noncash consideration as set forth herein, including development approvals referenced in the recitals herein.

Article 2. **Maintenance Obligations; License.**

2.1 As consideration for the conveyance of the Parcels, the County shall be responsible for the routine maintenance of the right-of-way located therein, except that the Developer or designee shall routinely maintain, repair and replace as necessary, all plants, landscaping, trees, and irrigation systems, as well as perform litter control along the right of way located on the Fee Parcels. Developer shall promptly repair any damage to the right of way caused by the irrigation systems at its sole expense; provided, however, upon Developer’s failure to timely repair any such damage, the County may, in its sole discretion, make such repairs and recover the full costs thereof from Developer. In the event Developer or designee fails to satisfy its obligations set forth in this Section 2.1, the County may, in its sole discretion and without obligation, maintain, repair, replace, or remove any or all plants, landscaping, trees, and irrigation systems.

2.2 The County hereby grants a license to the Developer, entitling the Developer its employees, contractors, and agents ingress and egress to and from the right of way located on the Fee Parcels for purposes of fulfilling Developer’s obligations pursuant to Section 2.1 herein.

2.2 The provisions of this Article 2 shall survive Closing and remain binding upon the Developer.

Article 3. **Title; Disclosure of Beneficial Interests.**

3.1. Developer shall convey marketable title of the Fee Parcels to the County by General Warranty Deed (the “Deed”) subject only to (a) zoning, restrictions, prohibitions, and other limitations imposed by governmental authority; (b) restrictions and matters appearing on the plat or common to the subdivision, if any; (c) public utility easements of record; and (d) any and all restrictions of record, exceptions, or other such matters as are set forth in the Commitment (as that term is defined in Section 3.3 below).

3.2. Conveyance of the Easement Parcels from the Developer to the County shall be by a non-exclusive perpetual drainage easement in a mutually agreeable form (the “Easement”).

3.3. No later than thirty (30) days before the Closing Date, the County may, at the County’s expense, obtain a title insurance commitment for the Parcels (the “Commitment”) issued by a title insurance company chosen at the County’s sole discretion (the “Title Company”). If the County obtains a Commitment then, upon Closing, an ALTA owner’s policy shall be issued for fee simple title for the Fee Parcels and a perpetual non-exclusive drainage easement for the Easement Parcels subject to exceptions as stated above.

3.4. If the County obtains a Commitment then the County shall, no later than fifteen (15) days after receipt of the Commitment from the Title Company, deliver written notice to the Developer of any matters of title that the County deems unacceptable (“Title Defects”). Title shall be deemed acceptable to the County if (a) the County fails to deliver notice of Title Defects within the time specified, or (b) the County delivers notice and the Developer cures the Title Defects on or before the Closing Date (the “Curative Period”). The Developer shall use reasonable efforts to cure the Title Defects within the Curative Period and if the Title Defects are not cured within the Curative Period, the County shall be entitled to elect, by written notice to the Developer, to: (i) terminate this Agreement, whereupon this Agreement shall be of no further force and effect, or (ii) accept title subject to existing Title Defects, provided that any monetary liens on the Parcels, except real estate taxes and assessments not yet due and payable, will be paid in full by the Developer at the Closing.

3.5. Disclosure of Beneficial Interests. The parties acknowledge that the Developer’s conveyance of the Parcels to the County is subject to the provisions in Section 286.23, Florida Statutes, which require, with few exceptions, that persons or entities holding real property in the form of a partnership, limited partnership, corporation, trust, or in any form of representative capacity, make a written public disclosure under oath, subject to the penalties prescribed for perjury, of the name and address of every person having a beneficial interest in the real property before the property held in such capacity is conveyed to any local governmental unit. Alternatively, in accordance such statutory provisions, the Developer acknowledges that it qualifies for a statutory exemption from such public disclosure. As confirmation of such exemption, the Developer shall, on or before the Closing Date, deliver to the County a duly executed Public Disclosure Exemption Affidavit in the form acceptable to the County.

Article 4. **Representations and Warranties.**

4.1. Developer. In addition to any other covenants, indemnities, warranties and representations made by the Developer herein, the Developer hereby represents and warrants to the County that the Developer has the capacity, and all requisite actions have been taken and approvals obtained by the Developer to fully authorize and empower the Developer, to execute this Agreement and consummate the transactions contemplated hereby. In addition, the Developer hereby represents and warrants to the County that there are no actions, suits, proceedings, claims, orders, decrees or judgments affecting the Parcels, or any portion thereof, which have been prosecuted for a period of sixty (60) days or more or, to the knowledge of the Developer, are pending or have been prosecuted for less than sixty (60) days, in any court or by or before any

federal, state, county or municipal department, commission, board, bureau or agency or other governmental instrumentality; and, to the knowledge of the Developer, no such actions, suits, proceedings, claims, orders, decrees or judgments have been threatened or asserted. The Developer is not a party to or subject to any judgment, writ, decree, injunction or order enjoining or restraining it from conducting any business in respect of the Parcels, and, to the knowledge of the Developer with investigation, no such judgment, writ, decree, injunction or order has been threatened or asserted. To the Developer's knowledge, there are no outstanding unpaid judgments against the Parcels.

4.2. County. In addition to any other covenants, indemnities, warranties and representations made by the County herein, the County hereby represents and warrants to the Developer that, pursuant Policy 03-01 adopted by the Board of County Commissioners for Leon County, Florida (the "BCC") and additional BCC action, the County has the capacity, and, prior to the Closing Date, all requisite actions will have been taken and approvals obtained by the County to fully authorize and empower the County to consummate the transactions contemplated hereby.

Article 5. **Closing.**

5.1. Closing Date. The closing of the transaction contemplated herein (the "Closing") shall take place no later than forty-five (45) days after the Date of this Agreement, unless modified by written agreement of the parties (the "Closing Date").

5.2. Modifications to Closing Date. The Closing Date may be modified only by mutual written agreement of the parties.

5.3. Closing Requirements. At the time of Closing:

5.3.1. The Developer shall execute in recordable form and deliver to the County the Deed, conveying marketable title to the Fee Parcels, free and clear of all liens and encumbrances to the extent set forth in Article 3 above.

5.3.2. The Developer shall execute in recordable form and deliver to the County the Easement, free and clear of all liens and encumbrances to the extent set forth in Article 3 above.

5.3.3. The County shall cause the Commitment, if obtained, to be recertified and updated to the Closing Date, and may cause the policy of title insurance to be issued pursuant to the Commitment, at the County's sole cost and expense, except that the Developer shall have cured all matters curable by the payment of money and shall have cured all title and survey objections timely made by the County hereunder.

5.3.4. The Developer shall deliver to the County an affidavit, in form acceptable to the County, certifying that the Developer is not a non-resident alien or foreign entity, such that the Developer and such interest holders are not subject to tax under the Foreign Investment and Real Property Tax Act of 1980.

5.3.5. The Developer shall deliver to the County an affidavit, in form acceptable to the County, attesting to the Developer's representations and warranties set forth in Article 4 above.

5.3.6. The Developer shall obtain an exemption pursuant to Section 10-7.206(a)(2) of the Code of Laws of Leon County, Florida.

5.3.7. The Developer and County shall each execute the Maintenance Agreement substantially in the form attached hereto as **Exhibit "C"**.

5.3.8. The Developer and County shall each deliver to the other such other documents or instruments as may reasonably be required to close this transaction, including but not limited to an assignment of the Approvals, authority documentation and a Closing statement.

Article 6.
Prorations and Adjustment; Closing Costs.

6.1. **Taxes and Special Assessments.** All taxes and special assessments which are a lien upon the Parcels on or prior to the Closing Date shall be paid by the Developer in accordance with the following procedure:

6.1.1. If the Closing Date is before November 1, the Developer shall at Closing, in accordance with Section 196.295, Florida Statutes, place in escrow with the Leon County Tax Collector an amount equal to the current ad valorem taxes prorated to the date of Closing, based upon the current assessment and millage rates on the Fee Parcels. This fund shall be used to pay any ad valorem taxes when they become due on November 1, and the remainder of ad valorem taxes which would otherwise have been due for that current year shall stand canceled.

6.1.2. If the Closing Date is on or after November 1, and the taxes and special assessments on the Fee Parcels due for that current year have not yet been paid, the Developer shall at Closing pay an amount equal to such current ad valorem taxes and special assessments prorated to the date of Closing.

6.1.3. If the Closing Date is on or after November 1, and the taxes and special assessments on the Fee Parcels due for that current year have already been paid, the Developer shall at Closing be entitled to receive a credit from the County in an amount equal to such current ad valorem taxes and special assessments prorated from the day after Closing.

6.2. **Other Closing Costs.** The recording costs to cure any title or survey defects shall be paid by the Developer. Any documentary stamp taxes and transfer taxes payable in connection with the conveyance of the Parcels shall be paid by the Developer. The cost to record the Deed and Easement and the costs attributable to the issuance of the owner's title insurance policy referenced in Article 3 above shall be paid by the County.

Article 7.
Miscellaneous.

7.1. Controlling Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Florida. Venue for all purposes shall be Leon County, Florida.

7.2. Broker. The Developer represents and warrants to the County that it has not had any direct or indirect dealings with any real estate brokers, salesman or agents in connection with the Parcels and this transaction. The Developer shall defend and hold each other harmless the County from and against any and all finder's and/or broker's commissions due or claimed to be due on account of this transaction and arising out of contracts made by or the acts of the Developer.

7.3. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to this transaction and supersedes all prior agreements, written or oral, between the Developer and County relating to the subject matter hereof. Any modification or amendment to this Agreement shall be effective only if in writing and executed by each of the parties.

7.4. Assignment. Neither the Developer nor County may assign its rights and obligations under this Agreement without the prior written consent of the other party.

7.5. Binding. The terms hereof shall be binding upon and shall inure to the benefit of the parties hereto and their successors and assigns.

7.6. Survival and Benefit. Except as otherwise expressly provided herein, each agreement, representation, or warranty made in this Agreement by or on behalf of either party, or in any instruments delivered pursuant hereto or in connection herewith, shall survive the Closing and the consummation of the transaction provided for herein.

7.7. Construction. This Agreement shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by counsel for one of the parties, it being recognized that both the Developer and County have contributed substantially and materially to the preparation and review of this Agreement.

7.8. The Date of this Agreement. The terms "The Date of this Agreement" or "Effective Date" as used herein shall mean the date upon which the later of the Developer and County execute this Agreement.

7.9. No Waiver. Neither the failure of either party to exercise any power given such party hereunder or to insist upon strict compliance by the other party with its obligations hereunder, or by custom or practice of the parties at variance with the terms hereof shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.
SIGNATURE PAGE FOLLOWS THIS PAGE]

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the date below.

LEON COUNTY, FLORIDA

GOLDEN OAK LAND GROUP LLC

By: _____
Vincent S. Long
County Administrator

By: _____

Date Signed: _____

(print name)

Its:

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

(print title)

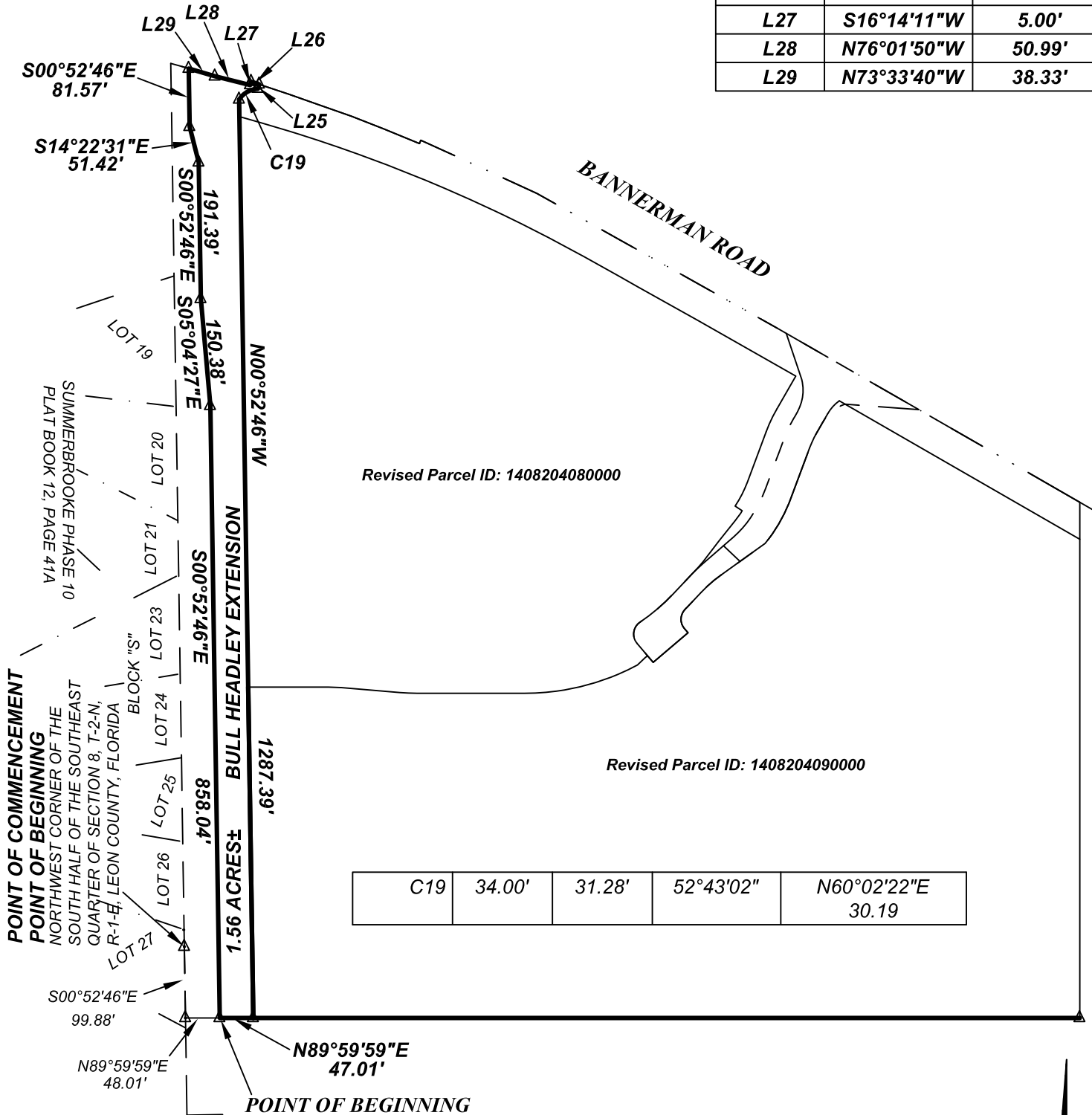
Date Signed: _____

Kyle L. Kemper
Sr. Assistant County Attorney

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

**SKETCH OF RIGHT-OF-WAY FOR:
GOLDEN OAK LAND GROUP LLC**

L25	N18°30'11"E	6.38'
L26	N71°29'49"W	11.82'
L27	S16°14'11"W	5.00'
L28	N76°01'50"W	50.99'
L29	N73°33'40"W	38.33'



Revised Parcel ID: 1408204080000

Revised Parcel ID: 1408204090000

C19	34.00'	31.28'	52°43'02"	N60°02'22"E 30.19
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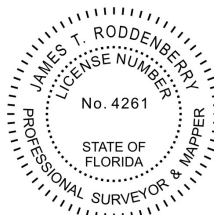
NOTES:

1. SURVEY SOURCE: Survey performed by Gary Allen Job Number 17-384 Dated 3/24/14 special instructions provided by client and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: Westerly boundary of subject property being North 00 degrees 52 minutes 46 seconds West as per Gary Allen survey.
3. A current field survey has not been performed to verify the accuracy of the sketch shown hereon.
4. THIS IS NOT A BOUNDARY SURVEY.
5. Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.
6. See attached sheet for legal description.

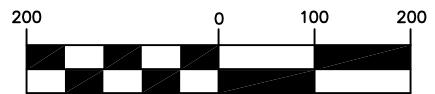
I hereby certify that this was performed under my responsible direction and supervision and the plat and description are true and accurate to the best of my knowledge and belief. The survey meets or exceeds the standards for practice for land surveying as established by the Florida Board of Professional Surveyors and Mappers (F.A.C. 5J-17.0511.052).

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

James T. Roddenberry
JAMES T. RODDENBERRY
Surveyor and Mapper
Florida Certificate No: 4261



GRAPHIC SCALE



(IN FEET)
1 inch = 200 ft.

Thurman Roddenberry & Associates, Inc. PROFESSIONAL SURVEYORS AND MAPPERS P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358 PHONE NUMBER: 850-962-2538 FAX NUMBER: 850-962-1103 LB # 7160		
DATE: 01/13/23	DRAWN BY: MMD	COUNTY: LEON
FILE: 18035BH.DWG	DATE OF LAST FIELD WORK:	JOB NUMBER: 18-035

Thurman Roddenberry and Associates, Inc.
Professional Surveyors and Mappers

PO Box 100
125 Sheldon Street
Sopchoppy, Florida 32358
USA

Phone: 850-962-2538
Fax: 850-962-1103

January 13, 2023

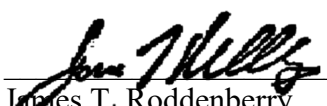
Legal Description of a 1.56 Acre Tract
Certified To: Golden Oak Land Group LLC

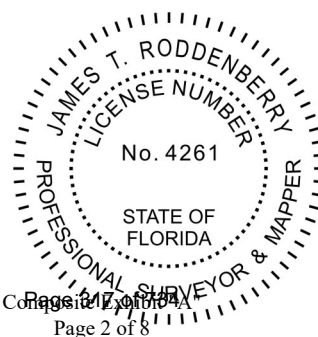
I hereby certify that this is a true and correct representation of the following described property and that this description meets the minimum technical standards for land surveying (Chapter 5J-17.051/.052, Florida Administrative Code).

BULL HEADLEY EXTENSION

Commence at the Northwest corner of the South half of the Southeast quarter of Section 8, Township 2 North, Range 1 East, Leon County, Florida; thence run South 00 degrees 52 minutes 46 seconds East 99.88 feet; thence run North 89 degrees 59 minutes 59 seconds East 48.01 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING continue North 89 degrees 59 minutes 59 seconds East 47.01 feet; thence run North 00 degrees 52 minutes 46 seconds West 1,287.39 feet to a point of curve to the right, having a radius of 34.00 feet; through a central angle of 52 degrees 43 minutes 02 seconds, for an arc distance of 31.28 feet, chord being North 60 degrees 02 minutes 22 seconds East 30.19 feet; thence run North 18 degrees 30 minutes 11 seconds East 6.38 feet to a point lying on the Southerly right-of-way boundary of Bannerman Road; thence run North 71 degrees 29 minutes 49 seconds West along said right-of-way boundary 11.82 feet; thence run South 16 degrees 14 minutes 11 seconds West along said right-of-way boundary 5.00 feet; thence run North 76 degrees 01 minute 50 seconds West along said right-of-way boundary 50.99 feet; thence run North 73 degrees 33 minutes 40 seconds West along said right-of-way boundary 38.33 feet, thence leaving said right-of-way boundary run South 00 degrees 52 minutes 46 seconds East 81.57 feet, thence run South 14 degrees 22 minutes 31 seconds East 51.42 feet, thence run South 00 degrees 52 minutes 46 seconds East 191.39 feet, thence run South 05 degrees 04 minutes 27 seconds East 150.38 feet, thence run South 00 degrees 52 minutes 46 seconds East 858.04 feet to the POINT OF BEGINNING containing 1.56 acres, more or less

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

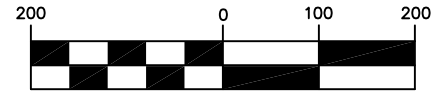

James T. Roddenberry
Surveyor and Mapper Florida
Certificate No: 4261



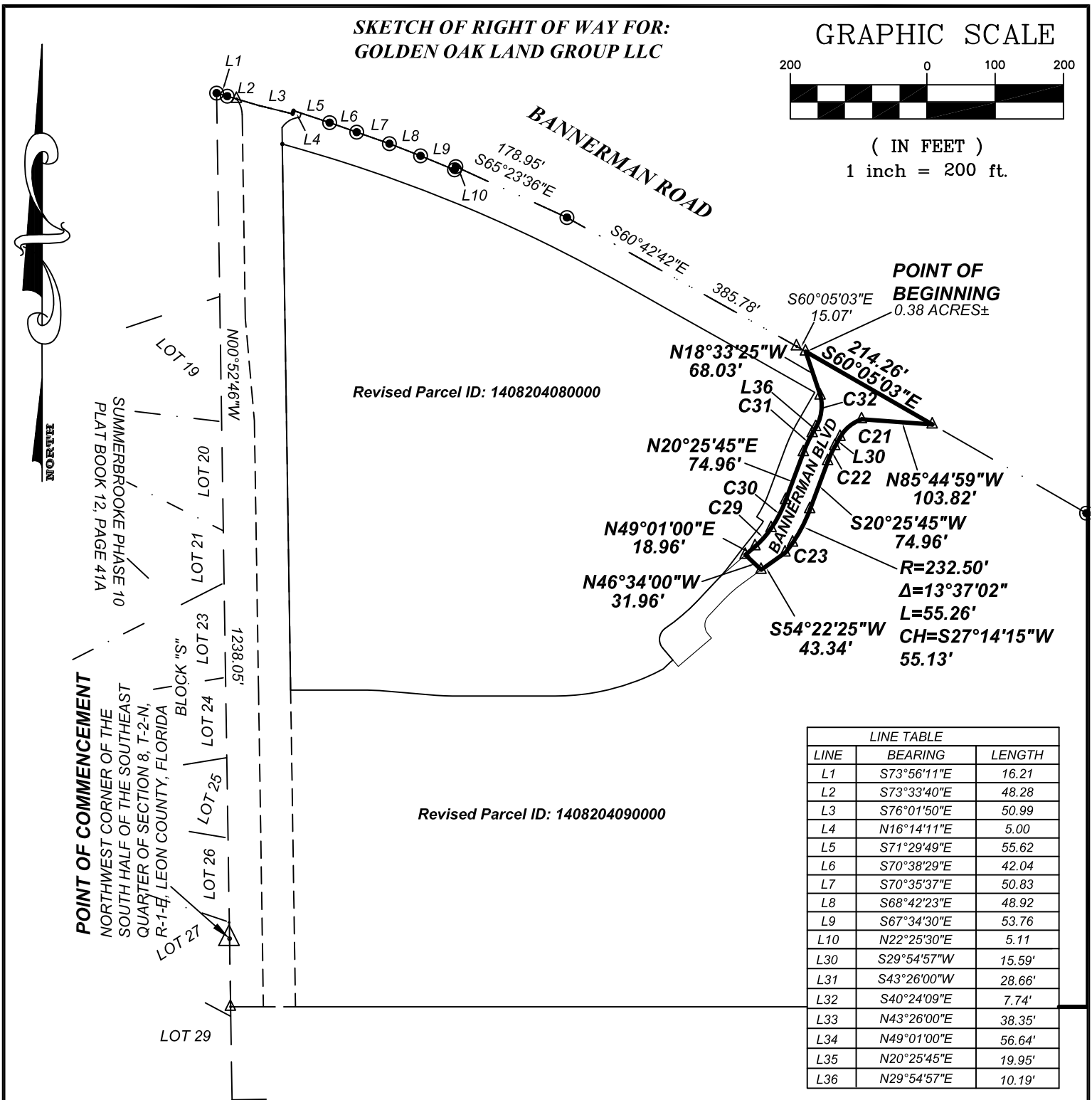
18-035ac1.56

SKETCH OF RIGHT OF WAY FOR:
GOLDEN OAK LAND GROUP LLC

GRAPHIC SCALE



(IN FEET)
1 inch = 200 ft.



LINE TABLE		
LINE	BEARING	LENGTH
L1	S73°56'11"E	16.21
L2	S73°33'40"E	48.28
L3	S76°01'50"E	50.99
L4	N16°14'11"E	5.00
L5	S71°29'49"E	55.62
L6	S70°38'29"E	42.04
L7	S70°35'37"E	50.83
L8	S68°42'23"E	48.92
L9	S67°34'30"E	53.76
L10	N22°25'30"E	5.11
L30	S29°54'57"W	15.59'
L31	S43°26'00"W	28.66'
L32	S40°24'09"E	7.74'
L33	N43°26'00"E	38.35'
L34	N49°01'00"E	56.64'
L35	N20°25'45"E	19.95'
L36	N29°54'57"E	10.19'

C21	57.50'	41.52'	41°22'16"	S50°36'05"W 40.62
C22	147.50'	24.42'	9°29'12"	S25°10'21"W 24.39
C23	174.50'	18.18'	5°58'13"	N37°01'54"E 18.17
C24	197.50'	37.71'	10°56'25"	S48°54'12"W 37.65
C25	313.50'	4.04'	0°44'19"	S43°48'10"W 4.04
C26	20.00'	29.52'	84°34'29"	S01°53'05"W 26.91
C27	20.00'	33.54'	96°04'50"	N07°38'16"E 29.74
C28	224.50'	21.88'	5°35'00"	N46°13'30"E 21.87
C29	136.50'	35.66'	14°58'13"	N41°31'54"E 35.56
C30	194.50'	46.23'	13°37'02"	N27°14'16"E 46.12
C31	185.50'	30.71'	9°29'12"	N25°10'21"E 30.68
C32	62.50'	47.80'	43°49'06"	N08°00'24"E 46.64

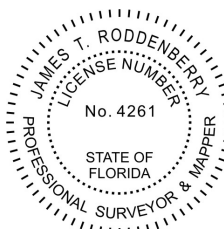
NOTES:

1. SURVEY SOURCE: Survey performed by Gary Allen Job Number 17-384 Dated 3/24/14 special instructions provided by client and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: Westerly boundary of subject property being North 00 degrees 52 minutes 46 seconds West as per Gary Allen survey.
3. A current field survey has not been performed to verify the accuracy of the sketch shown hereon.
4. THIS IS NOT A BOUNDARY SURVEY.
5. Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.
6. See attached sheet for legal description.

I hereby certify that this was performed under my responsible direction and supervision and the plat and description are true and accurate to the best of my knowledge and belief. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

James T. Roddenberry
JAMES T. RODDENBERRY
Surveyor and Mapper
Florida Certificate No: 4261



	Thurman Roddenberry & Associates, Inc. PROFESSIONAL SURVEYORS AND MAPPERS P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358 PHONE NUMBER: 850-962-2538 FAX NUMBER: 850-962-1103 LB # 7160		
	DATE: 01/13/23	DRAWN BY: MMD	COUNTY: LEON
FILE: 18035BH.DWG	DATE OF LAST FIELD WORK:	JOB NUMBER: 18-035	

Thurman Roddenberry and Associates, Inc.
Professional Surveyors and Mappers

PO Box 100
125 Sheldon Street
Sopchoppy, Florida 32358
USA

Phone: 850-962-2538

January 16, 2023

Legal Description of a 0.38 Acre Tract
Certified To: Golden Oak Land Group LLC

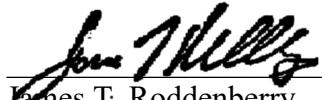
I hereby certify that this is a true and correct representation of the following described property and that this description meets the minimum technical standards for land surveying (Chapter 5J-17.051/.052, Florida Administrative Code).

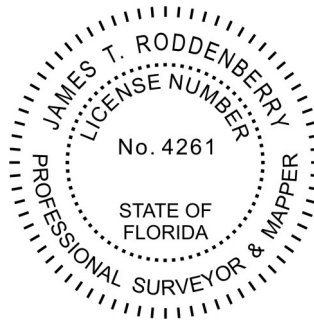
Commence at the Northwest corner of the South Half of the Southeast quarter of Section 8, Township 2 North, Range 1 East Leon County, Florida, thence run North 00 degrees 52 minutes 46 seconds West 1,238.05 feet to a point lying on the Southeasterly right-of-way boundary of Bannerman Road; thence run Southeasterly along said right-of-way boundary the following (13) thirteen courses: South 73 degrees 56 minutes 11 seconds East 16.21 feet; South 73 degrees 33 minutes 40 seconds East 48.28 feet; South 76 degrees 01 minute 50 seconds East 50.99 feet; North 16 degrees 14 minutes 11 seconds East 5.00 feet; South 71 degrees 29 minutes 49 seconds East 55.62 feet; South 70 degrees 38 minutes 29 seconds East 42.04 feet; South 70 degrees 35 minutes 37 seconds East 50.83 feet; South 68 degrees 42 minutes 23 seconds East 48.92 feet; South 67 degrees 34 minutes 30 seconds East 53.76 feet; North 22 degrees 25 minutes 30 seconds East 5.11 feet; South 65 degrees 23 minutes 36 seconds East 178.95 feet; South 60 degrees 42 minutes 42 seconds East along said right-of-way boundary 385.78 feet, thence run South 06 degrees 05 minutes 03 seconds East along said right-of-way boundary 15.07 feet POINT OF BEGINNING. From said POINT OF BEGINNING run South 60 degrees 05 minutes 03 seconds East along said right-of-way boundary 214.26 feet; thence leaving said right-of-way boundary run North 85 degrees 44 minutes 59 seconds West 103.82 feet to a point of curve to the left, having a radius of 57.50 feet; through a central angle of 41 degrees 22 minutes 16 seconds, for an arc distance of 41.52 feet, chord being South 50 degrees 36 minutes 05 seconds West 40.62 feet; thence run South 29 degrees 54 minutes 57 seconds West 15.59 feet to a point of curve to the left having a radius of 147.50 feet, through a central angle of 09 degrees 29 minutes 12 seconds; for an arc distance of 24.42 feet; chord being South 25 degrees 10 minutes 21 seconds West 24.39 feet; thence run South 20 degrees 25 minutes 45 seconds West 74.96 feet to a point of curve to the right having a radius of 232.50 feet, through a central angle of 13 degrees 37 minutes 02 seconds; for an arc distance of 55.26 feet; chord being South 27 degrees 14 minutes 16 seconds West 55.13 feet to a point of compound curve to the right having a radius of 174.50 feet and a central angle of 05 degrees 58 minutes 13 seconds; for an arc distance of 18.18 feet, chord being South 37 degrees 01 minutes 54 seconds West 18.17 feet; thence run South 54 degrees 22 minutes 25 seconds West 43.34 feet, thence run North 46

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degrees 34 minutes 00 seconds West 31.96 feet; thence run North 49 degrees 01 minutes 00 seconds East 18.96 feet to a point of curve to the left having a radius of 136.50 feet, through a central angle of 14 degrees 58 minutes 13 seconds; for an arc distance of 35.66 feet; chord being North 41 degrees 31 minutes 54 seconds East 35.56 feet to a point of compound curve to the left having a radius of 194.50 feet and a central angle of 13 degrees 37 minutes 02 seconds; for an arc distance of 46.23 feet, chord being North 27 degrees 14 minutes 16 seconds East 46.12 feet; thence run North 20 degrees 25 minutes 45 seconds East 74.96 feet to a point of curve to the right having a radius of 185.50 feet, through a central angle of 09 degrees 29 minutes 12 seconds; for an arc distance of 30.71 feet; chord being North 25 degrees 10 minutes 21 seconds East 30.68 feet; thence run North 29 degrees 54 minutes 57 seconds East 10.19 feet to a point of curve to the left having a radius of 62.50 feet, through a central angle of 43 degrees 49 minutes 06 seconds; for an arc distance of 47.80 feet; chord being North 08 degrees 00 minutes 24 seconds East 46.64 feet; thence run North 18 degrees 33 minutes 25 seconds West 68.03 feet to the POINT OF BEGINNING containing 0.38 acres, more or less.

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

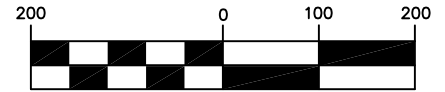

James T. Roddenberry
Surveyor and Mapper Florida
Certificate No: 4261



18-035ac0.38

SKETCH OF RIGHT OF WAY FOR:
GOLDEN OAK LAND GROUP LLC

GRAPHIC SCALE



(IN FEET)
1 inch = 200 ft.

Revised Parcel ID: 1408204080000

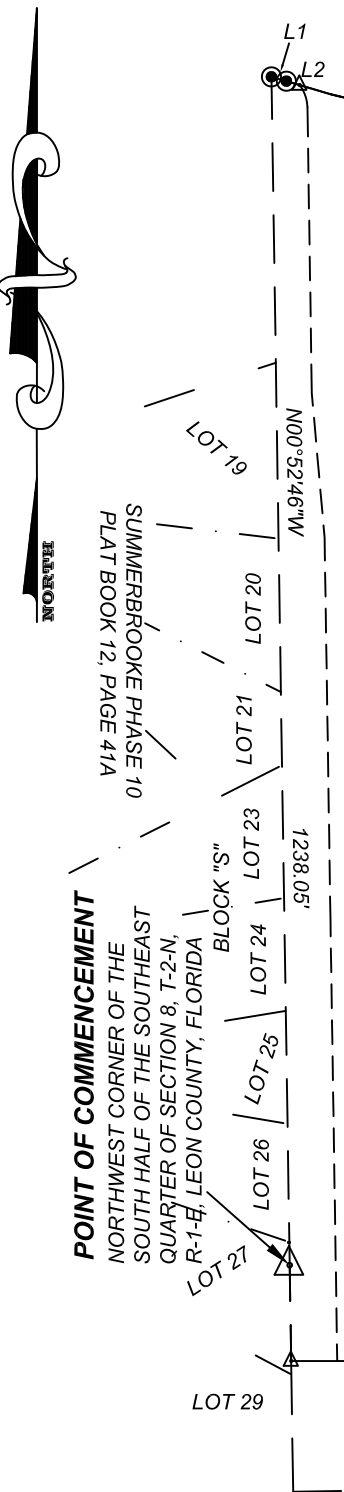
R=286.50'
Δ=12°14'42"
L=61.23'
CH=N49°33'21"E
61.11'

N49°01'00"E 37.68'
N40°24'09"W 34.97'
S49°35'51"W 64.00'
S54°22'25"W 75.47'
S54°22'25"W 43.34'
S60°05'03"E 15.07'
S60°05'03"E 214.26'
N85°44'59"W 103.82'
S20°25'45"W 74.96'
R=232.50'
Δ=13°37'02"
L=55.26'
CH=S27°14'15"W
55.13'

POINT OF BEGINNING
0.16 ACRES±

LINE	BEARING	LENGTH
L1	S73°56'11"E	16.21
L2	S73°33'40"E	48.28
L3	S76°01'50"E	50.99
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L9	S67°34'30"E	53.76
L10	N22°25'30"E	5.11
L30	S29°54'57"W	15.59'
L31	S43°26'00"W	28.66'
L32	S40°24'09"E	7.74'
L33	N43°26'00"E	38.35'
L34	N49°01'00"E	56.64'
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L36	N29°54'57"E	10.19'

Revised Parcel ID: 1408204090000



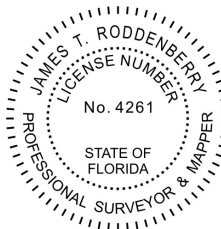
NOTES:

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James T. Roddenberry
JAMES T. RODDENBERRY
Surveyor and Mapper
Florida Certificate No: 4261



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C25	313.50'	4.04'	0°44'19"	S43°48'10"W 4.04
C26	20.00'	29.52'	84°34'29"	S01°53'05"W 26.91
C27	20.00'	33.54'	96°04'50"	N07°38'16"E 29.74
C28	224.50'	21.88'	5°35'00"	N46°13'30"E 21.87
C29	136.50'	35.66'	14°58'13"	N41°31'54"E 35.56
C30	194.50'	46.23'	13°37'02"	N27°14'16"E 46.12
C31	185.50'	30.71'	9°29'12"	N25°10'21"E 30.68
C32	62.50'	47.80'	43°49'06"	N08°00'24"E 46.64

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	DATE: 01/13/23	DRAWN BY: MMD	COUNTY: LEON
FILE: 18035BH.DWG	DATE OF LAST FIELD WORK:	JOB NUMBER: 18-035	

Thurman Roddenberry and Associates, Inc.
Professional Surveyors and Mappers

PO Box 100
125 Sheldon Street
Sopchoppy, Florida 32358
USA

Phone: 850-962-2538

January 16, 2023

Legal Description of a 0.16 Acre Tract
Certified To: Golden Oak Land Group LLC

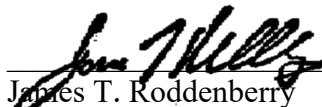
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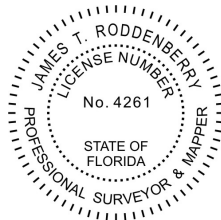
Commence at the Northwest corner of the South Half of the Southeast quarter of Section 8, Township 2 North, Range 1 East Leon County, Florida, thence run North 00 degrees 52 minutes 46 seconds West 1,238.05 feet to a point lying on the Southeasterly right-of-way boundary of Bannerman Road; thence run Southeasterly along said right-of-way boundary the following (13) thirteen courses: South 73 degrees 56 minutes 11 seconds East 16.21 feet; South 73 degrees 33 minutes 40 seconds East 48.28 feet; South 76 degrees 01 minute 50 seconds East 50.99 feet; North 16 degrees 14 minutes 11 seconds East 5.00 feet; South 71 degrees 29 minutes 49 seconds East 55.62 feet; South 70 degrees 38 minutes 29 seconds East 42.04 feet; South 70 degrees 35 minutes 37 seconds East 50.83 feet; South 68 degrees 42 minutes 23 seconds East 48.92 feet; South 67 degrees 34 minutes 30 seconds East 53.76 feet; North 22 degrees 25 minutes 30 seconds East 5.11 feet; South 65 degrees 23 minutes 36 seconds East 178.95 feet; South 60 degrees 42 minutes 42 seconds East along said right-of-way boundary 385.78 feet, thence run South 06 degrees 05 minutes 03 seconds East along said right-of-way boundary 15.07 feet, thence run South 60 degrees 05 minutes 03 seconds East along said right-of-way boundary 214.26 feet; thence leaving said right-of-way boundary run North 85 degrees 44 minutes 59 seconds West 103.82 feet to a point of curve to the left, having a radius of 57.50 feet; through a central angle of 41 degrees 22 minutes 16 seconds, for an arc distance of 41.52 feet, chord being South 50 degrees 36 minutes 05 seconds West 40.62 feet; thence run South 29 degrees 54 minutes 57 seconds West 15.59 feet to a point of curve to the left having a radius of 147.50 feet, through a central angle of 09 degrees 29 minutes 12 seconds; for an arc distance of 24.42 feet; chord being South 25 degrees 10 minutes 21 seconds West 24.39 feet; thence run South 20 degrees 25 minutes 45 seconds West 74.96 feet to a point of curve to the right having a radius of 232.50 feet, through a central angle of 13 degrees 37 minutes 02 seconds; for an arc distance of 55.26 feet; chord being South 27 degrees 14 minutes 16 seconds West 55.13 feet to a point of compound curve to the right having a radius of 174.50 feet and a central angle of 05 degrees 58 minutes 13 seconds; for an arc distance of 18.18 feet, chord being South 37 degrees 01 minutes 54 seconds West 18.17 feet; thence run South 54 degrees 22 minutes 25 seconds West 43.34 feet to the POINT OF BEGINNING. From said POINT OF

18-035ac0.16 con't....

point of curve to BEGINNING continue South 54 degrees 22 minutes 25 seconds West 75.47 feet to a the left having a radius of 197.50 feet, through a central angle of 10 degrees 56 minutes 25 seconds; for an arc distance of 37.71 feet; chord being South 48 degrees 54 minutes 12 seconds West 37.65 feet; thence run South 43 degrees 26 minutes 00 seconds West 28.66 feet to a point of curve to the right having a radius of 313.50 feet, through a central angle of 00 degrees 44 minutes 19 seconds; for an arc distance of 4.04 feet; chord being South 43 degrees 48 minutes 10 seconds West 4.04 feet to a point of reverse curve having a radius of 20.00 feet; through a central angle of 84 degrees 34 minutes 29 seconds; for an arc distance of 29.52 feet; chord being South 01 degrees 53 minutes 05 seconds West 26.91 feet; thence run South 40 degrees 24 minutes 09 seconds East 7.74 feet; thence run South 49 degrees 35 minutes 51 seconds West 64.00 feet; thence run North 40 degrees 24 minutes 09 seconds West 34.97 feet to a point of curve to the right having a radius of 20.00 feet, through a central angle of 96 degrees 04 minutes 50 seconds; for an arc distance of 33.54 feet; chord being North 07 degrees 38 minutes 16 seconds East 29.74 feet; to a point of reverse curve having a radius of 286.50 feet, through a central angle of 12 degrees 14 minutes 42 seconds, for an arc distance of 61.23 feet, chord being North 49 degrees 33 minutes 21 seconds East 61.11 feet, thence run North 43 degrees 26 minutes 00 seconds East 38.35 feet to a point of curve to the right having a radius of 224.50 feet, through a central angle of 05 degrees 35 minutes 00 seconds; for an arc distance of 21.88 feet; chord being North 46 degrees 13 minutes 30 seconds East 21.87 feet; thence run North 49 degrees 01 minute 00 seconds East 37.68 feet, thence run South 46 degrees 34 minutes 00 seconds East 31.96 feet to the POINT OF BEGINNING containing 0.16 acres, more or less.

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

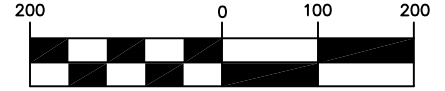

James T. Roddenberry
Surveyor and Mapper Florida
Certificate No: 4261



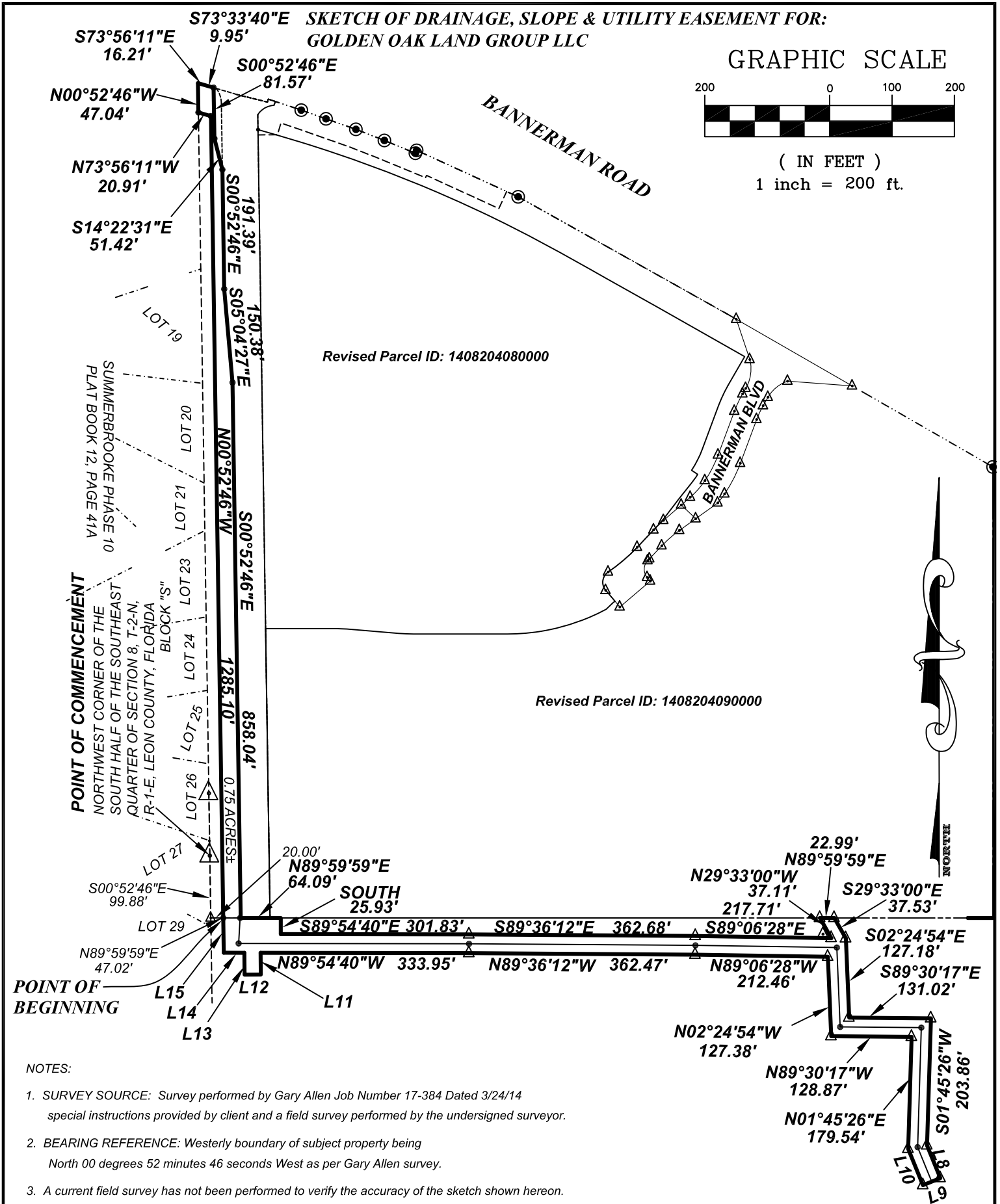
18-035ac0.16

SKETCH OF DRAINAGE, SLOPE & UTILITY EASEMENT FOR:
GOLDEN OAK LAND GROUP LLC

GRAPHIC SCALE



(IN FEET)
1 inch = 200 ft.



NOTES:

1. SURVEY SOURCE: Survey performed by Gary Allen Job Number 17-384 Dated 3/24/14 special instructions provided by client and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: Westerly boundary of subject property being North 00 degrees 52 minutes 46 seconds West as per Gary Allen survey.
3. A current field survey has not been performed to verify the accuracy of the sketch shown hereon.
4. THIS IS NOT A BOUNDARY SURVEY.
5. Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.
6. See attached sheet for legal description.

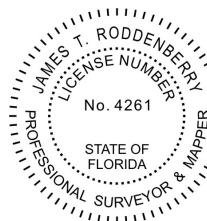
I hereby certify that this was performed under my responsible direction and supervision and the plat and description are true and accurate to the best of my knowledge and belief. The survey meets or exceeds the standards for practice for land surveying as established by the Florida Board of Professional Surveyors and Mappers (F.A.C. 5J-17.0511.052).

LINE TABLE

LINE	BEARING	LENGTH
L8	S22°07'33"E	56.50'
L9	S67°52'27"W	30.00'
L10	N22°07'33"W	62.84'
L11	S00°27'08"E	34.78'
L12	S89°32'52"W	26.00'
L13	N00°27'08"W	35.02'
L14	N89°54'40"W	32.99'
L15	N00°52'46"W	55.79'

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

James T. Roddenberry
JAMES T. RODDENBERRY
Surveyor and Mapper
Florida Certificate No: 4261



	Thurman Roddenberry & Associates, Inc. PROFESSIONAL SURVEYORS AND MAPPERS P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358 PHONE NUMBER: 850-962-2538 FAX NUMBER: 850-962-1103 LB # 7160	
	DATE: 01/30/23	DRAWN BY: MMD
FILE: 18035DE.DWG	DATE OF LAST FIELD WORK:	JOB NUMBER: 18-035

Thurman Roddenberry and Associates, Inc.
Professional Surveyors and Mappers

PO Box 100
125 Sheldon Street
Sopchoppy, Florida 32358
USA

Phone: 850-962-2538


January 25, 2023

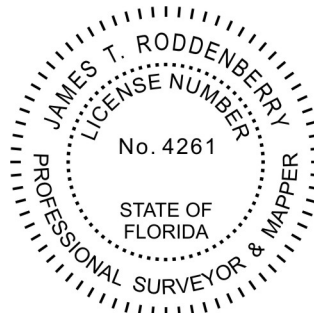
Legal Description of a 0.75 Acre Tract
Certified To: Golden Oak Land Development LLC

I hereby certify that this is a true and correct representation of the following described property and that this description meets the minimum technical standards for land surveying (Chapter 5J-17.051/.052, Florida Administrative Code).

Commence at the Northwest corner of the South Half of the Southeast Quarter of Section 8, Township 2 North, Range 1 East, Leon County, Florida said point lying on the Easterly boundary of Summerbrooke Subdivision, a subdivision as per map or plat thereof recorded in Plat Book 12, Page 41 of the Public Records of Leon County, Florida and run South 00 degrees 52 minutes 46 seconds East along said Easterly boundary 99.88 feet, thence leaving said boundary run North 89 degrees 59 minutes 59 seconds East 20.00 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING run North 00 degrees 52 minutes 46 seconds West 1,285.10 feet; thence run North 73 degrees 56 minutes 11 seconds West 20.91 feet; thence run North 00 degrees 52 minutes 46 seconds West 47.04 feet; thence run South 73 degrees 56 minutes 11 seconds East 16.21 feet; thence run South 73 degrees 33 minutes 40 seconds East 9.95 feet; thence run South 00 degrees 52 minutes 46 seconds East 81.57 feet; thence run South 14 degrees 22 minutes 31 seconds East 51.42 feet; thence run South 00 degrees 52 minutes 46 seconds East 191.39 feet; thence run South 05 degrees 04 minutes 27 seconds East 150.38 feet; thence run South 00 degrees 52 minutes 46 seconds East 858.04 feet; thence run South 89 degrees 59 minutes 59 seconds West 28.00 feet to the POINT OF BEGINNING containing 0.75 acres, more or less.

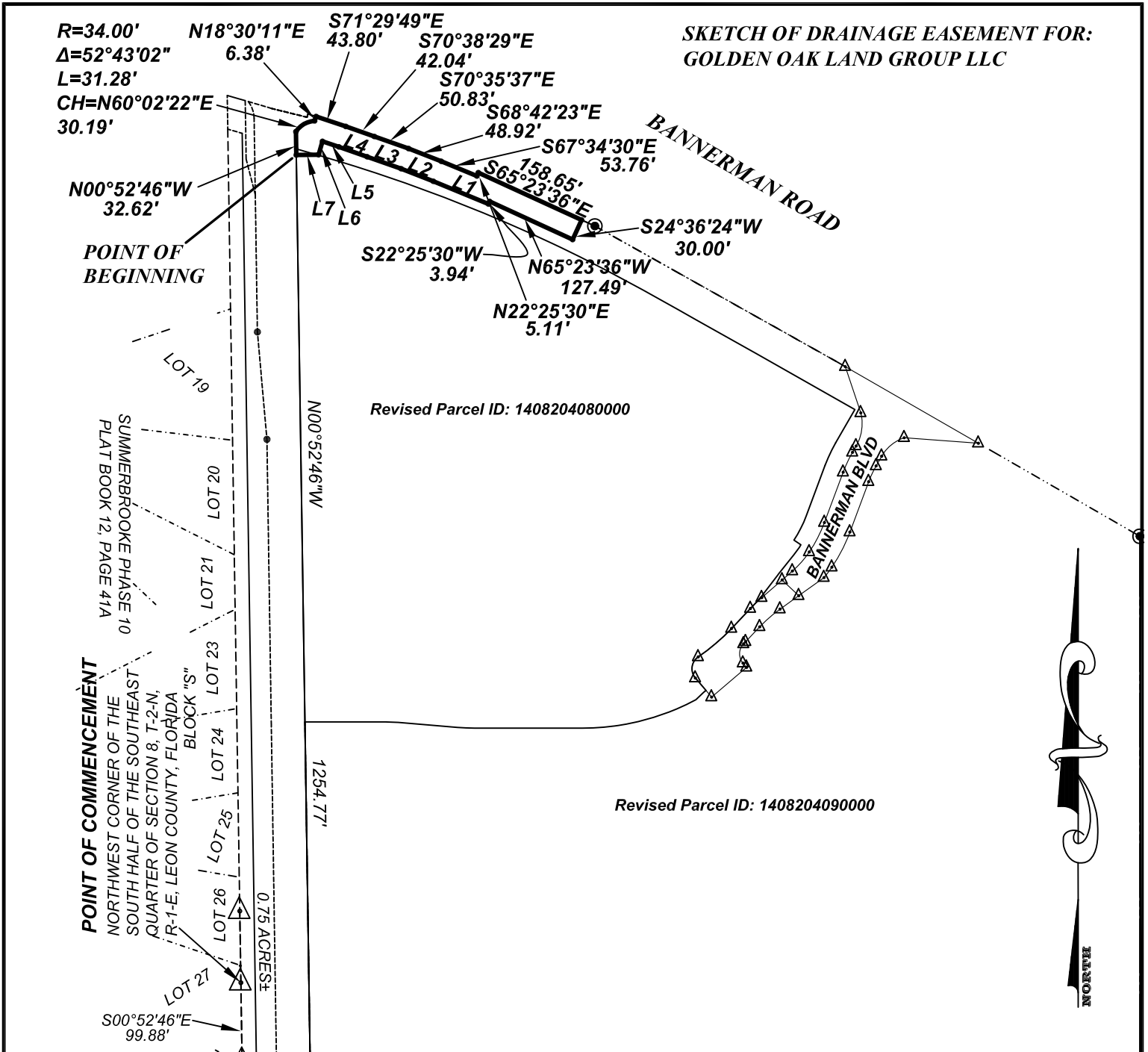
The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.


James T. Roddenberry
Surveyor and Mapper Florida
Certificate No: 4261



18-035ac0.75

SKETCH OF DRAINAGE EASEMENT FOR:
GOLDEN OAK LAND GROUP LLC



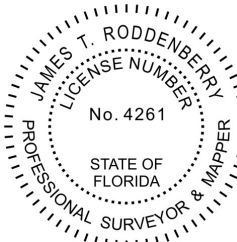
- NOTES:
1. SURVEY SOURCE: Survey performed by Gary Allen Job Number 17-384 Dated 3/24/14 special instructions provided by client and a field survey performed by the undersigned surveyor.
 2. BEARING REFERENCE: Westerly boundary of subject property being North 00 degrees 52 minutes 46 seconds West as per Gary Allen survey.
 3. A current field survey has not been performed to verify the accuracy of the sketch shown hereon.
 4. THIS IS NOT A BOUNDARY SURVEY.
 5. Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.
 6. See attached sheet for legal description.

LINE TABLE		
LINE	BEARING	LENGTH
L1	N67°34'30"W	83.46'
L2	N68°42'23"W	48.13'
L3	N70°35'37"W	50.31'
L4	N70°38'29"W	41.82'
L5	N71°29'49"W	24.19'
L6	S16°04'12"W	19.41'
L7	S89°07'14"W	31.18'

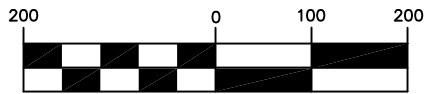
I hereby certify that this was performed under my responsible direction and supervision and the plat and description are true and accurate to the best of my knowledge and belief. The survey meets or exceeds the standards for practice for land surveying as established by the Florida Board of Professional Surveyors and Mappers (F.A.C. 5J-17.0511.052).

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

James T. Roddenberry
 JAMES T. RODDENBERRY
 Surveyor and Mapper
 Florida Certificate No: 4261



GRAPHIC SCALE



(IN FEET)
1 inch = 200 ft.

Thurman Roddenberry & Associates, Inc. PROFESSIONAL SURVEYORS AND MAPPERS P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358 PHONE NUMBER: 850-962-2538 FAX NUMBER: 850-962-1103 LB # 7160		
DATE: 01/20/23	DRAWN BY: MMD	COUNTY: LEON
FILE: 18035DE.DWG	DATE OF LAST FIELD WORK:	JOB NUMBER: 18-035

Thurman Roddenberry and Associates, Inc.
Professional Surveyors and Mappers

PO Box 100
125 Sheldon Street
Sopchoppy, Florida 32358
USA

Phone: 850-962-2538

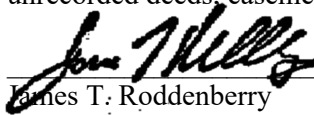
January 25, 2023

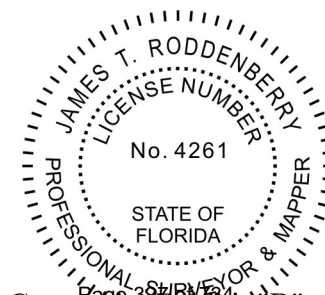
Legal Description of a 0.30 Acre Tract
Certified To: Golden Oak Land Group LLC

I hereby certify that this is a true and correct representation of the following described property and that this description meets the minimum technical standards for land surveying (Chapter 5J-17.051/.052, Florida Administrative Code).

Commence at the Northwest corner of the South Half of the Southeast Quarter of Section 8, Township 2 North, Range 1 East, Leon County, Florida said point lying on the Easterly boundary of Summerbrooke Subdivision, a subdivision as per map or plat thereof recorded in Plat Book 12, Page 41 of the Public Records of Leon County, Florida and run South 00 degrees 52 minutes 46 seconds East along said Easterly boundary 99.88 feet, thence leaving said boundary run North 89 degrees 59 minutes 59 seconds East 95.01 feet, thence run North 00 degrees 52 minutes 46 seconds West 1,254.77 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING run North 00 degrees 52 minutes 46 seconds West 32.62 feet to a point lying on a curve concave to the Southeasterly, thence run Northeasterly along said curve having a radius of 34.00 feet; through a central angle of 52 degrees 43 minutes 02 seconds, for an arc distance of 31.28 feet, chord being North 60 degrees 02 minutes 22 seconds East 30.19 feet; thence run North 18 degrees 30 minutes 11 seconds East 6.38 feet to a point lying on the Southerly right-of-way boundary of Bannerman Road; thence run Southeasterly along said right-of-way boundary the following courses: South 71 degrees 29 minutes 49 seconds East 43.80 feet; South 70 degrees 38 minutes 29 seconds East 42.04 feet; South 70 degrees 35 minutes 37 seconds East 50.83 feet; South 68 degrees 42 minutes 23 seconds East 48.92 feet; South 67 degrees 34 minutes 30 seconds East 53.76 feet; North 22 degrees 25 minutes 30 seconds East 5.11 feet; South 65 degrees 23 minutes 36 seconds East 158.65 feet; thence leaving said right-of-way boundary run South 24 degrees 36 minutes 24 seconds West 30.00 feet; thence run North 65 degrees 23 minutes 36 seconds West 127.49 feet; thence run South 22 degrees 25 minutes 30 seconds West 3.94 feet; thence run North 67 degrees 34 minutes 30 seconds West 83.46 feet; thence run North 68 degrees 42 minutes 23 seconds West 48.13 feet; thence run North 70 degrees 35 minutes 37 seconds West 50.31 feet; thence run North 70 degrees 38 minutes 29 seconds West 41.82 feet; thence run North 71 degrees 29 minutes 49 seconds West 24.19 feet; thence run South 16 degrees 04 minutes 12 seconds West 19.41 feet; thence run South 89 degrees 07 minutes 14 seconds West 31.18 feet to the POINT OF BEGINNING containing 0.30 acres, more or less.

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.


James T. Roddenberry
Surveyor and Mapper Florida
Certificate No: 4261



18-035ac0.30

MAINTENANCE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2023, between **GOLDEN OAK LAND GROUP LLC**, a Florida corporation, whose mailing address is 4708 Capital Circle NW, Tallahassee, Leon, FL 32303 hereinafter collectively called the “DEVELOPER,” and **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida, hereinafter called the “COUNTY.”

WHEREAS, the Developer has heretofore presented a map or plat for the Cawthon Commercial Subdivision to the Board of County Commissioners of Leon County, Florida, which map or plat was approved by said Board subject to the construction of roadways, sidewalks and drainage facilities (the “Improvements) and the dedication road right-of-way to support the Cawthon Commercial Subdivision, which includes the rights-of-way for the newly constructed Bull Headley Extension and Bannerman Boulevard permitted under Permit No. LEM21056, hereby referred to and incorporated by reference hereto and referred to herein as the **Bull Headley Extension**; and

WHEREAS, after the completion of said Improvements the execution of a Maintenance Agreement by the DEVELOPER to correct, repair, or replace according to approved design specification and to COUNTY satisfaction or reimburse the COUNTY for any defects in materials and workmanship in the construction, paving and installation of said Improvements; and

WHEREAS, said Improvements have been constructed, paved and installed in accordance with the plans and specifications prescribed by the COUNTY and said Improvements will be accepted by the COUNTY once the right of way is finalized for acceptance via a Dedication Agreement;

NOW THEREFORE, THIS INDENTURE WITNESSETH: That the Developer for and in consideration of the sum of Ten Dollars (\$10.00) and other valuable considerations to them in hand paid by the County, the receipt whereof is hereby acknowledged, contract and agree to

reimburse the County for all expenses that might be incurred by the County because of any defects in materials and/or workmanship in the construction, paving, sidewalks and installation of all drainage facilities said Improvements in **Bull Headley Extension** that become apparent within two (2) years from date of this agreement.

PERFORMANCE OF THIS AGREEMENT by the Developer shall be secured by a Surety Bond in the amount of \$370,011.00 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 written above.

[SIGNATURE PAGES TO FOLLOW]

DEVELOPER:

GOLDEN OAK LAND GROUP LLC

(Witnesses)

_____ (signature)

By: _____ (seal)

_____ (typed or printed name)

As its: Manager

_____ (signature)

Date: _____

_____ (typed or printed name)

COUNTY OF LEON
STATE OF FLORIDA

The foregoing instrument was acknowledged before me by means of ____physical presence or
____online notarization, this _____day of _____, 2023, by
_____, as _____, (Title of Officer or Agent),
of Golden Oak Land Group LLC, who () is personally known to me; () have produced a current
driver’s license as identification; or () produced _____ as identification.

[Notarial Seal]

Notary Public

Printed Name: _____
Commission No.: _____
Expiration: _____

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long, County Administrator

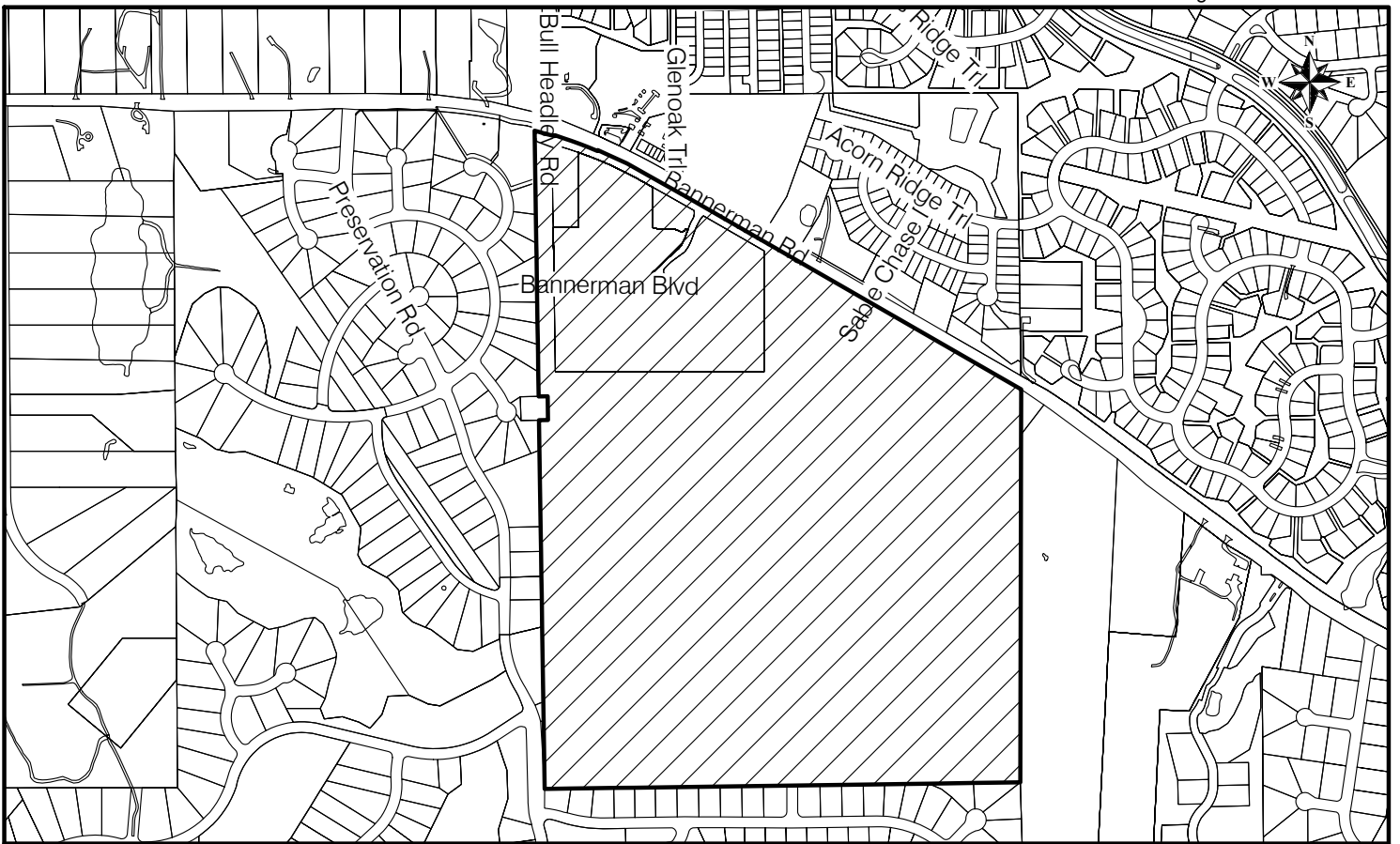
Date: _____

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

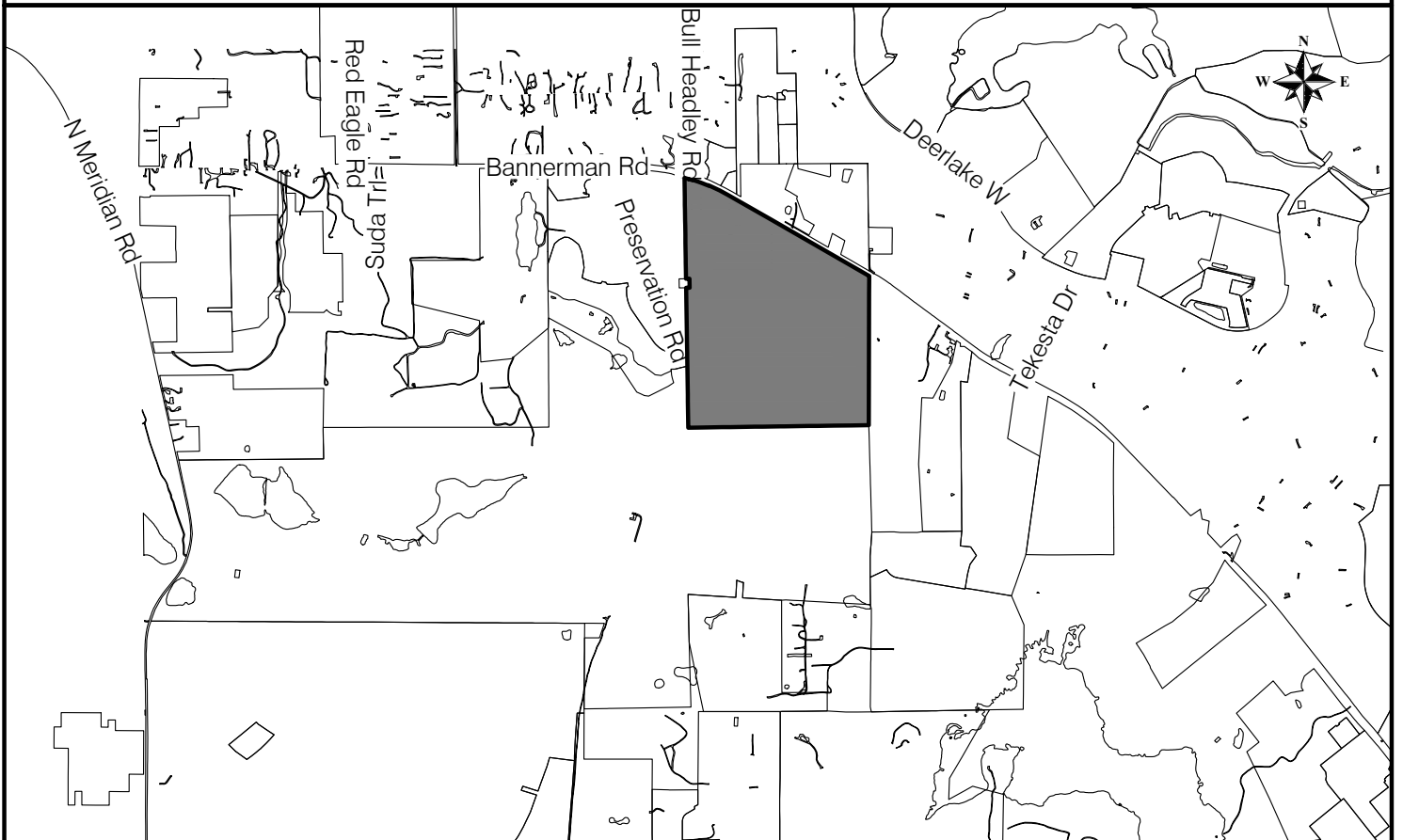
By: _____

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

By: _____



Site Map Parcel 1417200080000 Scale 1" = 1000'



Location Map Parcel 1417200080000 Scale 1" = 1/2 Mile

**Leon County
Board of County Commissioners**

Notes for Agenda Item #10

Leon County Board of County Commissioners

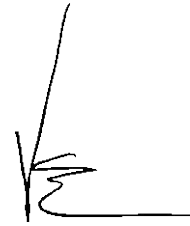
Agenda Item #10

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Maintenance Map for Hannon Mill Road for Recording in the Public Records



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

Statement of Issue:

This item seeks Board approval of a roadway Maintenance Map to establish prima facie evidence of the County's ownership of the maintained right-of-way, Hannon Mill Road, located between Crawfordville Road and St. Marks Trail.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option # 1: Approve the Maintenance Map for Hannon Mill Road between Crawfordville Road and St. Marks Trail (Attachment #1).

Report and Discussion

Background:

In accordance with Section 95.361, Florida Statutes, this item seeks Board approval of a roadway maintenance map to establish prima facie evidence of the County's ownership of the maintained right-of-way between Crawfordville Road and St. Marks Trail. In 1989, the County acquired ownership of a portion of Hannon Mill Road via a quit claim deed. The entirety of Hannon Mill Road has been maintained by Leon County since 1989 and was one of the first five County maintained dirt roads that were stabilized with Open Graded Cold Mix (OGCM) in 1998. The southerly portions of Hannon Mill Road were not included in the 1989 deeded conveyance, but are maintained by the County.

The Maintenance Map will include all county-maintained portions of Hannon Mill Road and establish prima facie evidence of the County's ownership of the maintained right-of-way on Hannon Mill Road from the easterly right-of-way of Crawfordville Road to a point on the westerly right-of-way of St. Marks Trail.

Analysis:

In 1989, Florida Commercial Ltd. quit claim deeded a strip of land 60 feet in width lying 30 feet each side of the described centerline to Leon County as shown in the attached maintenance map. At the time of the quit claim deed execution, the Florida Commercial Ltd. only owned the property between Crawfordville Road and St. Marks Trail on the north side of the described centerline (shown on the Maintenance Map as Baseline). Through time, the properties on the south side of the centerline were developed and fences were installed along the property lines.

As part of the City's Southside Triangle Water and Sewer Infrastructure Project, there will be sanitary sewer line installed along Hannon Mill Road, filing this maintenance map will not only serve as prima facie evidence of the County's ownership of the entirety of the maintained Hannon Mill Road as described herein, but will also assist the City's right-of-way need evaluation for this project.

Section 95.361, Florida Statutes, provides for the presumed dedication to the County of a road that has been constructed by the County and maintained or repaired continuously and uninterruptedly for four years by the County, or when, regardless of who constructed the road, it is regularly maintained by the County for the immediate past seven years. In either case, all rights and title to the road vest in the County to the extent of such maintenance. The proposed Maintenance Map (Attachment #1) contains the certification of the County's Director of Engineering Services and the Director of Operations attesting to the fact that this right-of-way limit on Hannon Mill Road has been regularly maintained for the immediate past seven years. As such, pursuant to the Statute, the rights and title on the area delineated on the map have vested in the County, and the filing of the Maintenance Map will establish the prima facie evidence of the County's ownership.

Options:

1. Approve the Maintenance Map for Hannon Mill Road between Crawfordville Road and St. Marks Trail (Attachment #1).
2. Do not approve the Maintenance Map for Hannon Mill Road between Crawfordville Road and St. Marks Trail (Attachment #1).
3. Board direction.

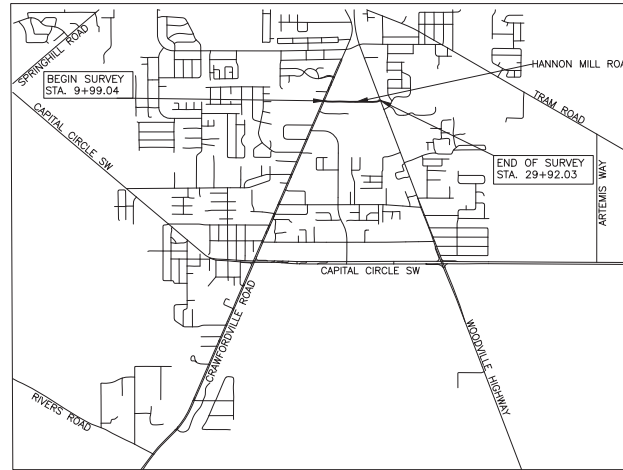
Recommendation:

Option #1

Attachment:

1. Maintenance Map

LOCATION MAP
LEON COUNTY, FLORIDA



TOWNSHIP-1-SOUTH SECTION 13 RANGE-1-WEST

- LEGEND (NOTE: NOT ALL ABBREVIATIONS NECESSARILY USED HEREON)
- N - NORTH
 - S - SOUTH
 - E - EAST
 - W - WEST
 - TWP - TOWNSHIP
 - RNG - RANGE
 - SEC - SECTION
 - (T) - FIELD MEASUREMENT
 - (C) - CALCULATED MEASUREMENT FROM FIELD INFORMATION
 - (D) - DEED MEASUREMENT
 - - TELEPHONE PEDESTAL
 - - TELEPHONE POLE
 - - POWER POLE
 - - LIGHT POLE
 - - SUPPORT POLE
 - - FIRE HYDRANT
 - - GUY WIRE ANCHOR
 - - CENTERLINE
 - - BASELINE
 - - CENTRAL ANGLE (DELTA)
 - R - RADIUS OF CURVE
 - D - DEGREE OF CURVE
 - L - ARC LENGTH OF CURVE
 - T - TANGENT DISTANCE
 - CH - LONG CHORD
 - E - EXTERNAL DISTANCE
 - P.I. - POINT OF INTERSECTION
 - P.C. - POINT OF CURVE
 - P.C.C. - POINT OF COMPOUND CURVE
 - P.T. - POINT OF TANGENT
 - DIST. - DISTANCE
 - USDA - UNITED STATES DEPARTMENT OF AGRICULTURE
 - E.O.S. - END OF SURVEY
 - B.O.S. - BEGINNING OF SURVEY
 - F.H.V. - FIRE HYDRANT
 - W.V. - WATER VALVE
 - TEL. - TELEPHONE PEDESTAL
 - PT.# - POINT NUMBER
 - RT - RAILROAD IRON
 - PL - PROPERTY LINE
 - CHORD BEARING
 - CD - CHORD DISTANCE
 - T to C - TANGENT TO CURVE
 - ACQ. - ACQUISITION
 - APPROX. - APPROXIMATE
 - C.O.T. - CITY OF TALLAHASSEE
 - D.B. - DEED BOOK
 - HORIZ. - HORIZONTAL
 - VERT. - VERTICAL
 - C.M.P. - CORRUGATED METAL PIPE
 - R.C.P. - REINFORCED CONCRETE PIPE
 - R/W - RIGHT-OF-WAY
 - U/D - UNDERGROUND
 - U/B - TOP OF BANK
 - U/S - UNDER-SURF
 - E.O.P. - EDGE OF PAVEMENT
 - E.O.R. - EDGE OF ROAD
 - F.P. - FOUND CONCRETE MONUMENT
 - S.C.M. - SET CONCRETE MONUMENT
 - F.I.P. - FOUND IRON PIPE
 - S.I.P. - SET IRON PIPE
 - F.P. - FOUND IRON PIN
 - S.I.P. - SET IRON PIN
 - F.L. - FENCE LINE
 - D.M.S. - DEGREES, MINUTES, SECONDS
 - " - INCHES
 - ' - FEET
 - LT. - LEFT
 - RT. - RIGHT
 - F.L.D.N.R. - FLORIDA DEPARTMENT OF NATURAL RESOURCES
 - DOC. NO. - DOCUMENT NUMBER
 - - SECTION CORNER
 - 11 - (TYPICAL) LAST THREE DIGITS OF LEON COUNTY PROPERTY APPRAISER'S PARCEL I.D. #
 - P.O.B. - POINT OF BEGINNING
 - P.O.C. - POINT OF COMMENCEMENT
 - FDOT - FLORIDA DEPARTMENT OF TRANSPORTATION
 - RD. - ROAD
 - (P) - PLAT MEASUREMENT
 - F.I.P.A.C. - FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
 - F.I.P.C. - FOUND IRON PIN WITH SURVEYORS REGISTRATION NUMBER ON CAP
 - CONC. - CONCRETE
 - M/R/W - MAINTAINED RIGHT OF WAY
 - F.I.P.W. - FOUND IRON PIPE WITH SURVEYORS REGISTRATION NUMBER ON CAP
 - REG. - REGISTERED LAND SURVEYOR
 - STA. - STATION
 - TLC - TALLAHASSEE-LEON COUNTY PROPERTY LINES
 - RIGHT OF WAY LINE

CERTIFICATIONS

THIS IS TO CERTIFY THAT THE WITHIN AND ATTACHED SHEETS NUMBERED 1 TO 3 INCLUSIVE, CONSTITUTES A TRUE COPY OF THE OFFICIAL MAINTENANCE MAP SHOWING LOCATION AND SURVEY BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS FOR HANNON MILL ROAD LOCATED IN THE TOWNSHIP, RANGE, AND SECTION AS LISTED ON THIS SHEET LYING WITHIN LEON COUNTY, FLORIDA.

THE PROPERTY WITHIN THE LINES SHOWN THUSLY _____ AND LABELED MAINTAINED RIGHT-OF-WAY LINE ON THE SAID SHEETS HAS BEEN VESTED IN LEON COUNTY, PURSUANT TO THE PROVISIONS OF SECTION 95.361 FLORIDA STATUTES.

IN WITNESS WHEREOF WE HAVE HEREUNTO SET OUR HANDS AND AFFIXED THE SEAL OF LEON COUNTY, AT TALLAHASSEE, FLORIDA, THIS _____ DAY OF _____ A.D. 2023.

DATE NICK MADDOX, CHAIR
BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

ATTESTED BY: GWEN MARSHALL
CLERK OF THE COURT,
LEON COUNTY, FLORIDA

RECORDING INFORMATION

ACCEPTED FOR FILES AND RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY FLORIDA THIS _____ DAY OF _____, 2023 IN ROAD PLAT BOOK _____; PAGE _____

GWEN MARSHALL, CLERK OF THE COURT
LEON COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

SPECIAL PURPOSE SURVEY CERTIFICATION
CERTIFIED EXCLUSIVELY TO THE LEON COUNTY BOARD OF COUNTY COMMISSIONERS

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION AND IS A CORRECT REPRESENTATION OF THE MAINTAINED RIGHT-OF-WAY FOR HANNON MILL ROAD FROM APPROXIMATELY CRAWFORDVILLE ROAD TO ST. MARKS TRAIL. THIS MAP REFLECTS THE MAINTAINED RIGHT-OF-WAY AS DEPICTED BY A FIELD SURVEY PERFORMED BY THE LEON COUNTY DEPARTMENT OF PUBLIC WORKS. FIELD SURVEY DATE: 03/08/2023.

NOTE: NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SURVEYORS SEAL

DATE JOSEPH D. COLEMAN P.S.M.
COUNTY SURVEYOR
LEON COUNTY DEPARTMENT OF PUBLIC WORKS
CERTIFICATE NO. 5590

THIS IS TO CERTIFY THAT THE RIGHT-OF-WAY LIMITS AS SHOWN ON THIS MAP CONSISTING OF SHEETS 1 THRU 3, HAVE BEEN MAINTAINED WITHOUT INTERRUPTION OR DISTURBANCE FOR MORE THAN SEVEN (7) YEARS.

ROAD NAME: ISABELLE DRIVE

DATE CHARLES WU, P.E.
CERTIFICATE NO. 47518
DIRECTOR OF ENGINEERING SERVICES
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

DATE ANDREW RILEY
DIRECTOR OF OPERATIONS
LEON COUNTY DEPARTMENT OF PUBLIC WORKS

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL PRESSED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS NOT VALID.

NOTES

- LAST DATE OF FIELD SURVEY: MARCH 8, 2023
- LIMITS OF MAINTAINED RIGHT-OF-WAY MEASURED IN THE FIELD PERPENDICULAR TO THE SURVEY BASELINE UNLESS NOTED OTHERWISE
- NO IMPROVEMENTS LOCATED OTHER THAN SHOWN HEREON
- BEARINGS BASED ON GRID NORTH, FLORIDA NORTH ZONE NAD 1983
- ALL MONUMENTATION SHOWN BY STATION AND OFFSET IS LOCATED PERPENDICULAR OR RADIAL TO THE BASELINE WHICHEVER IS APPROPRIATE

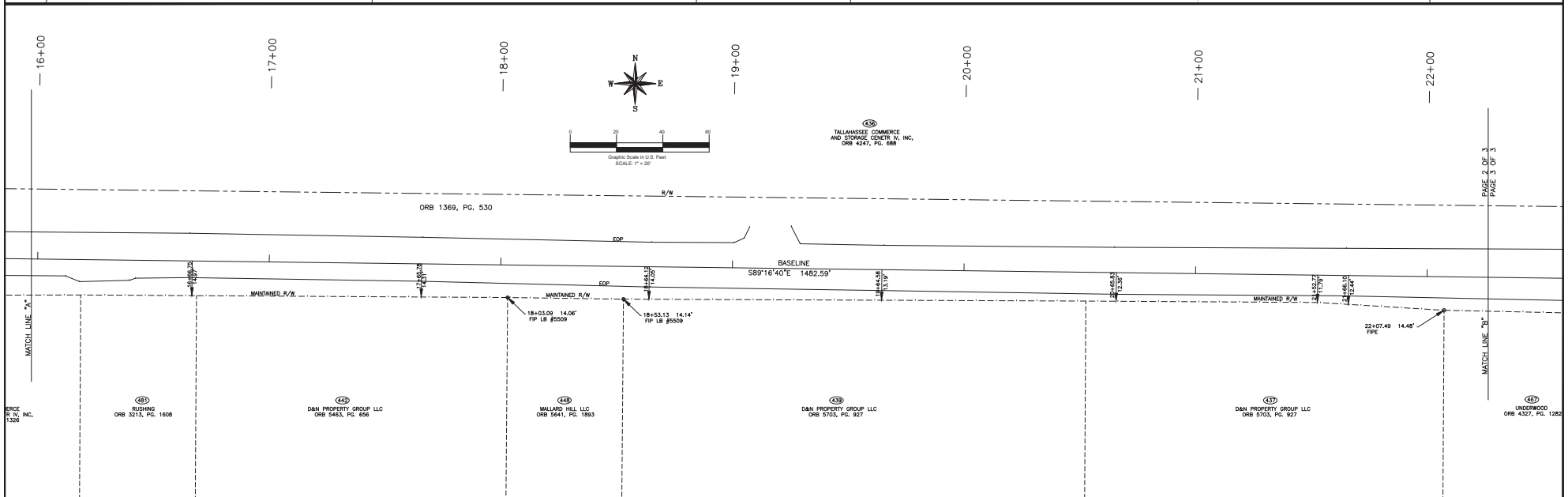
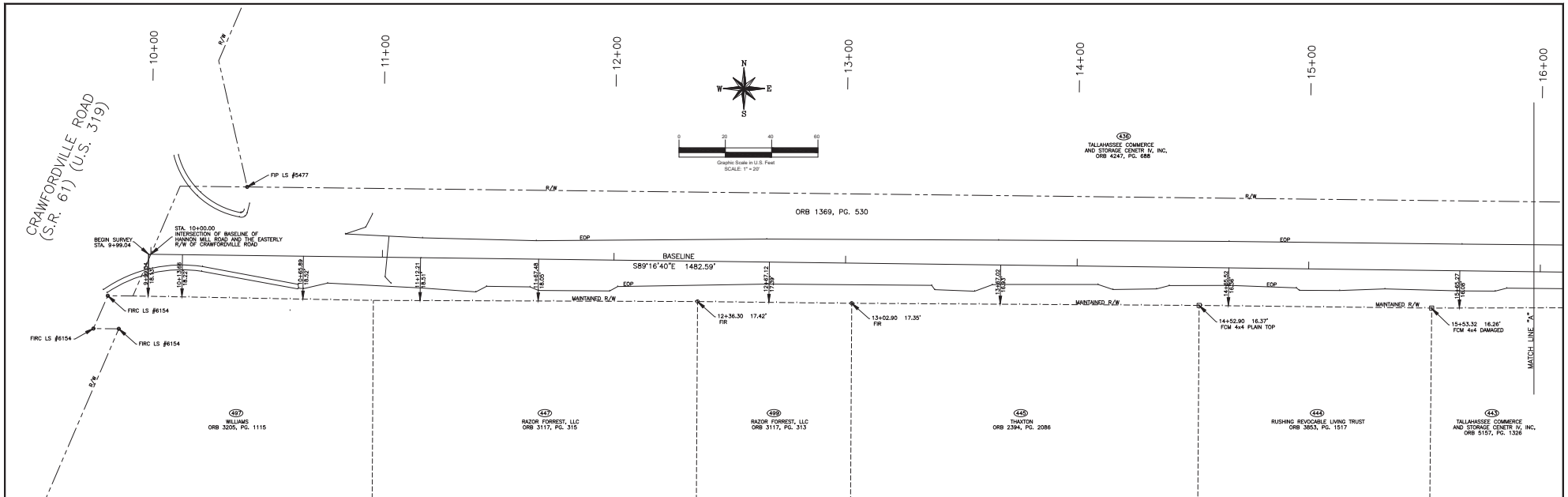
REFERENCES

- DEEDS OF RECORDS, RECORDED IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA
- LEON COUNTY PROPERTY APPRAISERS TAX MAP

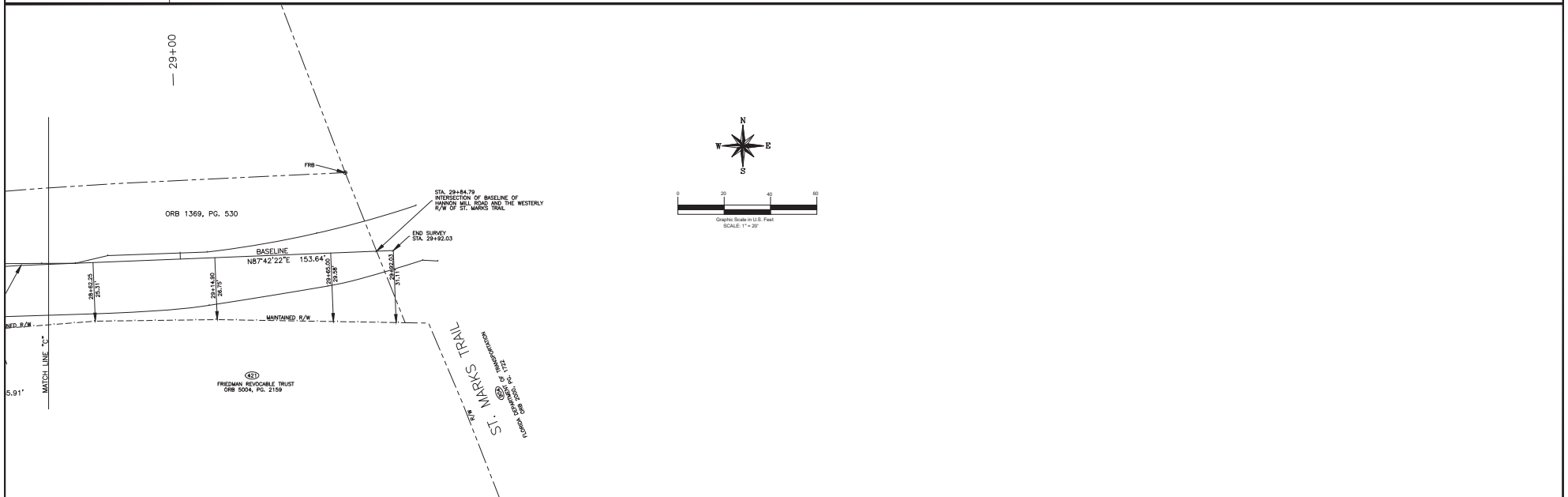
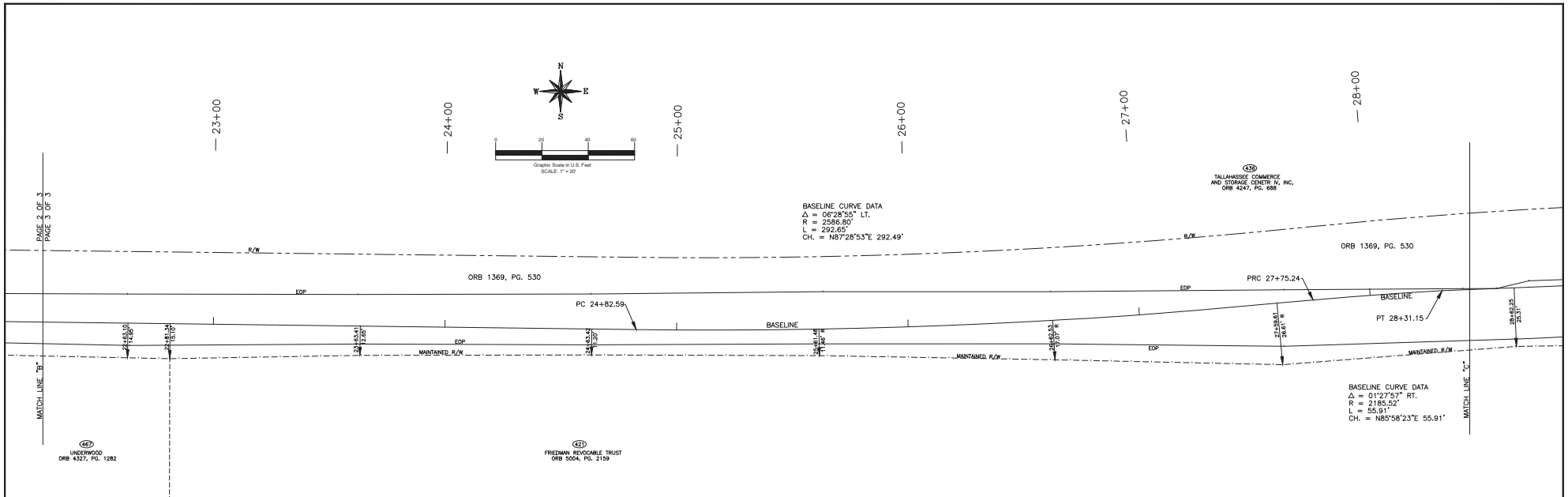
NOTE

THIS DRAWING REPRESENTS THE LIMITS OF MAINTENANCE ALONG HANNON MILL ROAD BY THE LEON COUNTY PUBLIC WORKS DEPARTMENT BETWEEN 9+99.04 AND 29+92.03 INCLUSIVE.

<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p>	2280 MCCOSQUEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 * FAX (850)606-1501	DRAWN BY DK	CAD FILE NO. HANNON MILL CORNER	REVISIONS	REVISIONS	PROJECT HANNON MILL ROAD CRAWFORDVILLE ROAD TO ST. MARKS TRAIL	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 1 OF 3
		CHECKED BY JC	STATUS	DATE OF SURVEY 03/08/2023	FIELD BOOK	SCALE	PLOT DATE	SCALE IN U.S. FEET



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p> <p>2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501</p>	DRAWN BY DK	CAD FILE NO. HANNON MILL RACING	REVISIONS	REVISIONS	PROJECT HANNON MILL ROAD CRAWFORDVILLE ROAD TO ST. MARKS TRAIL	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 2 OF 3
	CHECKED BY JC	STATUS FIELD BOOK					
	DATE OF SURVEY 03/08/2023	PLOT DATE XXX					
	SCALE 1" = 20'	VERTICAL DATUM					
	SCALE IN U.S. FEET						



<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS</p> <p>2280 MICCOSUKEE ROAD, TALLAHASSEE, FLORIDA 32308 PHONE (850)606-1500 • FAX (850)606-1501</p>	DRAWN BY DK	CAD FILE NO. HANNON MILL RALING	REVISIONS	REVISIONS	PROJECT HANNON MILL ROAD CRAWFORDVILLE ROAD TO ST. MARKS TRAIL	SHEET TITLE MAINTENANCE MAP	SHEET NUMBER 3 OF 3
	CHECKED BY JC	STATUS FIELD BOOK	REVISIONS	REVISIONS			
	DATE OF SURVEY 03/08/2023	PLOT DATE XXX	REVISIONS	REVISIONS			
	SCALE 1" = 20' SCALE IN U.S. FEET	VERTICAL DATUM	REVISIONS	REVISIONS			

**Leon County
Board of County Commissioners**

Notes for Agenda Item #11

Leon County Board of County Commissioners

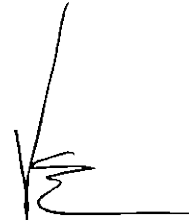
Agenda Item #11

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Second Maintenance Agreement and Surety Device for Green Acres at Pedrick Subdivision



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

Statement of Issue:

This item seeks Board acceptance of a Second Maintenance Agreement and Surety Device for Green Acres at Pedrick Subdivision, in accordance with Leon County land development regulations.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Second Maintenance Agreement and Surety Device for Green Acres at Pedrick Subdivision, and authorize the County Administrator to execute the agreement (Attachment #1).

Report and Discussion

Background:

In accordance with Leon County land development regulations, this item seeks Board acceptance of a Second Maintenance Agreement and Surety Device for Green Acres at Pedrick Subdivision. Green Acres at Pedrick. The subdivision is located in Section 24; Township 1 North; Range 1 East, on the east side of Pedrick Road approximately 0.3 miles south of Mahan Drive and Pedrick Road intersection. The development consists of 9.75 acres containing 30 resident lots.

Green Acres at Pedrick Subdivision was originally approved by the Development Review Committee as a Type "B" site and development plan on January 15, 2019. On June 8, 2021, the Board approved the plat of Green Acres at Pedrick Subdivision for recording in the public records and accepted a Maintenance Agreement and Surety Device in the amount of \$88,996 to guarantee the infrastructure against defects in materials and/or workmanship. The Maintenance Agreement terminated on June 8, 2023. Several items have been identified as needed to be repaired and the developer is requesting an additional one-year Maintenance Agreement to complete the required infrastructure repairs.

Analysis:

The developer is requesting the County accept the Second Maintenance Agreement and Surety Device in the amount of \$88,996. The requested Agreement will allow the developer time to complete repairs of the infrastructure and to complete additional homes and repairing any damaged sidewalks or curbing. The Public Works Division of Engineering has inspected the site and reviewed the construction estimates for completion of the repairs to infrastructure and concurs with the estimated amount (Attachment #2). Upon approval of this item, the County Administrator will be authorized to execute the Maintenance Agreement, in compliance with Section 10-7.612, of the Leon County Code of Laws.

As allowed by Section 10-7.612 of the Land Development Code, the Director of Public Works will affect the release of the existing Surety Device upon the acceptance of the Second Maintenance Agreement and Surety Device.

Options:

1. Accept the Second Maintenance Agreement and Surety Device for Green Acres at Pedrick Subdivision and authorize the County Administrator to execute the agreement (Attachment #1).
2. Do not accept the Second Maintenance Agreement and Surety Device for Green Acres at Pedrick Subdivision and do not authorize the County Administrator to execute the agreement.
3. Board direction

Recommendation:

Option #1

Attachments:

1. Second Maintenance Agreement and Surety Device for Green Acres at Pedrick Subdivision
2. County Engineer Memorandum of Recommendation

This Instrument prepared by:
Emily Pepin Bouza, Asst. County Attorney
Leon County Attorney's Office
301 South Monroe Street, Suite 202
Tallahassee, Florida 32301

SECOND MAINTENANCE AGREEMENT

THIS AGREEMENT made and entered into this _____ day of _____, 2023, between **GREEN ACRES OF NORTH FLORIDA, LLC**, a Florida corporation, whose mailing address is 1241 Sandler Ridge Road, Tallahassee, Florida 32317 hereinafter 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 June 8, 2021, the Developer presented to the Board of County Commissioners of Leon County, Florida, a certain map or plat of a subdivision named and designated **Green Acres at Pedrick Subdivision** which map or plat, recorded at the Leon County Official Plat Book 24, Page 59, is hereby referred to and made a part hereof by reference; and

WHEREAS, the Developer and Staff conducted a final walk-through on May 30, 2023, to ensure the infrastructure had no defects in materials and/or workmanship; and

WHEREAS, staff discovered minor repairs that need to be made prior to releasing the initial surety device; and

WHEREAS, the Developer entered an initial Maintenance Agreement with the County and said initial Agreement is set to expire on June 8, 2023; and

WHEREAS, the Developer requested an additional one-year Maintenance Agreement to complete the repairs of the infrastructure; and

WHEREAS, said repairs in said subdivision include repairing a section of curb that is subsiding, repairing a section of asphalt and base within a crosswalk, and repairing the concrete collar around a ditch bottom inlet in accordance with plans and specifications prescribed by the COUNTY; and

WHEREAS, as a condition of the extension of time to construct the above repairs, the County required that the Developer enter into an agreement to make the above stated repairs 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 \$88,996.00 conditioned for the faithful performance of said agreement.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: That the Developer hereby agrees to make repairs of the curbing where it has subsided, repair the asphalt and base within a crosswalk and repair the concrete collar around a ditch bottom inlet in **Green Acres at Pedrick Subdivision** in accordance with plans and specifications approved by the County, within a period of one (1) year from the date hereof.

PERFORMANCE OF THIS AGREEMENT by the Developer shall be secured by a Letter of Credit in the amount of \$88,996.00 with surety thereon approved by the County.

IN WITNESS WHEREOF, **GREEN ACRES OF NORTH FLORIDA, LLC**, and **LEON COUNTY** has caused these presents to be executed in their names on the date first written above.

[SIGNATURE PAGES TO FOLLOW]

(Witnesses)

[Signature]
Signature
GREG DURTS
(Typed or printed name)
6-5-2023
(Date)

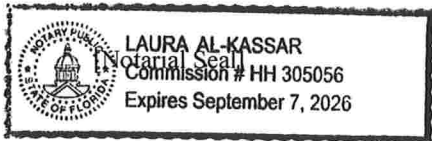
GREEN ACRES OF NORTH FLORIDA, LLC

By: [Signature]
As its Manager
SURESH KETHIREDDY
(Typed or printed name)
06/05/2023
(Date)

[Signature]
(Signature)
ERINEE POULOS
(Typed or printed name)
6/05/2023
(Date)

COUNTY OF LEON
STATE OF FLORIDA

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 5 day of June, 2023, by Suresh Kethireddy, as Manager, (Title of Officer or Agent), of Green Acres of North Florida, LLC, who () is personally known to me; (X) have produced a current driver's license as identification; or (X) produced Driver's License as identification.



[Signature]
Notary Public

Printed Name: Laura Al-Kassar

Commission No.: HH305056 LA

Expiration: September 7, 2026

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long, County Administrator

Date: _____

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

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

By: _____

By: _____



Leon County Government

INTEROFFICE MEMO

DATE: June 2, 2023

TO: Brent Pell, P.E., Director of Public Works

FROM: Charles Wu, P.E., Director of Engineering Services

SUBJECT: Green Acres at Pedrick Subdivision Second Maintenance Agreement and Surety Device

Staff has reviewed the infrastructure in the Green Acres at Pedrick Subdivision. It is our recommendation that the existing Maintenance Agreement and Surety Device be released and the repairs to the infrastructure yet to be completed be guaranteed by the new Maintenance Agreement and new or amended Surety Device in the amount of \$88,996.

Cc: Emily Pepin., Assistant County Attorney

**Leon County
Board of County Commissioners**

Notes for Agenda Item #12

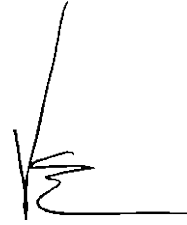
Leon County Board of County Commissioners

Agenda Item #12

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Environmental Systems Research Institute Incorporated Enterprise License Agreement for Geographic Information System Software

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Michelle Taylor, Office of Information Technology Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Melanie Hooley, Director, Purchasing Scott Weisman, Tallahassee-Leon County GIS Coordinator

Statement of Issue:

This item seeks Board approval of a 5-year Enterprise License Agreement with Environmental Systems Research Institute Incorporated for GIS software and services that enables the Tallahassee-Leon County Geographic Information System program.

Fiscal Impact:

This item has a fiscal impact. The total five-year cost is \$3,020,000. Funding is available in the Office of Information Technology/Geographic Information System (OIT/GIS) tentative FY 2024 budget. As part of the Tallahassee-Leon County Interlocal Agreement for the GIS program, the cost is split 62% for the City and 38% for the County based on the total licenses utilized by each government.

Staff Recommendation:

Option #1: Approve the 5-year Enterprise License Agreement with Environmental Systems Research Institute Incorporated (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 of a 5-year Enterprise License Agreement with Environmental Systems Research Institute Incorporated (Esri) for GIS software and services that enables the Tallahassee-Leon County Geographic Information System (TLC GIS), from November 1, 2023 to October 31, 2028 (Attachment #1).

The Esri software suite allows mapping of roads, buildings, streets, fire hydrants, parks, 911 call data, permitting data, environmental data, and hundreds of additional layers that enable spatial analysis, data processing, and integration with software solutions used in the day-to-day operations of over twenty-five City and County systems, many of which are mission critical. These include but are not limited to: Consolidated Dispatch, City and County Permitting, EMS, Fire, addressing, property appraisal, City of Tallahassee Utilities, City billing, Leon County Public Works work order management, and more, all of which standardize around the Esri software platform.

The TLC GIS has been a consumer of Esri GIS technology since 1995. TLC GIS initially entered into an Enterprise License Agreement (ELA) with Esri in October 2005. Since that time, the agreement has been renewed upon negotiation of coverage. The current license agreement period expires October 31, 2023.

The ELA provides tremendous flexibility with the vast software product suites that enables the TLC GIS program to provide value through solutions from desktop, web, cloud, and mobile platforms to all the entities operating under Leon County Government, City of Tallahassee, and the Leon County Property Appraiser. The ELA bundles software licensing, training and service credits, top tier technical support, as well as project management and guidance with best practices with the use of GIS in local government. It also provides budget predictability through stable costs over the five-year ELA period and uncomplicated, low-overhead license management.

In 1990, the Leon County Board of County Commissioners, the Leon County Property Appraiser, and the City of Tallahassee (City) agreed to jointly develop and implement the TLC GIS program through an interlocal agreement. In accordance with the Tallahassee-Leon County Interlocal Agreement for the GIS program, the cost distribution for the ELA is 62% for the City and 38% for the County, which reflects the higher usage of GIS by the City Utilities.

Analysis:

TLC GIS and Esri staff rigorously evaluated current and future needs for software and training needed to support and advance the TLC GIS mission. Some new and/or value-added features and services were added at no cost or at reduced costs. It also includes premium data storage performance upgrades and ample user access to the cloud-based platform that is utilized for most all of the GIS mapping in use by staff and the public.

The final effort of the review resulted in an increased cost for the ELA over the life of the five-year Agreement. Over the life of the five-year contract it equates to an average of 6.5% annual

increase per year. This increase is consistent with the overall increases being experienced for software maintenance costs across the software industry as well as research and development costs that are reinvested into the dozens of products and services used by the TLC GIS. Total cost for the ELA is \$3,020,000 over the five-year period (FY 2024 – FY 2028). The ELA was designed to have predictable costs, increasing only modestly through the 5-year period. The new costs were anticipated in the FY 2024 budget.

Pursuant to the Purchasing Policy No. 96-1, Section 5.10, Esri has been deemed a “Single Source Purchase,” meaning the purchase of a commodity, service, equipment, or construction item(s) from one available practical source of supply because of standardization, warranty, or other factors, even though other competitive sources may be available. Funding for the Esri licenses is included annually as part of the OIT operating budget and funds are included in the tentative FY 2024 budget.

Options:

1. Approve the 5-year Enterprise License Agreement with Environmental Systems Research Institute Incorporated (Attachment #1), and authorize the County Administrator to execute the Agreement, subject to legal review by the County Attorney.
2. Do not approve the 5-year Enterprise License Agreement with Environmental Systems Research Institute Incorporated.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Esri Enterprise License Agreement



**ENTERPRISE AGREEMENT
(Esri No. 00318728.0)**

This Enterprise Agreement ("EA") is by and between the organization identified in the signature line below with its principal place of business at the address provided below ("**Customer**" or "**County**") and **Environmental Systems Research Institute Incorporated ("Esri")**.

This EA sets forth the terms and conditions for Customer's use of EA Products, Rolled-In Software, Unit-Priced Items, provision of Esri User Conference registrations, Training, and Services as specified herein and in the Proposal Letter. The rights granted in this EA apply only to the EA Products listed in the Proposal Letter.

This EA is comprised of the Proposal Letter and this Enterprise Agreement E512N document and incorporates by reference the Master Agreement. Should there be any conflict between the terms and conditions of the documents that comprise this EA, the order of precedence for the documents shall be as follows: (i) the Proposal Letter, (ii) the Enterprise Agreement E512N document, and (iii) the Master Agreement. For the avoidance of doubt, Article 5—Term, Termination, and Expiration of this EA supersedes any termination language in the Master Agreement for all items in the Proposal Letter.

If the Proposal Letter includes the Advantage Program, the Advantage Program terms and conditions take precedence over the provisions of this EA with respect to the Advantage Program. Customer's centralized point of contact identified in the Proposal Letter will approve work under the Advantage Program or designate in writing to Esri an alternative contact for the Advantage Program.

This EA constitutes the sole and entire agreement of the parties as to the subject matter set forth herein and supersedes any previous agreements, proposals, presentations, understandings, and arrangements between the parties relating to the licensing of the EA Products, Training, and Services. Any modifications or amendments to this EA must be in writing and signed by an authorized representative of Customer and Esri.

The parties acknowledge that they have read and understand this EA and agree to be bound by the terms and conditions contained herein.

ACCEPTED AND AGREED:

LEON COUNTY, FLORIDA
(Customer or County)

ENVIRONMENTAL SYSTEMS
RESEARCH INSTITUTE INCORPORATED
(Esri)

By: _____
Vincent S. Long, County Administrator

By: _____
Authorized Signature

Date: _____

Printed Name: _____

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

Title: _____

Date: _____

By: _____

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

By: _____

1.0—DEFINITIONS

Capitalized terms used in this EA and Proposal Letter will have the same meaning they do in the Master Agreement. In addition, the following definitions apply to this EA:

- **"Affiliate"** means an affiliate of Customer, unless excluded in the Proposal Letter, that meets the following criteria: the affiliate (i) is a U.S. domestic subsidiary of Customer located in the United States; (ii) is more than fifty percent (50%) owned by Customer; (iii) is not a company in the business of offering geographic information system (GIS) software services to third parties; and (iv) is not ineligible to receive or have access to Esri products or services by operation of law, including U.S. export control laws, decrees, orders, rules, regulations, policies, riders, conditions, or provisos.
- **"Authorized Entity"** means Affiliate when Customer is a commercial entity or Eligible Agency when Customer is a government entity.
- **"Case"** means a failure of the Software or Online Services to operate according to the Documentation where such failure substantially impacts operational or functional performance.
- **"Deploy", "Deployed" and "Deployment"** mean to redistribute and install the EA Products and related Authorization Codes within Customer's organization and to Authorized Entities.
- **"EA Fee"** means the fee set forth in the EA Fee Schedule contained in the Proposal Letter.
- **"EA Maintenance"** means Tier 2 Support provided to Customer as described in Article 3—EA Maintenance.
- **"EA Products"** means the Products identified in the Proposal Letter, excluding Unit-Priced Items.
- **"Effective Date"** means the date specified in the Proposal Letter as the Effective Date and if no Effective Date is specified, the last date of signature on the Enterprise Agreement.
- **"Eligible Agency"** means the political subdivisions identified in the Proposal Letter.
- **"Master Agreement"** means the applicable master agreement incorporated by this reference that is either (i) the Master Agreement, Products and Services (E204) found at <https://www.esri.com/en-us/legal/terms/full-master-agreement>; or (ii) a signed master agreement between Esri and Customer that supersedes such electronically acknowledged master agreement. If a signed master agreement excludes terms and conditions applicable for the use of EA Products or Services included in this EA, including but not limited to the Advantage Program, such applicable terms and conditions found in the Master Agreement, Products and Services (E204) at <https://www.esri.com/en-us/legal/terms/full-master-agreement> shall apply.
- **"Proposal Letter"** means the attached offer document that includes, at a minimum, the EA Products and EA Fee and may also include additional Esri Products and Services.
- **"Rolled-In Software"** means Products (excluding Term licenses or subscriptions) of the same type as EA Products that Customer acquired for use prior to the Effective Date, that are current on paid maintenance (as shown in Esri's customer service records), and that receive EA Maintenance during the term of the EA. If this EA is extended or renewed, Rolled-In Software shall include EA Products Deployed prior to the then-current renewal period.
- **"Technical Support"** means the technical assistance for attempting resolution of a reported Case through error correction, patches, hot fixes, workarounds, replacement deliveries, or any other type of product corrections or modifications.
- **"Tier 1 Help Desk"** means Customer's point of contacts in My Esri, including from Authorized Entities, to provide all Tier 1 Support within Customer's organization and Authorized Entities.
- **"Tier 1 Support"** means the Technical Support provided by the Tier 1 Help Desk.

- **"Tier 2 Support"** means the Esri Technical Support provided to the Tier 1 Help Desk when a Case cannot be resolved through Tier 1 Support.
- **"Unit-Priced Items"** means separately orderable Products or Services that are optional for an additional fee. Pricing for Unit-Priced Items is valid for the duration identified in the Proposal Letter.

2.0—GRANT OF LICENSE

- 2.1 Grant of License.** Subject to the terms and conditions of this EA, Esri grants to Customer a personal, nonexclusive, nontransferable license solely to use, copy, and Deploy quantities of the EA Products listed in the Proposal Letter for the term of the EA (i) for the applicable EA Fee and (ii) in accordance with the Master Agreement. Unit-Priced Items and Rolled-In Software, if listed in the Proposal Letter, will be licensed in accordance with the Master Agreement. Beta licenses are not available under this EA as EA Products.
- 2.2 Authorized Entity Access.** Customer may permit Authorized Entities to use EA Products, provided Customer ensures that Authorized Entities use the EA Products in accordance with the terms and conditions of this EA and Customer is liable and solely responsible for the use or misuse of EA Products by Authorized Entities. Within thirty (30) calendar days of a request from Esri, Customer will provide Esri a list of Authorized Entities and their business addresses.
- 2.3 Consultant Access.** Esri grants Customer the right to permit Customer's consultants or contractors to use the EA Products exclusively for Customer's benefit in accordance with the Master Agreement. Customer will be solely responsible for compliance by consultants and contractors with this EA and will ensure that the consultant or contractor discontinues use of EA Products upon completion of work for Customer. Access to or use of EA Products by consultants or contractors not exclusively for Customer's benefit is prohibited. Customer may not permit its consultants or contractors to install Software or Data on consultant, contractor, or third-party computers or remove Software or Data from Customer locations, except for the purpose of hosting the EA Products on contractor servers for the benefit of Customer.
- 2.4 Additional Permitted Uses.** For the term of the EA, Customer may copy and Deploy the EA Products to Customer's organization and Authorized Entities up to the quantities of licenses identified in the Proposal Letter. No other entity has a right to copy (except as permitted in the Master Agreement) or Deploy the EA Products. Customer may only transfer, redistribute, and Deploy the EA Products within the continental United States; Hawaii; Alaska; and U.S. territories, excluding Puerto Rico and the U.S. Virgin Islands.
- 2.5 Uses Not Permitted.** Customer shall not transfer, redistribute, or assign EA Products to any third party without the prior written permission of Esri. Customer shall not use the EA Products outside the United States or its territories or possessions without the prior written permission of Esri and agreement on additional fees, if any. Any such export will be subject to U.S. Export Control Regulation requirements of the Master Agreement.

3.0—EA MAINTENANCE

- 3.1 EA Maintenance** is included in the EA Fee. Rolled-In Software and EA Products will receive EA Maintenance, provided that standard maintenance is available for each item. EA Maintenance includes benefits specified in the most current applicable Esri Maintenance and Support Program document (found at <https://www.esri.com/en-us/legal/terms/maintenance>) as modified by this Section 3.1. If Unit-Priced Items are included in the Proposal Letter, annual maintenance fees for Unit-Priced Items will be in addition to the Fee and ordered separately from this EA.

a. Tier 1 Support

1. The Tier 1 Help Desk will provide Tier 1 Support to all Customer's authorized users and Authorized Entities.
2. The Tier 1 Help Desk will be fully trained in the EA Products.
3. At a minimum, Tier 1 Support will include those activities that assist the user in resolving how-to and operational questions as well as questions on installation and troubleshooting procedures.

4. The Tier 1 Help Desk will be the initial point of contact for all questions and reporting of a Case. The Tier 1 Help Desk will obtain a full description of each reported Case and the system configuration from the user. This may include obtaining any customizations, code samples, data, databases, or other information involved in the Case.
5. If the Tier 1 Help Desk cannot resolve the Case, an authorized Tier 1 Help Desk individual may contact Tier 2 Support. The Tier 1 Help Desk will provide support in such a way as to minimize repeat calls and make solutions to problems available to Customer's organization.
6. Customer may assign named Tier 1 Help Desk individuals up to the quantity listed in the Proposal Letter. Tier 1 Help Desk individuals are the only individuals authorized to contact Tier 2 Support. Customer may change the Tier 1 Help Desk individuals through the My Esri portal.

b. Tier 2 Support

1. Tier 2 Support analysts will log the calls received from the Tier 1 Help Desk.
2. Tier 2 Support analysts will review all information collected by and received from the Tier 1 Help Desk including preliminary documented troubleshooting provided by the Tier 1 Help Desk when Tier 2 Support is required.
3. Tier 2 Support analysts may request that Tier 1 Help Desk individuals provide verification of information, additional information, or answers to additional questions to supplement any preliminary information gathering or troubleshooting performed by Tier 1 Help Desk.
4. Tier 2 Support analysts will assist the Tier 1 Help Desk individuals and attempt to resolve the Case.
5. When the Case is resolved, Tier 2 Support analysts will communicate the information to the Tier 1 Help Desk, and the Tier 1 Help Desk will disseminate the resolution to the users.
6. For Tier 2 Support, contact Esri through My Esri at <https://my.esri.com>, via the web at <https://support.esri.com>, or by phone at 909-793-3774 (within the United States only).

3.2 Product Life Cycle. During the term of this EA, some EA Products may be retired or may no longer be available to Deploy in the identified quantities. Customer and Authorized Entities may continue to use EA Products that have been Deployed, but updates for EA Products and Rolled-In Software in the mature and retired phases may not be available. Maintenance will be subject to the individual Product Life Cycle Support Status and Product Life Cycle Support Policy, which can be found at <https://support.esri.com/en/other-resources/product-life-cycle> by selecting the product type and clicking the Product Life Cycle link for specific product plans.

4.0—ORDERING, ADMINISTRATIVE PROCEDURES, DELIVERY, AND DEPLOYMENT

4.1 Orders, Delivery, and Deployment

- a. Upon the Effective Date, Esri will invoice Customer and provide Authorization Codes to activate the nondestructive copy protection program that enables Customer to download, operate, or allow access to the EA Products. Delivery of updates/new versions of EA Products will be made in the same manner. Customer will establish a single point of contact who will be responsible for Deployment. Esri may invoice the EA Fee up to thirty (30) calendar days before (i) the payment dates identified in the Proposal Letter; or (ii) if no payment dates are identified, the annual anniversary date for each year of the EA.
- b. Undisputed invoices will be due and payable within thirty (30) calendar days from the date of invoice. Esri reserves the right to suspend Customer's access to and use of EA Products if Customer fails to pay any undisputed amount owed on or before its due date. Esri may charge Customer interest at the lesser of one percent (1.0%) per month or the maximum monthly rate permitted by applicable law on any overdue fees plus all expenses of collection for any overdue balance that remains unpaid ten (10) days after Esri has notified Customer of the past-due balance.
- c. Esri's federal ID number is 95-2775-732.
- d. If requested, Esri will ship backup media to the ship-to address identified on the Ordering Document, FOB destination, with shipping charges prepaid by Customer. Customer acknowledges that should sales or use

taxes become due as a result of any shipments of tangible media, Esri has a right to invoice and Customer will pay any such applicable sales or use tax associated with the receipt of tangible media.

- 4.2 Order Requirements.** Esri does not require Customer to issue a purchase order. Customer may submit a purchase order in accordance with its own internal process, provided that if Customer issues a purchase order, Customer will submit its initial purchase order on the Effective Date. Customer will submit subsequent purchase orders to Esri at least thirty (30) calendar days before (i) the payment dates identified in the Proposal Letter; or (ii) if no payment dates are identified, the annual anniversary date for each year of the EA. Any purchase orders that Customer issues will reference, incorporate, and be subject to the terms and conditions of the EA. Additional or conflicting terms in any purchase orders, invoices, or other documents exchanged during the ordering process, other than the terms of this EA, Product or Services descriptions, quantities, pricing, and delivery instructions, are void and of no effect.
- a.** All orders pertaining to this EA will be processed through Customer's centralized point of contact on the Proposal Letter. Customer can send order processing questions to Customer Service at Esri 380 New York Street Redlands, CA 92373-8100; send emails to service@esri.com; or call Esri at 888-377-4575.
- b.** The following information will be included in each Ordering Document:
1. Customer name; Esri customer number, if known; and bill-to and ship-to addresses
 2. Order number
 3. Applicable annual payment due; for Unit-Priced Items, the name of the product and quantity
 4. The following printed statement "Governed by and subject to the signed Enterprise Agreement number [insert agreement number]."

5.0—TERM, TERMINATION, AND EXPIRATION

- 5.1 Term.** This EA and all licenses hereunder will commence on the Effective Date and continue for the duration identified in the Proposal Letter. Except as otherwise authorized in this Section 5, this EA is for the committed duration identified in the Proposal Letter. If the Proposal Letter includes optional years, Customer may exercise each optional year by providing written notice to Esri Customer Service sixty (60) calendar days prior to the end of the then-current year. If more than one optional year is identified in the Proposal Letter, then each optional year must be exercised consecutively, or the EA will expire at the end of the then-current year. An optional year may be a duration other than twelve (12) months and will be identified in the Proposal Letter. If the Proposal Letter includes Training Pass days, unused Training Pass days do not rollover to subsequent years and expire at the end of each annual term.
- 5.2 Use upon Expiration.** Upon full payment of the EA Fee and expiration of this EA, the Master Agreement will survive, and Customer and Authorized Entities may continue to use the perpetual licenses of Deployed EA Products included in the final Deployment Report and Rolled-In Software in accordance with the terms and conditions set forth in the Master Agreement. Customer shall notify Esri of the quantity and type of licenses for which Customer and Authorized Entities, as may be applicable, elect to purchase standard maintenance. If maintenance is not ordered for Rolled-In Software or EA Products upon expiration of the EA, it lapses. If, at a later date, Customer or Authorized Entities decide to reinstate maintenance, Customer or Authorized Entity, as may be applicable, must pay maintenance reinstatement fees from the date the EA expired (i.e., back maintenance fees). Customer and Authorized Entities may only purchase standard maintenance or reinstate maintenance on licenses that were included in the final Deployment Report. Customer shall not Deploy additional copies of the EA Products beyond the quantities in use upon termination or as of the date of expiration. All term licenses and subscription licenses of Deployed EA Products terminate upon expiration of the EA. Esri User Conference registrations, Advantage Program Learning and Services credits, and Training Pass days terminate upon expiration.
- 5.3 Term Enterprise Agreement.** If the EA Products are all term licenses and subscription licenses, Customer and Authorized Entities are only authorized to use EA Products during the term identified in the Proposal Letter and all EA Products, all Maintenance, and Esri User Conference registrations terminate upon termination of the EA.

- 5.4 Termination of a Particular Authorized Entity.** If Authorized Entities are included in the Proposal Letter, Esri may elect to terminate the license rights of a particular Authorized Entity for material breach without terminating this EA with Customer or other Authorized Entities. The breaching Authorized Entity will be given a period of ten (10) business days from date of written notice to cure any material breach. Upon termination of Authorized Entity, all Deployed EA Products provided to Authorized Entity will also terminate. Customer shall reasonably cooperate with Esri in termination of an Authorized Entity in material breach of this EA, including enforcement of the EA with respect to such Authorized Entity. There will be no reduction in the EA Fee if an Authorized Entity's rights are terminated. The terminated Authorized Entity will have no further access to any benefits, entitlements, rights, or other items included in or otherwise related to this EA.
- 5.5 Termination for a Material Breach.** Either party may terminate this EA for a material breach by the other party. The breaching party will have thirty (30) days from the date of written notice to cure any material breach. Upon termination of this EA by Esri for a material breach by Customer, all licenses Deployed will also terminate, and the full amount of unpaid EA Fee will be due and payable by Customer within thirty (30) days from the date of termination.
- 5.6 Termination for Lack of Funds.** For an EA with government or government-owned entities, either party may terminate this EA before any subsequent year if Customer is unable to secure funding through the legislative or governing body's approval process.
- 5.7 Termination for Convenience.** Neither Customer nor Esri may terminate the EA for convenience.
- 5.8 Use Upon Termination.** For termination under Sections 5.3 – 5.6, Customer and Authorized Entities shall uninstall, remove, and destroy all EA Products; training materials; and any whole or partial copies, modifications, or merged portions in any form. Upon request, Customer shall deliver evidence of such destruction to Esri (e.g., certification letter). Except in the event that the Master Agreement has been terminated for Customer's uncured material breach, Customer and Authorized Entities may continue to use Rolled-In Software, provided Customer and Authorized Entities comply with the terms and conditions of the Master Agreement. Further, Esri agrees that Customer and Authorized Entities are not required to pay a maintenance reinstatement fee for lapsed maintenance for Rolled-In Software if Customer and Authorized Entities, as may be applicable, order maintenance at time of EA termination. Other items that may be included in this EA—such as Advantage Program, Training Pass days, access codes, and Esri User Conference registrations—will also terminate if this EA is terminated.

6.0—CONFIDENTIALITY

- 6.1 Esri Confidential Information.** The EA Fee and list of EA Products are confidential and proprietary information of Esri. Except as provided herein, Customer shall not publish or disclose the EA Fee or list of EA Products to any third party without Esri's prior written consent. Customer may disclose portions or all of this EA to an Authorized Entity provided such is under an obligation of confidentiality to not publish or disclose the EA Fee or list of EA Products to any third party. Disclosure may be made only to those Customer or Authorized Entity employees, contractors, or consultants of Customer (e.g., outside counsel or accountants) who have a need to know to perform their duties or work on behalf of Customer and have an obligation of confidentiality. To the extent that any such disclosures may be required by law, Customer shall inform Esri of the requested disclosure, with a reasonable description of the requested disclosure and identification of the requester, in sufficient time for Esri to assert any objection Esri may have to such disclosure with the appropriate administrative or judicial body.
- 6.2 Disclosure of Fees for Unit-Priced Items.** If Unit-Priced Items are included in the Proposal Letter, Esri gives permission to Customer to maintain Unit-Priced Item prices, fees, and discounts on Customer's intranet, subject to password protection accessible to Customers, to support potential procurements. Customer shall use no less than the same degree of care to protect this information as it uses to protect its own confidential information or third-party information of similar nature. Customer must include the following notice on information concerning Unit-Priced Item pricing posted on or accessible through Customer intranet that is accessible by Customers and their employees, or on any other web pages that make reference to the EA Fee or Unit-Priced Items, including order forms:

PRICING INFORMATION, INCLUDING APPLICABLE DISCOUNT RATES, CONTAINED HEREIN IS CONSIDERED CONFIDENTIAL AND PROPRIETARY. EXCEPT TO SUPPORT AUTHORIZED LICENSE ACQUISITIONS, RECIPIENT WILL NOT COPY, DISCLOSE TO ANY THIRD PARTY, OR USE ANY PRICING INFORMATION FOR ANY OTHER PURPOSE OR PROGRAM.

7.0—ADMINISTRATIVE REQUIREMENTS

- 7.1 Esri Partner Original Equipment Manufacturer (OEM) Bundled or Embedded Items/Services.** Under Esri's OEM or Solution OEM programs, OEM partners are authorized to embed or bundle portions of Esri products and services with their application or service. OEM partners' business model, licensing terms and conditions, and pricing are independent of this EA. Customer and Authorized Entities will not seek any discount from the OEM partner or Esri based on the availability of EA Products under this EA. Customer and Authorized Entities will not decouple Esri products or services from the OEM partners' application or service. Esri products or services embedded in third-party products or services are not EA Products.
- 7.2 Annual Report of Deployments.** At each anniversary date and ninety (90) calendar days prior to the expiration of this EA, Customer will provide Esri with a written report, in a form acceptable to Esri, detailing all Deployments (each a "Deployment Report"). Upon request, Customer will provide records sufficient for Esri to verify the accuracy of the Deployment Report.
- 7.3 Esri User Conference Registration.** Esri shall provide Esri User Conference registrations to Customer annually during the term of this EA in the quantities set forth in the Proposal Letter. Customer is responsible for distributing the registrations internally and to Authorized Entities. Third parties may not represent or attend on behalf of Customer at any Esri User Conference.
- 7.4 Limited Quantity or Unit-Priced Items.** Esri reserves the right to exclude new Products from uncapped Deployment if added to this EA. New Products may contain or be developed with (i) newly acquired technology obtained through a significant investment or (ii) third-party intellectual property that requires a unit-based royalty fee or prohibits Deployment under a site or enterprise license. Such items can be made available to Customer or Authorized Entities on a limited-quantity basis or as unit-priced items.
- 7.5 Relationship of the Parties.** This EA will not be construed or interpreted as an exclusive dealings agreement. This EA does not constitute a partnership, joint venture, or agency between Esri and Customer. Neither Esri nor Customer will hold itself out as such, nor shall Esri or Customer be bound or become liable because of any representation, action, or omission of the other.
- 7.6 GIS Standard.** Either party may publicize the existence of this EA. Customer shall officially name Esri as its GIS standard and act as a reference for other Esri customers and potential customers as long as the EA remains in effect.
- 7.7 Force Majeure.** If the performance of any obligation under this EA is prevented, restricted, or interfered with by reason of fire, flood, earthquake, explosion, or other casualty or accident; strikes or labor disputes; inability to procure or obtain delivery of parts, supplies, or power; war; threat of or actual terrorist act, cyber-attack, or other violence; any law, order, proclamation, regulation, ordinance, demand, or requirement of any government agency; or any act or condition whatsoever beyond the reasonable control of the affected party, the party so affected, upon giving prompt notice to the other party, will be provided a temporary extension for a period of time as may be reasonably necessary to allow for such delay, prevention, interference, or restriction.

8.0—MERGERS, ACQUISITIONS, OR DIVESTITURES

If Customer is a commercial entity, Customer will notify Esri in writing in the event of (i) a consolidation, merger, or reorganization of Customer or an Authorized Entity with or into another corporation or entity; (ii) Customer's or Authorized Entity's acquisition, in whole or in part, of another entity or its assets; or (iii) a transfer or sale of all or part of Customer's or an Authorized Entity's organization (subsections i, ii, and iii, separately or collectively referred to as "**Ownership Change**"). There will be no decrease in the EA Fee as a result of any Ownership Change.

- 8.1** Customer may not transfer or Deploy EA Products to any third party in connection with a divestiture, merger, or sale of Customer or its assets, in whole or in part. If an Ownership Change results in a divestiture or a transfer or sale of a portion of Customer's or an Authorized Entity's organization or its assets, that portion of Customer's or the Authorized Entity's organization will return the EA Products to Customer or the applicable Authorized Entity or uninstall, remove, and destroy all copies of the EA Products.
- 8.2** This EA may not be assigned to a successor entity as a result of an Ownership Change unless approved by Esri in writing in advance. If the assignment to the new entity is not approved, Customer and Authorized Entities will require any successor entity to uninstall, remove, and destroy the EA Products. This Agreement will terminate upon such Ownership Change.
- 8.3** If Customer or an Authorized Entity merges with or acquires part of another entity or its assets, Esri reserves the right to increase the EA Fee in proportion to the anticipated increase in Deployments or terminate this EA and the parties will negotiate a new agreement. If Customer or an Authorized Entity acquires another entity and Customer would like to Deploy EA Products to that entity, Esri and Customer must first sign an amendment to this EA adding the new entity as an Authorized Entity and agree to an increase in the EA Fee.

9.0—GENERAL PROVISIONS

9.1 Governing Law. See Article 10.8 Law, Jurisdiction, and Waiver of Jury Trial.

9.2 Legal Notices. Please send all legal notices to Esri 380 New York Street Redlands, California 92373-8100 Attention: Director of Contracts and Legal or email legalnotices@esri.com.

9.3 Survival of Certain Clauses. The provisions of Sections 2.2 and 5.2 and Article 6 will survive the expiration or termination of this EA.

10.0—ADDITIONAL PROVISIONS

10.1 Assignments. Except for a sale of all or substantially all of the assets of Esri, the County will not assign, sublicense, or transfer the County's rights or delegate the County's obligations under this Agreement without Esri's and its authorized distributor's prior written consent, and any attempt to do so without consent will be void. This Agreement will be binding on the respective successors and assigns of the parties to this Agreement.

10.2 Audits, Records, and Records Retention. The County shall have the right to audit Esri's books, documents, papers, and records related to direct costs and expenses incurred in the performance of the Agreement. Esri shall retain such records for a period of five years following the termination of the Agreement. At no additional cost, these records shall be subject to inspection, review, or audit by the County at mutually agreed upon date(s) and time(s) at Esri's headquarters. The County's right to audit does not extend to Esri's proprietary information, proprietary processes, profit, overhead, general and administrative costs.

Esri agrees to comply with all public records laws, specifically to:

- 1) Keep and maintain public records required by the County to perform the service. Public records means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business with the County.
- 2) Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law;
- 3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if Esri does not transfer the records to the County;

- 4) Upon completion of the Agreement, transfer, at no cost to the County, all public records in possession of Esri or keep and maintain public records required by the County to perform the service. If all public records are transferred to the County upon completion of the Agreement, Esri shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Esri maintains public records upon completion of the Agreement, it shall meet all applicable Florida Public Records Law requirements for retaining public records.
- 5) All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

Any information related to this Agreement submitted to the County by Esri that Esri contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes), or federal law(s) ("Confidential or Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — CONFIDENTIAL OR TRADE SECRET" and the applicable statutory provision for the exemption must be stated. If a third party submits a request to the County for records designated as Confidential or Trade Secret Materials by Esri, the County shall refrain from disclosing the Confidential or Trade Secret Materials, and only disclose materials not designated Confidential or Trade Secret.

If the requester of the information asserts a right to examine the Confidential or Trade Secret Materials, the County will notify Esri, and Esri shall be responsible for responding to and resolving any claims for access to the Confidential or Trade Secret Materials. If the County is served with a request for discovery or order related to the Confidential or Trade Secret Materials, the County will promptly notify Esri, and Esri shall be responsible for filing the appropriate motion, objection, or seek an injunction to prevent disclosure of its Confidential or Trade Secret Materials. In the event of a lawsuit against the County to access the Confidential or Trade Secret Materials, Esri will intervene and defend the lawsuit at the sole cost and expense of Esri, and the County shall provide reasonable cooperation with Esri in such defense, except as otherwise prohibited by Florida law. In addition to other indemnity obligations of Esri herein, any damages or attorney's fees awarded against the County by a court of competent jurisdiction related to the County's or Esri's protection of Confidential or Trade Secret Materials shall be the sole liability and expense of Esri hereunder. Upon prior written notice to Esri, the County will provide the Confidential or Trade Secret Materials only if Esri fails to take appropriate action to protect the Confidential or Trade Secret Materials from disclosure. Esri agrees to protect, defend, and indemnify the County and its members and employees from all claims, fines or costs, including attorney's fees, arising from or relating to the efforts to limit disclosure of or designation of Confidential or Trade Secret Materials. For avoidance of doubt, Esri's Products, Data and Online Services are Esri's or Esri's third party licensors' proprietary intellectual property developed at private expense and the foregoing designation and marking requirement shall not apply to any such items or any Deliverables that may be ordered by the County under this Agreement.

IF ESRI HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ESRI'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**LEON COUNTY PURCHASING DIVISION
ATTN: MELANIE HOOLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: HOOLEYM@LEONCOUNTYFL.GOV**

10.3 Florida Mandatory Termination Provisions.

- A. By entering into this Agreement Esri confirms that it is not a scrutinized company as identified in Section 287.135, Florida Statutes. Pursuant to Section 287.135(2)(a), Florida Statutes, this Agreement may be terminated for convenience by the County if Esri is found to have submitted a false certification as required under Section 287.135(2)(a), Florida Statutes, has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel.
- B. The Agreement may be terminated for convenience by the County if Esri is found to have submitted a false certification as required under Section 287.132(2)(b) Florida Statutes, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Syria.

10.4 Public Entity Crimes Statement. In accordance with Section 287.133, Florida Statutes, Esri hereby confirms that to the best of its knowledge and belief at the time the Agreement is signed ESRI has not been convicted of a public entity crime. Upon the written request of the County ESRI shall provide the County with a completed public entity crime statement form each year this Agreement is in effect. Violation of this section by Esri shall be grounds for termination of this Agreement by the County for convenience.

10.5 Unauthorized Alien(s). Esri agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be grounds for termination of this Agreement by the County.

10.6 Employment Eligibility Verification.

- A. Pursuant to Section 448.095, Florida Statutes (2023) Esri affirms and represents that it is registered with and is using the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.aov/emp>. to verify the work authorization status of all new employees and will continue to use the E-Verify system as required by Section 448.095, Florida Statutes (2023).
- B. Subcontractors
 - (i) Esri shall also require all subcontractors performing professional services work under this Agreement to register and use the E-Verify system to verify the work authorization status of all new employees.
 - (ii) Esri shall obtain from all such subcontractors an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined in Section 448.095, Florida Statutes (2023).
 - (iii) Esri shall provide a copy of all subcontractor affidavits to the County upon receipt and shall maintain a copy for the duration of the Agreement.
- C. Esri must provide evidence of compliance with Section 448.095, Florida Statutes. Evidence shall consist of a copy of their proof of registration in the E-Verify system.

10.7 Status. Esri at all times relevant to this Agreement shall be an independent contractor and in no event shall Esri nor any employees or subcontractors under it be considered to be employees of the County.

10.8 Law, Jurisdiction, and Waiver of Jury Trial. The Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The County and Esri hereby expressly waive any rights either Party may have to a trial by jury of any civil litigation related to this Agreement.

10.9 Sovereign Immunity. Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of the Agreement. The County is included within the definition of "state agencies or subdivisions" in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes (2022).

- 10.10 Taxes.** The County is tax-exempt and therefore is not obligated to pay sales, use and excise taxes. A copy of the County's Certificate of Exemption is available upon request.
- 10.11 Debarment and Suspension.** Esri confirms that it is not listed on the General Services Administration's List of Parties Excluded from Federal Procurement or non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549.
- 10.12 Non-Waiver.** Failure by either Party to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.
- 10.13 Third Party Beneficiaries.** Esri does not intend to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement, and no third party shall be entitled to assert a right or claim against either of the Parties based upon this Agreement.
- 10.14 Amendments.** No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of the County and Esri.
- 10.15 Interpretation.** This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.



March 09, 2023

Mr. Scott Weisman
GIS Manager
Tallahassee - Leon County GIS
301 S. Monroe St.
Tallahassee, FL 32301

Dear Mr. Weisman:

As a follow-up to our recent meetings regarding an Enterprise Agreement for Tallahassee – Leon County GIS, (TLC GIS) I am providing proposed pricing and key business terms below.

The Esri Enterprise Agreement (EA) will remain in effect for five years and grant TLC GIS uncapped access to the Esri products listed below.

Maintenance on all listed software, including maintenance on listed software deployed prior to the Agreement, is included for the term of the EA.

The Agreement will be effective on November 1, 2023 which will ensure a continuation of services, and requires a firm five-year commitment.

Although you have already deployed a considerable amount of Esri technology, our experience with similar customers indicates there is significant potential to apply GIS in many additional areas within your organization. For these reasons, we believe you will greatly benefit from an Enterprise Agreement. An EA offers numerous benefits including:

- A lower cost per unit for licensed software
- Substantially reduced administrative and procurement expenses
- Maintenance of all Esri software identified in this proposal and deployed within the organization
- Complete flexibility to deploy software products when and where needed

Proposed payment terms for the EA, developed to reflect your anticipated deployment schedule, are as follows:

	Term 1	Term 2	Term 3	Term 4	Term 5	Total
Annual EA Fee	\$572,000	\$577,000	\$582,000	\$642,000	\$647,000	3,020,000

Esri products and services to which TLC GIS will have uncapped deployment rights during the term of this Agreement include:

EA Products—Uncapped Quantities

Product	Total
ArcGIS Desktop: Advanced, Standard, and Basic (Single and Concurrent Use)	Uncapped
ArcGIS Desktop Extensions: ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Publisher, ArcGIS Schematics, ArcGIS Spatial Analyst, and ArcGIS Workflow Manager (Single and Concurrent Use)	Uncapped
ArcGIS Enterprise: ArcGIS Enterprise (Advanced and Standard)	Uncapped
ArcGIS Enterprise Extensions: ArcGIS 3D Analyst, ArcGIS Data Reviewer, ArcGIS Geostatistical Analyst, ArcGIS Network Analyst, ArcGIS Schematics, ArcGIS Spatial Analyst, and ArcGIS Workflow Manager	Uncapped
ArcGIS GIS Server: Advanced, Standard, Basic	Uncapped
ArcGIS Enterprise Additional Capability Servers: ArcGIS Image Server, ArcGIS GeoEvent Server	Uncapped
ArcGIS Monitor	Uncapped
ArcGIS Runtime Advanced	Uncapped
ArcGIS Runtime Analysis Extension	Uncapped
Mapping and Charting Solutions: Esri Production Mapping for Desktop (Single and Concurrent Use)	Uncapped

The Enterprise Agreement also includes:

EA Products—Capped Quantities

Product	Rolled-In Qty. (if applicable)	Qty. to Be Deployed	Total
ArcGIS Data Interoperability Desktop Extension concurrent use	-	2	2
ArcGIS Developer Subscription Enterprise	-	2	2

EA Products—Capped Quantities

User Type Product	Term 1-3	Term 4 &5
ArcGIS Enterprise		
ArcGIS Enterprise Editor Annual Subscription	0	50
ArcGIS Enterprise Mobile Worker Annual Subscription	0	50
ArcGIS Enterprise Creators Annual Subscription	25	25
ArcGIS Online		
ArcGIS Online Organizational Subscription	1	1
ArcGIS Online Viewer Annual Subscription	25	25
ArcGIS Online Editor Annual Subscription <i>(250 credits per user)</i>	250	300
ArcGIS Online Mobile Worker Annual Subscription <i>(250 credits per user)</i>	200	300
ArcGIS Online Creator Annual Subscription <i>(500 credits per user)</i>	100	125
ArcGIS Image User Type Extension for ArcGIS Online Annual Subscription	1	1
ArcGIS Location Sharing Annual Subscription for ArcGIS Online	25	25
ArcGIS Urban Online Annual Subscription	5	5
ArcGIS Business Analyst Web App Standard Subscription	10	10
ArcGIS Online Premium Data Store M1	1	1
ArcGIS Image Analyst for ArcGIS Pro Online Annual Subscription	3	3

The EA also includes the following additional components:


Additional Benefits	Quantity
Esri International User Conference Registrations	12
Back-Up Media	2
Authorized Tier-Two Standard Support Callers	10

- **Advantage Program:** One annual subscription to the Advantage Program.
- This program includes the following components per year for five years:
 - Up to 100 Advisor hours
 - Annual one-day Planning Meeting
 - Quarterly Technology Webcasts
 - 0 Learning and Services credits that you can apply towards:
 - **Business and Technical Consulting:** Access to a range of industry, business, and technical domain consultants. Get advice and hands-on help from GIS experts, industry specialists, developers, and designers.
 - **Training:** Access to an extensive curriculum of instructor-led training at either an Esri facility or client site, conditions and Esri policy allowing, or instructor-led online training. A complete list of Esri training facilities and course catalog are available at www.esri.com/training.
 - **Premium Support Services (PSS):** Access to prioritized incident management and all-hours technical support. PSS has been designed to meet the needs of Esri customers who are developing, implementing, or supporting complex, mission-critical GIS applications.
 - **Esri Managed Cloud Services:** Access to a variety of hosting options for the ArcGIS platform that leverage a cloud environment designed to be reliable, cost-effective, and secure.
- Unused Learning and Services credits will expire 24 months from their purchase date, or one month after the expiration of the program, whichever is first. Learning and Services credits are a flexible way for your organization to receive focused technical enablement support. These credits are not intended for use on project-specific professional services. Any project-related activities requiring Esri Project Services support will be scoped, budgeted, and scheduled outside of the Advantage Program. You can find more information about the Advantage Program at www.esri.com/services/eeap.
- Any activities proposed to be completed under the Advantage Program would be subject to review and approval by Esri to ensure alignment with the intent of the Advantage Program.
- At the time of renewal, Esri reserves the right to update Advantage Program (AP) terms to reflect the latest program offering.
- Your organization may acquire additional Advisor hours and/or Learning and Services Credits at any time during the program at the corresponding calendar year's list pricing shown below:

Part #	Item	2023 Price (USD)	2024 Price (USD)	2025 Price (USD)	2026 Price (USD)	2027 Price (USD)	2028 Price (USD)
97717	Standard Advantage Program	\$103,500	\$108,500	\$113,900	\$119,400	\$125,200	\$131,300
97720	Additional Learning & Service Credits (100)	\$65,200	\$68,400	\$71,800	\$75,300	\$79,000	\$82,900
103032	Additional Learning & Service Credits (50)	\$32,600	\$34,200	\$35,900	\$37,650	\$39,500	\$41,450
97719	Additional Technical Advisor Hours (100)	\$28,800	\$30,200	\$31,700	\$33,200	\$34,800	\$36,400

This proposal is valid for 30 days. In order to complete the agreement within this timeframe, I ask that you contact me within the next seven days to work through any questions or concerns you may have.

Esri and TLC GIS have a long and rich history working together. I appreciate the opportunity to present you with this proposal, as I believe it will greatly benefit your organization. Thank you very much for your consideration.

Best regards,

 Robyn Garrett
 Esri Account Manager
rgarrett@esri.com
 704-541-9810 *1-8640

**Leon County
Board of County Commissioners**

Notes for Agenda Item #13

Leon County Board of County Commissioners

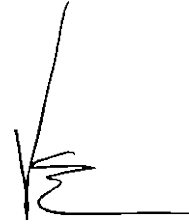
Agenda Item #13

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Three-Year Renewal of the NEOGOV Services Agreement



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Michelle Taylor, Chief Information Officer Scott Ross, Director, Financial Stewardship
Lead Staff/ Project Team:	Candice Wilson, Director, Human Resources Melanie Hooley, Director, Division of Purchasing Janna Richardson, Director, Applications and Development

Statement of Issue:

This item seeks approval of a three-year renewal of the NEOGOV Services Agreement for the County's Human Resources recruitment software.

Fiscal Impact:

This item has a fiscal impact. The total three-year cost for the County's NEOGOV licenses is \$496,740. Funding for the NEOGOV licenses is included annually as part of the Office of Information Technology's (OIT) operating budget.

Staff Recommendation:

Option #1: Approve a three-year renewal of the NEOGOV Services Agreement for licenses for the County's Human Resources recruitment software, for October 1, 2023 through September 30, 2026, and authorize the County Administrator to execute the Agreement (Attachment #1) for a total amount not to exceed \$496,740, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of a three-year renewal of the NEOGOV Services Agreement for licenses for the County's Human Resources recruitment software.

Leon County utilizes third party software and applications throughout the organization to streamline operations, make accessing information efficient for the public, and to assist in maintaining data. For Human Resources operations, the County utilizes the NEOGOV platform. Within NEOGOV, the County uses multiple modules including a web-portal-based online applicant tracking system, a performance tracking system, an employee sign-on system, and an e-learning management system, along with numerous integrations into the County's financial and email systems for managing employees. A background check integration was added to streamline the background check process for new hires and in FY 2023 an e-Forms module was added, which has further streamlined the application and employee management process.

Leon County, the Clerk, and Sheriff utilize the fully integrated system consisting of several modules within the NEOGOV platform. NEOGOV consists of several integrated modules and is also integrated with the Banner financial system and the County's website. In 2016, the County obtained two NEOGOV employee recruitment modules utilizing a competitively procured cooperative contract. Since that time, additional modules have been added to the NEOGOV platform including employee onboarding, training, and performance reviews making it an integral part of the County's Human Resources operations. In 2022 the County renewed its NEOGOV Service Agreement for one year to align renewal dates for all modules to correspond to the budget year. The current agreement expires on September 30, 2023.

Analysis:

The Office of Information Technology (OIT) worked with NEOGOV to develop a three-year Service Agreement that allows all modules to continue to co-terminate and align with Leon County's fiscal year. The proposed three-year Agreement limits yearly increases to no more than 6.5 percent. Without an agreement in place, there is no cap on cost increases each year.

Pursuant to the Purchasing Policy No. 96-1, Section 5.10, Government Jobs, Inc. (DBA "NEOGOVS") has been designated a "Single Source Purchase," meaning the purchase of a commodity, service, equipment, or construction item(s) from one available practical source of supply because of standardization, warranty, or other factors, even though other competitive sources may be available. The total three-year cost is \$496,740. Funding for the NEOGOV licenses is included annually as part of the OIT operating budget and funds are included in the tentative FY 2024 budget.

Options:

1. Approve a three-year renewal of the NEOGOV Services Agreement for licenses for the County's Human Resources recruitment software, for October 1, 2023 through September 30, 2026, and authorize the County Administrator to execute the Agreement (Attachment #1) for a total amount not to exceed \$496,740, subject to legal review by the County Attorney.
2. Do not approve a three-year renewal of the NEOGOV Services Agreement for licenses for the County's Human Resources recruitment software, for October 1, 2023 through September 30, 2026, for a total amount not to exceed \$496,740.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. NEOGOV Order Form



NEOGOV ORDER FORM			
NEOGOV: GovernmentJobs.com, INC. (dba "NEOGOV") 2120 Park Place, Suite 100 El Segundo, CA 90245 billing@neogov.com		Customer Name & Address: Leon County WSCA FL Leon County 301 S Monroe St. Tallahassee, FL 32301	
Quote Creation Date:	3/27/23	Contact Name:	Janna Richardson
Quote Expiration Date:	30 days from Quote Creation	Contact Email:	richardsonj@leoncountyfl.gov
Payment Terms	Annual. Net 30 from NEOGOV invoice.	FTE:	
Subscription Start Date: 10/01/2023			
Subscription Term (months): 36 months			

Fee Summary		
Service Description	Term	Term Fees
Insight Enterprise Subscription (IN)	10/01/2023 - 09/30/2024	\$23,660.41
GovernmentJobs.com Subscription (GJC)	10/01/2023 - 09/30/2024	\$2,633.30
Single Sign-On Integration	10/01/2023 - 09/30/2024	\$3,111.52
New Hire Integration	10/01/2023 - 09/30/2024	\$3,111.52
E-Forms Subscription (EF)	10/01/2023 - 09/30/2024	\$23,904.99
Background Check Integration	10/01/2023 - 09/30/2024	\$2,266.84
Position Control Integration	10/01/2023 - 09/30/2024	\$3,325.28
Employee Import into PE/ON	10/01/2023 - 09/30/2024	\$3,325.28
Sparkhire Video Interview Integration License	10/01/2023 - 09/30/2024	\$2,649.04
Perform Subscription (PE)	10/01/2023 - 09/30/2024	\$29,143.21
Onboard Subscription (ON)	10/01/2023 - 09/30/2024	\$18,406.24
Learn Subscription (LE)	10/01/2023 - 09/30/2024	\$39,880.18
Total for 2023 - 2024 Renewal:		\$155,268.77
Insight Enterprise Subscription (IN)	10/01/2024 - 09/30/2025	\$25,134.44
GovernmentJobs.com Subscription (GJC)	10/01/2024 - 09/30/2025	\$2,986.76
Single Sign-On Integration	10/01/2024 - 09/30/2025	\$3,313.76
New Hire Integration	10/01/2024 - 09/30/2025	\$3,313.76
E-Forms Subscription (EF)	10/01/2024 - 09/30/2025	\$25,458.81
Background Check Integration	10/01/2024 - 09/30/2025	\$2,414.19
Position Control Integration	10/01/2024 - 09/30/2025	\$3,541.42
Employee Import into PE/ON	10/01/2024 - 09/30/2025	\$3,541.42
Sparkhire Video Interview Integration License	10/01/2024 - 09/30/2025	\$2,821.23
Perform Subscription (PE)	10/01/2024 - 09/30/2025	\$31,037.52
Onboard Subscription (ON)	10/01/2024 - 09/30/2025	\$19,602.65
Learn Subscription (LE)	10/01/2024 - 09/30/2025	\$42,472.39
Total for 2024-2025 Renewal:		\$165,638.35
Insight Enterprise Subscription (IN)	10/01/2025 - 09/30/2026	\$26,768.18
GovernmentJobs.com Subscription (GJC)	10/01/2025 - 09/30/2026	\$3,180.90
Single Sign-On Integration	10/01/2025 - 09/30/2026	\$3,529.16
New Hire Integration	10/01/2025 - 09/30/2026	\$3,529.16
E-Forms Subscription (EF)	10/01/2025 - 09/30/2026	\$27,113.64
Background Check Integration	10/01/2025 - 09/30/2026	\$2,571.11
Position Control Integration	10/01/2025 - 09/30/2026	\$3,771.62
Employee Import into PE/ON	10/01/2025 - 09/30/2026	\$3,771.62
Sparkhire Video Interview Integration License	10/01/2025 - 09/30/2026	\$3,004.61
Perform Subscription (PE)	10/01/2025 - 09/30/2026	\$33,054.96
Onboard Subscription (ON)	10/01/2025 - 09/30/2026	\$20,876.82
Learn Subscription (LE)	10/01/2025 - 09/30/2026	\$45,233.10
Total for 2025 - 2026 Renewal:		\$176,404.88
Total:		\$496,739.74



A. TERMS AND CONDITIONS

1. Agreement. This Ordering Document and the Services purchased herein are expressly conditioned upon the acceptance by Customer of the terms of the NEOGOV Services Agreement either affixed hereto or the version most recently published prior to execution of this Ordering Form available at <https://www.neogov.com/service-specifications>. Unless otherwise stated, all capitalized terms used but not defined in this Order Form shall have the meanings given to them in the NEOGOV Services Agreement.
2. Effectiveness & Modification. The Effective Date shall be the Subscription Start Date. This Order Form may not be modified or amended except through a written instrument signed by the parties.
3. Summary of Fees. Listed above is a summary of Fees under this Order. Once placed, your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the Agreement.
4. Order of Precedence. This Ordering Document shall take precedence in the event of direct conflict with the Services Agreement, applicable Schedules, and Service Specifications.

B. Special Conditions (if any).



IN WITNESS WHEREOF, this Order has been executed by such party's duly authorized signatory as of the date set forth below, and such duly authorized signatory consents to the Agreement.

Customer	Governmentjobs.com, Inc. (DBA "NEOGOV")
Entity Name: Signature: _____ Print Name: Date:	

**Leon County
Board of County Commissioners**

Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Authorization to Negotiate an Agreement for Construction Engineering and Inspection Services for the Magnolia Drive Phase 2 Construction Project

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director of Public Works Scott Ross, Director, Office of Financial Stewardship Charles Wu, Director, Engineering Services
Lead Staff/ Project Team:	Melanie Hooley, Director, Purchasing Chris Muehlemann, Chief of Engineering Design

Statement of Issue:

This item seeks Board authorization for the County Administrator, or designee, to negotiate the engineering services fees with Rummel, Klepper & Kahl, LLP (RK&K) for the Construction Engineering and Inspection (CEI) services for the Magnolia Drive Phase 2 Construction project.

Fiscal Impact:

This item has a fiscal impact. Costs for CEI services are included in the Magnolia Drive Phase 2 Construction project budget and will be reimbursed by the Blueprint Intergovernmental Agency.

Staff Recommendation:

Option #1: Authorize the County Administrator, or designee, to negotiate and execute an Agreement for Construction Engineering and Inspection services fee for the Magnolia Drive Phase 2 construction project (Attachment #1), with Rummel, Klepper & Kahl, LLP (RK&K), subject to legal review by the County Attorney. If negotiations with RK&K are unsuccessful, authorize the County Administrator or designee to negotiate with the second ranked firm for the project, Keville Enterprises, Inc.

Report and Discussion

Background:

This item seeks Board authorization for the County Administrator, or designee, to negotiate the Engineering Services Fee with Rummel, Klepper & Kahl, LLP (RK&K) for Construction Engineering and Inspection (CEI) services of the Magnolia Drive Phase 2 Construction project, and authorization for the County Administrator to execute the Agreement. Should negotiations with RK&K be unsuccessful, authorize negotiations with the second ranked firm, Keville Enterprises, Inc.

On April 1, 2015, the Blueprint Intergovernmental Agency (IA) approved funding for the Magnolia Drive Trail project. The Magnolia Drive improvements are divided into phases in order to responsibly detour traffic while mitigating congestion. Phase 1 (Meridian Street to Pontiac Drive), Phase 4 (S. Monroe Street to Meridian Street) and Phase 6 (S. Monroe Street to Adams Street) are complete. The Phase 2 (Pontiac Drive to Diamond Street) design is complete and currently under permit review. It is anticipated that Phase 2 will be advertised for Bid in June of 2023 with construction to follow.

Based on the original joint project agreement approved by the Board in 2015 and the subsequent first amendment dated December 2019, Leon County will administer the construction of all remaining phases of the Magnolia Drive Trail project. Some of the phases were combined for construction; however, construction did not occur sequentially as some phases required right-of-way acquisitions and separate joint project agreements for the utility work.

The Phase 2 project will construct an 8-foot concrete trail with a 4-foot landscape buffer from Pontiac Drive to Diamond Street, upgraded water and sewer infrastructure, an enclosed stormwater system, roadway rebuilding, and landscaping. Along with this construction, the City of Tallahassee will be installing an underground electric system, street lighting and signalization at the Magnolia Drive and Jim Lee intersection.

The Magnolia Drive Phase 2 Construction Project advances the following FY2022-FY2026 Strategic Targets:

- *Construct an additional 90 miles of sidewalks, greenways, trails, and bike lanes. (T11)*

These Strategic Target aligns with the Board's Quality of Life Strategic Priority:

- *Promote livability, health, and sense of community by supporting strong neighborhoods, enhancing mobility, encouraging human scale development, and creating public spaces for people of all ages. (Q5)*

Analysis:

The Request for Proposals for the CEI services for Magnolia Drive Phase 2 construction project was advertised locally and electronically through OpenGov Procurement on March 28, 2023. A total of 2,072 vendors were notified through the automated procurement system. A total of 30

Title: Authorization to Negotiate an Agreement for Construction Engineering and Inspection Services for the Magnolia Drive Phase 2 Construction Project

June 13, 2023

Page 3

RFP packages were requested and the County received two proposals on April 27, 2023 (Attachment 2). The two firms that submitted responsible and responsive proposals were Rummel, Klepper & Kahl, LLP, and Keville Enterprises, Inc. The CEI services are considered professional services. As a result, the consultant selection criteria were qualification based in accordance with the Florida Consultant Competitive Negotiation Act requirements (section 287.055, Florida Statutes). The evaluation matrix for scoring was developed based on the experience and qualifications related to this project. The actual fee will be negotiated upon the Board approval of the selection committee's recommendations.

The two proposals were reviewed and ranked by the Evaluation Committee. Based on the total scores of the proposals, RK&K is ranked as the top consultant for fee negotiation (Attachment #3). Minority, Women, and Business Enterprise aspirational targets were not included the RFP for these services. The MWSBE Division did not recommend aspirational goals for this solicitation because of the small number of certified MBE and WBE firms that provide CEI services.

Options:

1. Authorize the County Administrator, or designee, to negotiate and execute an Agreement for Construction Engineering and Inspection services fee for the Magnolia Drive Phase 2 construction project (Attachment #1), with Rummel, Klepper & Kahl, LLP (RK&K), subject to legal review by the County Attorney. If negotiations with RK&K are unsuccessful, authorize the County Administrator or designee to negotiate with the second ranked firm for the project, Keville Enterprises, Inc.
2. Do not authorize the County Administrator, or designee, to negotiate and execute an Agreement for Construction Engineering and Inspection services fee for the Magnolia Drive Phase 2 construction project.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Professional Services Agreement for Construction Engineering & Inspection Services for Magnolia Drive Phase II Construction
2. Bid Tabulation Sheet
3. Final Ranking Summary

**PROFESSIONAL SERVICES AGREEMENT FOR
CONSTRUCTION ENGINEERING & INSPECTION SERVICES FOR
MAGNOLIA DRIVE PHASE II CONSTRUCTION**

THIS AGREEMENT, by and between **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County," and **VENDOR TBD**, hereinafter referred to as the "Consultant," (both collectively referred to as the "Parties" or individually as a "Party") is entered into as of the date of last signature below. For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. PROFESSIONAL SERVICES TO BE PROVIDED; WARRANTY OF PERFORMANCE

- A. The Consultant hereby agrees to provide to the County professional construction engineering & inspection services relating to the Magnolia Drive Phase II Construction project outlined herein. The services to be provided by the Consultant shall be in accordance with: 1) Construction Engineering & Inspection Services, RFP# BC-2023-036, a reduced portion of which is attached hereto and incorporated herein as Exhibit A, with a full version available to view at <https://procurement.opengov.com/portal/leoncounty>, to the extent that it is not inconsistent with this Agreement; 2) the Consultant's proposal response, a reduced portion of which is attached hereto and incorporated herein as Exhibit B, with a full version available from the Purchasing Division, to the extent that it is not inconsistent with this Agreement nor Exhibit A; and 3) the Fee Schedule, attached hereto and incorporated as Exhibit C, to the extent that it is not inconsistent with this Agreement nor Exhibits A or B (all collectively referred to herein as the "Work").
- B. Warranty of Performance. The Consultant represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all services under this Agreement and that each person and entity that will provide the services is duly qualified to perform such services by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will render such services. The Consultant represents and warrants that the services shall be performed in a skillful and respectful manner, and that the quality of all such services shall equal or exceed prevailing industry standards for the provision of such services.
- C. Breach of Warranty. In entering into this Agreement, the Consultant acknowledges that the County is materially relying on the warranties stated in this Section 1. The County shall be entitled to recover any damages it incurs to the extent any such warranty is untrue. In addition, if any such warranty is false, the County shall have the right, at its sole discretion, to terminate this Agreement without any further liability to the County, to deduct from any amounts due the Consultant under this Agreement the full amount of any value paid in violation of a warranty, and to recover all sums paid to the Consultant under this Agreement.

2. WORK

The Consultant understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Consultant in those instances where the work to be performed can be done by County personnel or under separate contract. Any Work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such Work and the time within which such Work shall be completed.

The performance by the County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

The County reserves the right to negotiate with the Consultant for any related products or services not specifically stated in the referenced solicitation.

3. TIME

The Agreement shall become effective on July 1, 2023 or on the last date signed by both parties and expire February 28, 2025 or upon the completion of the project. The work to be performed under this Agreement shall commence within fifteen (15) days of the Notice to Proceed. If the Work to be performed under this Agreement is not completed within the time set forth above, or within such extra time as may be granted by the County, the Consultant shall be deemed to be in default.

4. TIME IS OF THE ESSENCE

Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

The term "Business Day" as it applies to a notice requirement or other such deadline in this Agreement, means any day occurring Monday through Friday, except when such day is deemed to be a Holiday. The term "Holiday" means any day observed as a holiday by the Leon County Board of County Commissioners pursuant BCC Policy 03-16, as may be amended, which, as of the Effective Date of this Lease, are the following days: New Year's Day, Martin Luther King Jr. Day, Florida Emancipation Day (May 20), Memorial Day, Independence Day, Labor Day, Election Day (first Tuesday after the first Monday in November in even-numbered years), Veteran's Day, Thanksgiving Day, Friday After Thanksgiving Day, and Christmas Day; provided, however, that when any of these observed holidays fall on a Saturday, the preceding Friday shall be the day observed as a holiday, and when any of these observed holidays falls on a Sunday, the following Monday shall be the day observed as a holiday. In addition, when New Year's Day and Christmas Day fall on a Thursday, the Friday following those days shall also be observed as a holiday, and when New Year's Day and Christmas Day fall on a Tuesday, the Monday preceding those days shall also be observed as a holiday.

5. CONTRACT SUM

- A. The Consultant agrees that for the performance of the Work as outlined in Sections 1 and 2 above, it shall be paid a contract sum by the County according to the rates in the Unit Pricing Sheet contained in Exhibit C (the "Unit Pricing Sheet") attached hereto and incorporated herein by this reference (the "Contract Sum").
- B. Travel Expenses: Any travel by the Consultant which is contained within, or otherwise associated with, the scope of Work for a specific project shall be considered incidental to, and a part of, the Contract Sum. As such, there shall be no reimbursement of such travel expenses by the County.

Consultant travel which is not covered within the scope of Work and which is billed separately to the County on a cost reimbursement basis must receive prior approval and will be reimbursed in accordance with the Leon County Travel Policy. Travel expenses shall be limited to those expenses necessarily incurred in the

performance of a public purpose authorized by law to be performed by the County and must be within limitations described herein and in Section 112.061, Florida Statutes. Consultants traveling on a cost reimbursement basis must have their travel authorized by the department head or representative from whose budget the travel expenses will be paid and by the County Administrator.

- C. Truth in Negotiation (Lump-sum or Cost-plus Fixed Fee agreements only): The Consultant has executed a Truth in Negotiation form as part of the negotiation process for this Agreement. The original Agreement price and any additions thereto will be adjusted to exclude any significant sums by which the County determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such Agreement adjustments must be made within 1 year following the end of the Agreement.

6. PAYMENTS

The County shall make payments to the Consultant within forty-five (45) days of submission and approval of invoice for services.

7. PROMPT PAYMENT INFORMATION REQUIREMENTS

- A. The County Project Manager is:

Name: Chris Muehlemann
Street Address: 2280 Miccosukee Road
City, State, Zip Code: Tallahassee, Florida 32308
Telephone: 850-606-1500
E-mail: MuehlemannC@leoncountyfl.gov

- B. The Consultant's Project Manager is:

Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

- C. Notices to the Consultant are to be submitted to:

Name:
Street Address:
City, State, Zip Code:
Telephone:
E-mail:

- D. Invoices are to be submitted to:

Name: Chris Muehlemann
Street Address: 2280 Miccosukee Road
City, State, Zip Code: Tallahassee, Florida 32308
Telephone: 850-606-1500
E-mail: MuehlemannC@leoncountyfl.gov

- E. Proper form for an invoice is:
The invoice shall be in a format approved by the County and shall include: a numbered invoice document with date of invoice; reference of the County purchase order number; itemized listing of all goods and services being billed with unit prices and extended pricing; vendor's name, address, billing contact person information, and Federal tax identification number. The invoice must be properly addressed to the Division listed on the County purchase order and delivered to that address. Delivery to another County address will void the invoice.
- F. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy 96-1, as may be amended, details the policy and procedures for payment disputes under this Agreement.

8. DISPUTES/REMEDIES

- A. All disputes arising under or relating to this Agreement shall be resolved in accordance with this Section, except for disputes related to payments and payment disputes which shall be addressed and resolved in accordance with Section 7F above.
- B. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with the following procedure:
 - 1) The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.
 - 2) Representatives of both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, they shall report their decision to the Parties in writing.
 - 3) If those representatives are unable to reconcile the dispute, they shall report their impasse to the appropriate County Director and the Consultant's designee, who, at their earliest opportunity, shall meet and attempt to reconcile the dispute.
 - 4) Should the Director and the Consultant's designee fail to resolve the dispute, they shall report their impasse to the County Administrator, or authorized representative, and the Consultant's designee, who, at their earliest opportunity, shall review and attempt to resolve the dispute.
 - 5) If the County Administrator and the Consultant's designee are not able to amicably resolve the dispute within fifteen (15) business days after the impasse is reported to them, then either Party can pursue whatever forms of relief that may be available to it under this Agreement, at law, or in equity.

9. STATUS

The Consultant at all times relevant to this Agreement shall be an independent contractor and in no event shall the Consultant nor any employees or sub-consultants under it be considered to be employees of the County.

10. INSURANCE

The Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of

the Work hereunder by the Consultant, their agents, representatives, employees or sub-consultants. The cost of such insurance shall be included in the Consultant's professional service fees for this solicitation.

A. Minimum Limits of Insurance. The Consultant shall maintain limits no less than:

- 1) General Liability: \$1,000,000 combined single limit for bodily injury and property damage per occurrence with a \$2,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the Project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, broad form contractual liability; broad form property damage; fire legal liability; independent contractor coverage; cross liability and severability of interest clauses; and personal injury, and coverage for explosion, collapse, and underground (X, C, U).
- 2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
- 3) Workers' Compensation and Employers Liability: Insurance covering all employees meeting statutory limits in compliance with the applicable state and federal laws and employer's liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of subrogation in lieu of additional insured is required.
- 4) Professional Liability Insurance, including errors and omissions: For all services provided under the terms of this Agreement with minimum limits of One Million and 00/100 Dollars (\$1,000,000.00) per occurrence; or claims made form with "tail coverage" extending four (4) years beyond the term of the Agreement. Proof of "tail coverage" must be submitted with the invoice for final payment. In lieu of "tail coverage," Consultant may submit annually to the County a current certificate of insurance proving claims made insurance remains in force throughout the same four-year period
- 5) Umbrella: \$5,000,000 combined single limit for bodily injury and property damage combined per occurrence and annual aggregate. The coverage shall provide excess coverage for employer's liability, general liability, including completed operations and auto liability.

B. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

C. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions:

- 1) General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insured as respects; liability arising out of activities performed by or on behalf of the Consultant, including the insured's general supervision of the Consultant; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

- b. The Consultant's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
 - d. The Consultant's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.
- 2) All Coverages. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.
- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Consultant shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before Work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of insurance acceptable to the County shall be filed with the County prior to the commencement of the Work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County. Cancellation clauses for each policy should read as follows: *Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the certificate holder named herein.*
- F. Sub-Consultants. Consultants shall include all sub-consultants as insureds under its policies or shall furnish separate certificates and endorsements for each sub-consultant. All coverages for sub-consultants shall be subject to all of the requirements stated herein.

11. LICENSES

The Consultant shall be responsible for obtaining and maintaining any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Consultant, by reason of revocation, failure to renew, or any other reason, fail to maintain their license to operate, the Consultant shall be in default as of the date such license is lost.

12. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the Consultant assign any monies due or to become due to them hereunder without the previous written consent of the County.

13. PERMITS

The Consultant shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement

14. INDEMNIFICATION

The Consultant shall indemnify and hold harmless the County, its officials, officers and employees from and against all liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fee, to the extent caused by negligence, recklessness, or intentionally wrongful conduct of the Consultant and other persons employed or utilized by the Consultant in the performance of this Agreement.

The County may, at its sole option, defend itself or require the Consultant to provide the defense. The Consultant acknowledges that the sum of ten dollars (\$10.00) of the amount paid to the Consultant constitutes sufficient consideration for the Consultant's indemnification of the County, its officials, officers and employees.

The Consultant shall be liable to the County for any reasonable costs incurred by it to correct, modify, or redesign any portion of a project, which is the subject of the services provided under this Agreement, that is found to be defective or not in accordance with this Agreement, as a result and to the extent caused by the negligence, recklessness, or intentional wrongful conduct on the part of the Consultant and other persons employed or utilized by the Consultant in the performance of this Agreement.

15. AUDITS, RECORDS, AND RECORDS RETENTION

The Consultant agrees:

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- B. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- C. Upon completion or termination of the Agreement and at the request of the County, the Consultant will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in Section B hereinabove.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- E. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 75.364, shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. To include these aforementioned audit and record keeping requirements in all approved subconsultants and assignments.

- G. To keep and maintain public records required by the County to perform the services and work provided pursuant to this Agreement.
- H. To 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 Agreement term and following completion or termination of the Agreement if Consultant does not transfer the records to the County.
- I. Upon completion or termination of the Agreement, transfer, at no cost, to the County all public records in the possession of Consultant or keep and maintain public records required by the County to perform the service. If Consultant transfers all public records to the County upon completion or termination of the Agreement, Consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Consultant keeps and maintains public records upon completion or termination of the Agreement, Consultant shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County
- J. Any material submitted to the County that Consultant contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be separately submitted and conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET." If a third party submits a request to the County for records designated by Consultant as Trade Secret Materials, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Consultant. Consultant shall indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.
- K. Consultant acknowledges that failure to provide the public records to the County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes. Consultant further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the County. Consultant shall indemnify, defend, and hold the County harmless for and against any and all claims, damage awards, and causes of action arising from Consultant's failure to comply with the public records disclosure requirements of section 119.07(1), Florida Statutes, or by Consultant's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Consultant authorizes County to seek declaratory, injunctive, or other appropriate relief against Consultant from a Circuit Court in Leon on an expedited basis to enforce the requirements of this section.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

LEON COUNTY PURCHASING DIVISION
ATTN: MELANIE HOOLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: HOOLEYM@LEONCOUNTYFL.GOV

16. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this Agreement and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this Agreement. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this Agreement; (2) the withholding of payments to the provider by the County; and (3) the termination of this Agreement for cause.

17. TERMINATION

- A. The County may terminate this Agreement without cause, by giving the Consultant thirty (30) days written notice of termination. The Consultant's Unit Pricing Sheet rates must be maintained until the end of the thirty (30) day period. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Consultant such thirty (30) day written notice if, in the opinion of the County, the Consultant is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Consultant. The County may retain/withhold payment for nonperformance if deemed appropriate to do so by the County.
- B. The agreement may be terminated by the County if the Consultant is found to have submitted a false certification as required under section 287.1355(2)(a), Florida Statutes, been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

18. RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of the Consultant or any subconsultant which is related to the performance of this Agreement. The right expressed herein shall also be included in all contracts or subcontracts that involve the performance of any work or service involving the County.

19. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Consultant hereby certifies that to the best of their knowledge and belief neither Consultant nor their affiliates have been convicted of a public entity crime.

20. UNAUTHORIZED ALIEN(S)

The Consultant agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

21. EMPLOYMENT ELIGIBILITY VERIFICATION

A. Consultant agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Consultant further agrees to provide to the County, within thirty days of the effective date of this Agreement/amendment/extension, documentation of such enrollment in the form of a copy of the E-

Verify "'Edit Company Profile' screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).

B. Consultant further agrees that it will require each sub-consultant that performs Work under this Agreement to enroll and participate in the E-Verify Program within sixty days of the effective date of this Agreement/amendment/extension or within sixty days of the effective date of the Agreement between the Consultant and the sub-consultant, whichever is later. The Consultant shall obtain from the sub-consultant(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.

C. Consultant will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Consultant to perform employment duties within Florida; and (b) all persons (including sub-consultants) assigned by Consultant to perform Work pursuant to the Agreement.

1) Consultant must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Consultant to perform employment duties within Florida within 3 business days after the date of hire.

2) Consultant must initiate verification of each person (including sub-consultants) assigned by Consultant to perform Work pursuant to the Agreement within 60 calendar days after the date of execution of this Agreement or within 30 days after assignment to perform Work pursuant to the Agreement, whichever is later.

D. Consultant further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its sub-consultants as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.

E. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this Agreement and the County may treat a failure to comply as a material breach of the Agreement.

22. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

23. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Consultant shall not be entitled to an increase in the Contract Sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by the Consultant for hindrances

or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Consultant shall be entitled only to extensions of the Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

24. AMENDMENTS

No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of the County and Consultant.

25. THIRD PARTY BENEFICIARIES

Neither the County nor the Consultant intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and no third party shall be entitled to assert a right or claim against either of the Parties based upon this Agreement.

26. VENUE; WAIVER OF JURY TRIAL

Venue for all actions arising from, related to, or in connection with this Agreement shall be in the state courts of the Second Judicial Circuit in and for Leon County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Northern District of Florida. By entering into this Agreement, the County and Consultant hereby expressly waive any rights either Party may have to a trial by jury of any civil litigation related to this Agreement.

27. SOVEREIGN IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement. The County is included within the definition of "state agencies or subdivisions" in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

28. CONSTRUCTION OF THIS AGREEMENT

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

29. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

30. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Consultant to deviate from the requirements of this Agreement, Consultant shall obtain the prior written consent of the County.

31. INTERPRETATION

This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

32. COUNTERPARTS AND MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals and in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

33. SEVERABILITY

It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

34. FORCE MAJEURE

If either of the Parties is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or federal government (collectively "Force Majeure"), then the affected party shall be excused from performance hereunder during the period of inability to perform. The Party claiming Force Majeure shall promptly notify the other Party in writing when upon learning of the existence of a Force Majeure condition and when the Force Majeure condition has terminated. Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events related to increased costs associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

35. PROHIBITION AGAINST CONTINGENT FEES

Consultant warrants that he or she has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this agreement and that he or she has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee

working solely for the Consultant any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement.” For the breach or violation of this provision, the County shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.

36. AUTHORITY TO SIGN

Each signatory to this Agreement who signs on behalf of a party expressly represents and warrants that he or she has the authority to sign on behalf of that party.

37. ORDER OF PRECEDENCE

If any provision contained in this Agreement conflicts with any provision in Exhibit A, Exhibit B, or Exhibit C the provision contained in this Agreement shall govern and control. The order of precedence regarding the Agreement and Exhibits shall be as follows:

- A. Agreement
- B. Exhibit A
- C. Exhibit B
- D. Exhibit C

ATTACHMENTS

Exhibit A – Solicitation Document

Exhibit B – Consultant’s Proposal Response

Exhibit C – Unit Pricing Sheet

The remainder of this page intentionally left blank.

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

LEON COUNTY, FLORIDA

VENDOR TBD

By: _____
Vincent S. Long
County Administrator

By: _____
Printed
Name: _____

Title: _____

Date: _____

Date: _____

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

BY: _____

DATE: _____

Approved as to Legal Sufficiency
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

BY: _____

DATE: _____



REQUEST FOR PROPOSAL

FOR

**CONSTRUCTION ENGINEERING & INSPECTION SERVICES FOR
MAGNOLIA DRIVE PHASE II CONSTRUCTION**

Proposal Number BC-2023-036

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA**

RELEASE DATE: March 28, 2023

RFP Title: Request for Proposals for CONSTRUCTION ENGINEERING & INSPECTION SERVICES FOR MAGNOLIA DRIVE
PHASE II CONSTRUCTION
Proposal Number BC-2023-036
Opening Date: April 27, 2023, 2:00 pm

Construction Engineering & Inspection Services for Magnolia Drive Phase II Construction

1. Introduction
2. General Instructions
3. Scope of Services
4. Solicitation Instructions
5. Required Certifications
6. Selection Process
7. Evaluation Criteria
8. Minority, Women, Small Business (MWSBE) Enterprise
9. Insurance Requirements
10. Terms and Conditions
11. Ethical Business Practices
12. Submittals

Attachments:

- A - Location Map
- B - Design Plans
- C - Landscape and Irrigation Plans
- D - Agreement
- E - Proposal Response Cover Sheet with Signature
- V - Forms for Solicitation(with Team Summary) 2022

RFP Title: CONSTRUCTION ENGINEERING & INSPECTION SERVICES FOR MAGNOLIA DRIVE PHASE II CONSTRUCTION
Proposal Number BC-2023-036
Opening Date: April 27, 2023, 2:00 pm

1. INTRODUCTION

1.1. Summary

The Leon County Board of County Commissioners is seeking civil engineering services relating to the construction engineering and inspection (CEI) of the signage, sidewalk, driveway, drainage, roadway and underground utility improvements for the Magnolia Drive Phase II Trail Project from Pontiac Drive to Diamond Street. This trail project will be administered by Leon County. The required CEI services are water and sewer, roadway, sidewalk, retaining wall, landscaping & irrigation and signage & striping, the firms are required to demonstrate adequate experience and personnel capability in inspection and management of these construction activities. With this project, the City of Tallahassee Electric Department will be converting their overhead electric distribution services to an underground system. All co-locates will also be required to relocate underground. The underground electric will occur during the construction project, the other utilities may occur before construction or during. Coordination between these contractors will be essential aspect of this project and this scope. The project boundaries are referenced in Attachment A of the Project Location Maps. Attachments B (1,2,3 & 4) & C are the design plans and landscaping & irrigation plans provided for additional reference.

The length of services is anticipated to be 20 months.

All professional services to be provided under this agreement shall be performed by Professionals licensed to practice in the State of Florida and in strict compliance with the Consultant's Competitive Negotiation Act, 287.055 F.S. (CCNA).

Firms must be prequalified by the Florida Department of Transportation (FDOT) in Work Type 10.1 - Roadway Construction Engineering Inspection.

A **Mandatory Pre-Proposal** Meeting will be held on Wednesday, April 12, 2023 at 10:00 am. The Location is as follows: Leon County Purchasing Office 1800 North Blair Stone Road Suite 3 Tallahassee, FL 32308.

1.2. Contact Information

Melanie Hooley

Purchasing Director

1800-3 Blair Stone Rd

Tallahassee, FL 32308

Email: hooleym@leoncountyfl.gov

Phone: (850) 606-1600

Department:

Procurement

Department Head:

Melanie Hooley

Purchasing Director

1.3. Timeline

Below is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interest of the public. If any changes to

RFP Title: CONSTRUCTION ENGINEERING & INSPECTION SERVICES FOR MAGNOLIA DRIVE PHASE II CONSTRUCTION
Proposal Number BC-2023-036
Opening Date: April 27, 2023, 2:00 pm

the Schedule of Events are made, Leon County will post the changes on the Leon County procurement website either as a public meeting notice, or as an addendum, as applicable. It is the responsibility of the firm to register as a vendor in the County's eProcurement Portal located at <https://procurement.opengov.com/portal/leoncounty> and to click the "Follow" button on your interested projects in order to receive email notifications of changes. Ultimately, it is the responsibility of the firm and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda to the RFP, and public meetings. The main procurement website address is: <https://secure.procurenow.com/portal/leoncounty>.

Release Project Date	March 28, 2023
Pre-Proposal Meeting (Mandatory)	April 12, 2023, 10:00am Leon County Purchasing Division Conference Room 1800-3 Blair Stone Road Tallahassee, FL 32308
Question/Inquiries Deadline	April 14, 2023, 5:00pm
Opening Date	April 27, 2023, 2:00pm

RFP Title: CONSTRUCTION ENGINEERING & INSPECTION SERVICES FOR MAGNOLIA DRIVE PHASE II CONSTRUCTION
Proposal Number BC-2023-036
Opening Date: April 27, 2023, 2:00 pm

2. GENERAL INSTRUCTIONS

Respondents are expected to examine the proposal documents carefully, including specifications, delivery schedule, freight requirements, prices and extensions and all general and special conditions of the solicitation prior to submission. In case of error in price extension, the unit price will govern. Proposals must be submitted electronically via OpenGov Procurement (formerly ProcureNow).

2.1. Special Accommodations

Any person requiring a special accommodation at a Pre-Proposal Conference or RFP opening because of a disability must call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Proposal Conference or RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

2.2. Prohibited Communications

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

- A. Any person or person's representative seeking an award from such competitive solicitation; and
- B. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, lawyer, relative, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, communications with the County Attorney or communications with the Purchasing Director.

Violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

2.3. Proposal Media Format (Electronic Only)

Proposals for this RFP shall be submitted electronically to this solicitation in OPENGOV Procurement Portal at <https://procurement.opengov.com/portal/leoncounty>.

RFP Title: CONSTRUCTION ENGINEERING & INSPECTION SERVICES FOR MAGNOLIA DRIVE PHASE II CONSTRUCTION
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2.4. Respondent Registration

Respondents who obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the plan holders list for the solicitation. This list is used for communications from the County to prospective respondents. Also, respondents should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective respondent through the Purchasing Division may cause your submittal to be rejected as non-responsive. To Register, complete the online vendor registration process, find the opportunity of interest, and click "Follow" or "Draft Response".

2.5. Registered Plan Holders List

A plan holders list is made available via the internet lists of all registered plan holders for each bid or request for proposals. The information is available on-line at <https://procurement.opengov.com/portal/leoncounty>, by simply clicking the Followers tab for each respective solicitation. A listing of the registered vendors with their contact information is designed to assist vendors in preparation of their responses.

2.6. Errors and Omissions

The County and its representatives shall not be responsible for any errors or omission in the RFP. Due care and diligence has been exercised in the preparation of this RFP, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful respondent.

2.7. Acceptance of County Terms

Leon County objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent's response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response or placing a respondent in default.

RFP Title: CONSTRUCTION ENGINEERING & INSPECTION SERVICES FOR MAGNOLIA DRIVE PHASE II CONSTRUCTION
Proposal Number BC-2023-036
Opening Date: April 27, 2023, 2:00 pm

3. SCOPE OF SERVICES

3.1. Project Description

The Magnolia Drive Phase II Trail Project from Pontiac Drive to Diamond Street is the construction of an 8-foot concrete trail with landscape buffer, landscaping and irrigation, water and sewer upgrade, complete roadway rebuild, enclosed drainage system with x-filtration, retaining wall construction, driveway reconstruction, intersection improvements at Jim Lee Road and striping. The conversion of overhead electric and co-locates to underground will be performed by utility provider during the construction project. The anticipated construction starting date is in Summer 2023.

3.2. Scope of Work

Expected Engineering Services: It shall be the responsibility of the Consultant to administer, monitor, and inspect the Construction Contract such that the project is constructed in conformity with the plans, specifications, and special provisions for the Construction Contract.

- A. The Consultant shall monitor and document (such as reports, markups, etc.) the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract.
- B. The Consultant shall also maintain detailed and accurate records of the Contractor's daily operations and of significant events, including damages to private properties, that affect the work in order to determine the progress and quality of work and identify discrepancies. The Consultant shall report significant discrepancies to the County and the Engineer of Record, then direct the Contractor to correct such observed discrepancies.
- C. When the proposed construction affects property owners ingress and egress from their property, the Consultant shall coordinate with the Construction Contractor to notify the property owner in advance to facilitate the ingress and egress of personal vehicles and emergency services. Additionally, the Consultant shall coordinate with the Construction Contractor any disruption of water and sewer services. The Consultant, in coordination with the City's inspector, shall ensure that all water and sewer works constructed by the contractors comply with the State regulations and the City of Tallahassee's utility specifications. The Consultant shall verify that trench backfill for the underground electric meet minimum FDOT Standards.
- D. The Consultant shall ensure the Contractor constantly update the construction record and as-built survey drawings as the project is being constructed and surveyed by the contractors. Provide the final version of as-built survey at the end of each project phase to the EOR to generate the signed/sealed Record Drawings. The record drawings shall reflect all changes initiated by the selected Consultant, City of Tallahassee, or Leon County in the form of revisions. The record drawings shall be submitted to Leon County upon project completion. The construction record drawings will be submitted to City of Tallahassee Environmental Management for approval prior to the final acceptance.

3.3. Technical Activities

Specific Technical Activities, may include the following:

1.) Preconstruction Conferences:

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- Conduct and schedule the Preconstruction Conference with the Project Owner, Leon County (herein called the County), Engineer of Record, contractor, sub-contractors, City of Tallahassee (herein called the City) inspectors, utility providers, regulatory agencies, and any other pertinent personnel/company.
- Address and resolve all issues that arise at the meeting with appropriate personnel, agencies and divisions.
- Prepare and distribute detailed minutes of the meeting.
- Provide Contractor a list of all forms and reports due, when they should be submitted and to whom.

2.) Progress Meetings:

- Prepare the agenda, attend, and conduct meetings with the County personnel, Engineer of Record (EOR), City staffs, contractor, sub-contractors, utility personnel, private property owners (when applicable), and other agencies affected by the project.
- The progress meeting shall be held weekly or bi-weekly pending on the construction progress. Cancellation of progress meeting shall be pre-approved by the County and the advanced notice shall be sent out at least 24 hours before the meeting.
- Be prepared to discuss recent progress, upcoming events in the schedule, and construction associated with the project.
- Record significant information revealed and discussed at the meeting and distribute written minutes to the appropriate agencies. The significant information includes but not limited to damages to private properties and public infrastructures not by design which shall be repaired and paid for by the contractor or sub-contractors. Keep a detailed record on the completed repairs and acceptance by the property owners.

3.) Project Administration:

- Provide project administration and coordinate with the EOR and the County Project Manager to resolve field challenges reported by the contractors and keep the project construction on schedule, especially for the constructions of sewer lateral and water service line and abandonment of septic tank and drinking water well on private properties.
- Keep a detailed record of constructed quantities and locations (field markup) of sewer laterals, grinder pumps (if gravity flow is not applicable), water lines, water meter, backflow preventors, and abandonment of septic tanks and drinking water wells for each private property, which the application form for participating the central sewer service program has been received by the County Project Manager. This information will be utilized as one of the supporting documents to verify the Contractor's pay requests.
- Prepare for and attend, when requested, any periodic or in-depth City, County, State or Federal inspections that may be conducted on the project related to project work, progress or records.
- Prepare for, cooperate with, and assist auditors that may be assigned to review project records, payments, reports, etc.
- Provide ample inspectors and assistance to adequately oversee all work being done on the contract.
- Prior to starting work, submit to the County Public Works Project Manager a list of personnel assigned to the project, including the emergency phone numbers.

4.) Project Inspection:

- The Consultant shall monitor the Contractor's construction activities and inspect materials entering into the work in accordance with the plans, specifications, and special provisions for the Construction Contract to determine that the projects are constructed in conformity with such documents.

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- The Consultant shall keep detailed accurate records of the Contractor's daily operations and of significant events that affect the work. Submit the daily inspection reports with supporting documents weekly to the County Project Manager for review.
- The Consultant shall be responsible for monitoring and inspection of Contractor's construction works, including the Work Zone traffic control plan or Maintenance of Traffic (MOT) Plan and review of modifications to the Work Zone Traffic Control Plan, including alternate Work Zone Traffic Control Plan, in accordance with FDOT procedures. Consultant employees performing such services shall be qualified in accordance with FDOT requirements and procedures, such as possessing the Advanced MOT certificate.
- The Consultant shall ensure all works completed properly by the Contractor and meeting all applicable standards, including the constructions on private properties.

5.) Field Coordination:

- The Consultant shall ensure the contractors restore the disturbed areas to the original or better conditions and document the before and after conditions by photos for each private property, public land and public right-of-way (ROW's). These documents shall be submitted as part of the Final Records.
- The Consultant shall assist the contractors to schedule inspections on the completed water and sewer works, per the City, or County permit requirements. TV inspections of the constructed gravity mains and stormwater sewers are included as part of the final inspections.
- For constructions on public properties and ROWs, the Consultant shall conduct a final walkthrough inspection with the County inspectors, EOR, the contractor, City utility staffs and regulatory staffs on the completed works for each project phase or sub-phase. Document no outstanding problem with acknowledgement from the EOR.
- For the maintenance of traffic (MOT) plan, the Consultant shall have qualified personnel review the Contractor's MOT plan (pre-approved by County and/or FDOT) and ensure proper implementation at all time.

6.) Construction Changes or Value Engineering Change Proposals (VECP) from Contractor:

The Consultant shall notify the EOR and County Project Manager of the necessity of any Construction Changes and VECP. Forward the Contractor's Construction Change Orders and Value Engineering Change Proposals to the County Project Manager for evaluation and approval. Advise and facilitate price negotiation for additional pay items with the contractors.

7.) Shop Drawings:

The Consultant will forward all shop drawings from the contractors to the EOR and the County for final approval, prior to the Contractor's ordering from the appropriate vendors.

8.) Reporting:

It shall be the responsibility of the Consultant awarded this contract to ensure that all reporting required by City of Tallahassee or Leon County, for this project are met.

9.) Quality Assurance and Testing for Acceptance:

The Consultant shall oversee the Contractor's sampling and testing of component materials and completed work in accordance with the Construction Contract documents. The Consultant shall identify the need for verification tests to the County Project Manager. The minimum sampling frequencies are set out in the individual project specifications and solicitations. In complying with the individual project specifications, the Consultant shall provide daily surveillance of the Contractor's Quality Control activities at the project site and monitor the Contractor's sampling and testing of materials and completed work items for verification and acceptance. The Consultant shall be specifically responsible for job control samples determining the acceptability of all materials and completed work items based on either test results or verification of a certification. Sampling, testing and laboratory methods shall be as required by the construction contract.

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Documentation reports on sampling and testing shall be submitted to responsible parties (such as the City inspectors) during the same week that the construction work is done.

10.) Progress Payments:

The Consultant will document and accurately estimate quantities for Monthly Progress Payments. Make sure the Contractor provide all the associated test reports prior to payment. County Project Manager must approve any waiver of testing documents prior to payment.

11.) Revisions and Additions to the Contract Plans:

The Consultant will ensure that any revision to the contract plans or cross sections will be submitted by the contractors to the EOR and the County Project Manager for approval.

12.) Distribution of Correspondence:

Include the County Project Manager on all correspondence between the Consultant, the EOR, the Contractor, subcontractors, or others concerning matters related to the project.

13.) Inspection of Work:

Provide inspection services for conformance to Plans and Specifications for all water and sewer infrastructures, roadways, stormwater structures, sidewalk and irrigation and specialty items that are being incorporated into the project. Observe, measure, and record all quantities for payment request basis. These quantities and field measurements shall be recorded in the project records. The records will be recorded on a standard form (field book) approved by the County Project Manager. Check traffic control measures daily, and as required or requested. Notify the contractor of deficiencies or problems immediately. Inspect daily erosion control items for conformance to the plans and permit requirements, as well as effectiveness in the field. Notify the contractor of deficiencies. Prepare to justify all pay quantities in the case of questions by the County. Prepare an accurate daily diary, signed by the inspector, consisting of:

- A record of the contractors on the project
- Their personnel (number and classification)
- Equipment (number and type or size)
- Location and progress of work performed by each contractor or subcontractor, including the field markups and the quantities of related pay items.
- As-built survey update
- Maintenance of traffic (MOT) plan implementation
- Permits compliance
- Events of note on the project
- Accidents on the project and any details surrounding the accident such as police report number, fatalities, causes, time, etc. Obtain a copy of the police report for the project records whenever possible.
- Weather conditions include the estimated amount of precipitation and average temperature. Review and approve the Contractor's rain day requests. A total rain day schedule should be kept.
- Any other details that may be important later in the project life.
- Punchlist items for the final walkthrough inspection for completed works in each project phase or sub-phase, including but not limited to water mains, sewer mains, roadways, fences, sidewalk, etc.

14.) Final Records:

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- Submit a compilation of project records to the County (if requested) after project completion. The project records shall include the as-built surveys, approved shop drawings, field markups, and pre- and post-construction photos and/or videos. Make sure the Contractor provide all the needed documents. As a minimum, the signed and sealed as-built survey (including AutoCAD files) provided by the Contractor shall cover all works constructed within public ROW, County parcels, and easements.
- Make corrections when/if notified and resubmit the records and a final estimate for the project at the appropriate time. Submit all final forms with the final records.
- For all works constructed within public ROW and County properties, provide all the Final Records (including as-built survey AutoCAD files) to the Resident Engineer to generate Record Drawings to close out the project permits and for the use of future operation and maintenance.

15.) Project Claims:

Prepare documentation and assist in the defense of the County, when requested, in preparation for Claims or possible Claims resulting in the execution of the contract.

16.) Project Certification:

Upon satisfactory completion of the project by the Contractor and in compliance with the required submittals, testing and documentation, submit written certification of compliance to the COT on behalf of the County if it is not covered by the Engineer of Record (EOR). The services to be provided include keeping track of as-built survey provided by the Contractor, generating the Record Drawings (signed and sealed), and closing out the project permits with the regulating agencies.

17.) Personnel:

- General Requirements: Provide qualified personnel necessary to efficiently and effectively carry out its responsibilities under this Agreement. The qualified personnel should be familiar with the FDOT Standard Specifications for Roadway Construction as well as the City of Tallahassee's engineering design manual and technical specifications for the water and sewer facilities.
- Method of compensation for personnel assigned to this project is outlined in the professional services contract between the Leon County Board of County Commissioners and the Consultant.
- Personnel Qualifications: Provide competent personnel qualified by experience (water and sewer utility projects and roadway projects preferred) and education. Personnel identified in the Consultant technical proposal are to be assigned as proposed and are committed to performing services under this Agreement. Personnel changes will require written approval from the County. The Consultant shall have qualified professionals, with FDOT Advanced Maintenance of Traffic certificate, to review the Contractor's MOT plan (pre-approved by County and/or FDOT) and ensure proper implementation.

18.) Compensation:

Method of compensation is outlined in the professional services contract between the Leon County Board of County Commissioners and the Consultant.

3.4. Governing Regulations/Technical Requirements

The services performed by the selected Firm shall be following all applicable Manuals and Guidelines including the FDOT, AASHTO, Leon County, City of Tallahassee, and additional requirements specified in this document. Except to the extent inconsistent with the specific provisions in this document, the current edition, including updates, of the following Manuals and Guidelines shall be used in the performance of this work. For FDOT's manuals and guidelines, the current edition is defined as the edition in place and adopted by FDOT at the date of advertisement of this contract with the exception of the

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Standard Specifications for Road and Bridge Construction (Divisions II & III), Special Provisions and Supplemental Specifications, Manual on Uniform Traffic Control Devices (MUTCD), FDOT's Design Standards and Design Standards Modifications. It shall be the Consultant's responsibility to acquire and utilize the necessary manuals and guidelines as listed below:

- Engineering Design Manual for Water and Sewer Facilities by City of Tallahassee (October 2018 version)
- Technical Specifications for Water and Sewer Construction by City of Tallahassee (October 2018 version)
- Florida Department of Transportation Florida Design Manual (2022) <https://www.fdot.gov/roadway/fdm/default.shtm>
- Florida Department of Transportation Standard Plans (2021-2022) <https://www.fdot.gov/design/standardplans/sprbc.shtm>
- Florida Department of Transportation Standard Specifications for Road and Bridge Construction (Divisions II & III), Special Provisions and Supplemental Specifications (July 2022) <https://www.fdot.gov/programmanagement/implemented/specbooks/default.shtm>
- Manual on Uniform Traffic Control Devices – 2009 edition <http://mutcd.fhwa.dot.gov/>
- American with Disabilities Act <https://www.dol.gov/general/topic/disability/ada>
- Florida Statutes <http://www.leg.state.fl.us/Statutes/index.cfm?Mode=View%20Statutes&Submenu=1&Tab=statutes>
- Leon County Public Notification of Road Closing Policy 17-1 <https://cms.leoncountyfl.gov/Portals/0/PolicyPdf/15-08.pdf>

The governing order of these specifications is to follow the sequence in the aforementioned specifications and standards.

3.5. Deliverables

The construction related files and record drawings shall be maintained and organized. Per the Scope of Works described above, the selected Firm/Consultant shall also provide copies of required documents as listed below.

- a. Inspection Reports, one set of hard copies and one set of PDF files
- b. Construction Progress Reports & Meeting Minutes, one set of hard copies and one set of PDF files
- c. Final Records,
 - As-build surveys - one set of hard copies (PSM signed and sealed), one set of PDF files, and one set of Auto CAD Civil 3D 2019 (or later) files. The CEI Consultant shall ensure the Contractor provide the required information and documents.
 - Approved shop drawings - one set of hard copies and one set of PDF files
 - Field markups - one set of hard copies and one set of PDF files;
 - Pre- and post-construction photos and/or videos - one set of PDF files and one set of JPEG files or one set
 - Pump Station's Operation and Maintenance Manual - one set of hard copies and one set of PDF files
- d. Additional Final Records:
 - Record Drawings - two sets of hard copies (11" x 17" or 24" x 36" size) signed and sealed by the Resident Engineer and one set of Auto CAD Civil 3D 2019 (or later) file

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- Project Permit Certification Records, provided by the EOR or Contractor for permits issued by Leon County, COT, one set of hard copies and one set of PDF files
- Supplemental and Change Orders, if applies - one set of hard copies and one set of PDF files
- Field Testing Records- one set of hard copies and one set of PDF files
- Utility Relocation Plans - one set of hard copies and one set of PDF files
- Temporary Traffic Control (Maintenance of Traffic) Plans - one set of hard copies and one set of PDF files
- TTV Inspection Records for Gravity Sewers and Storm Sewers - one set of report (hard copies) and one set of PDF files with the associated videos
- Wet Weather Records - one set of report (hard copies) and one set of PDF files
- Project Claims, if applies - one set of report (hard copies) and one set of PDF files
- Distribution of Correspondence - one set of PDF files; organize and separate them by the Consultant, the EOR, the Contractor, subcontractors, or others concerning matters related to the project.

The Consultant shall provide two sets of Final Project DVD's or USB's for all the above electronic files, including a table of content for the provided PDF's, Auto CAD Civil 3D 2019 DWG's, JPEG's, Video files, etc.

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4. SOLICITATION INSTRUCTIONS

4.1. Pre-Proposal Meeting

A **Mandatory Pre-Proposal Meeting** will be held on Wednesday, April 12, 2023 at 10:00 am. The Location is as follows: Leon County Purchasing Office 1800 North Blair Stone Road Suite 3 Tallahassee, FL 32308.

The Pre-Proposal Meeting will be a public meeting that the public is invited to attend either physically in person or an audio conference at the County's discretion.

The purpose of the Pre-Proposal Meeting is to provide a forum to answer questions concerning the RFP, instructions for submitting Proposals, and other relevant issues. In the event that any discussions or questions at the Pre-Proposal Meeting require, in the Leon County's opinion, official additions, deletions, or clarifications of the RFP, Leon County will issue a written summary of questions and answers or an addendum to this RFP as the Leon County determines is appropriate. No oral representations or discussions, which take place at the Pre-Proposal Meeting, will be binding on Leon County. The Respondents will be instructed to direct all questions after the meeting to Leon County e-Procurement website.

4.2. Submitting Questions

Questions shall be submitted directly through the County's online e-Procurement Portal at <https://procurement.opengov.com/portal/leoncounty>. **DO NOT Email inquiries.**

Each respondent shall examine the solicitation documents carefully, including the forms and agreement; and, no later than the last day for questions listed in schedule of events, shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error discovered in the solicitation, including the agreement. The County will prepare a written response to each written question, comment, and recommendation that is delivered to the County prior to the deadline listed in the schedule of events. The County's written responses will be posted to this solicitation. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of respondent. Each respondent shall be deemed to have waived all questions, comments, and recommendations that are not submitted to the County in compliance with this section.

4.3. Addenda To Solicitation

Addenda to this solicitation will be posted to the solicitation on the e-Procurement Portal at <https://procurement.opengov.com/portal/leoncounty>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered vendors (those vendors who have been registered as receiving a proposal package) receive the documents. It is the responsibility of the vendor prior to submission of any proposal to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the response sheet.

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4.4. Proposal Deadline

Proposals shall be electronically submitted (uploaded) to the solicitation on the County e-Procurement portal (<https://procurement.opengov.com/portal/leoncounty>) no later than the Opening Date (Thursday, April 27, 2023 at 2:00 pm), as identified in the Schedule of Events, to be considered.

4.5. Receipt and Opening of Proposals

Proposals will be opened publicly at the time and place stated in the Timeline. When the specified time has arrived no proposals received thereafter will be considered. At the time fixed for the opening of proposals, the tabulation sheet will be made public and will be posted on the Purchasing Division website at:

<https://procurement.opengov.com/portal/leoncounty>.

Sealed bids, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public records disclosure until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier. If the County rejects all Proposals submitted in response to this RFP, the rejected Proposals remain exempt from public records disclosure until the County posts an intended decision or until the County withdraws the reissued Proposal. Proposals received by the County pursuant to this RFP will not remain exempt for longer than twelve (12) months after the County rejects such Bids.

4.6. Timely Delivery

It is the respondent's responsibility to assure that the proposal is submitted at the proper time and location. Electronic submissions will not be allowed through the County's e-Procurement portal once the deadline has passed.

4.7. Timely Delivery

The County is not liable for any costs incurred by respondents prior to the issuance of an executed contract.

4.8. Reservation of Rights

The County reserves the right to reject any and/or all proposals, in whole or in part, when such rejection is in the best interest of the County. Further, the County reserves the right to withdraw this solicitation at any time prior to final award of contract.

4.9. Award of RFP and Protest

Award shall be made to the responsive, responsible vendor whose proposal is determined in writing to be the most advantageous to Leon County, taking into consideration the evaluation factors set forth in the Request for Proposals. No other factors or criteria shall be used in the evaluation criteria that are not included in the Request for Proposal. The County reserves the right to waive any minor irregularity in proposals and to make an award in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at:

<https://procurement.opengov.com/portal/leoncounty> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No.

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96-1, Purchasing Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Any award recommendation may be protested on the grounds of irregularities in the specifications, procedure, or the evaluation of the proposal. Such notice of an intent to protest shall be made in writing to the Purchasing Director within 72 hours after receipt of the intended recommendation of award and the protestor shall file a formal written bid challenge within 10 days after the date in which the notice of intent of bid protest has been submitted. The notice of protest shall contain at minimum: the name of the Protestor; the Protestor's address and phone number; the name of the Protestor's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest. Failure to file a notice of an intent to protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section.

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5. REQUIRED CERTIFICATIONS

5.1. Licenses and Certifications

The respondent shall be responsible for obtaining and maintaining throughout the contract period any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State **shall be submitted** with the proposal. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State **shall submit** a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Firms must be prequalified by the Florida Department of Transportation (FDOT) in Work Type 10.1 - Roadway Construction Engineering Inspection.

Failure to provide the above required documentation may result in the proposal being determined as non-responsive.

5.2. Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statute for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this solicitation, the proposer certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

5.3. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The prospective primary participant must certify to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency and meet all other such responsibility matters as contained on the attached certification form.

5.4. Unauthorized Alien(s)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation or any work authorized thereunder. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

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5.5. Employment Eligibility Verification

- A. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the “Memorandum of Understanding” governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify “‘Edit Company Profile’ screen”, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the “Edit Company Profile” link on the left navigation menu of the E-Verify employer’s homepage).
- B. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the “Edit Company Profile” screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- C. Contractor will utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - 1. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - 2. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- D. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- E. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

5.6. Local Preference in Purchasing and Contracting

- A. Preference in requests for proposals. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of the total score may be assigned for a local preference, as follows:
 - 1. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth below, shall be given a preference in the amount of five percent.

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2. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth below, shall be given a preference in the amount of three percent.
 3. For the purposes of this section, "home office" shall mean a business's principal office or headquarters constituting the center for administration and policymaking.
- B. Local business definition. For purposes of this section, "local business" shall mean a business which:
1. Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 2. Holds any business license required by Leon County, and, if applicable, the City of Tallahassee; and
 3. Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
- C. Certification. Any vendor claiming to be a local business as defined herein, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements set forth above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a vendor meets the definition of a "local business."

5.7. Drug Free Workplace Requirements

All vendors in accordance with Florida Statute 287.087 must certify the following actions:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the commodities or contractual services that are under response/bid a copy of the statement specified in subsection (1).
- D. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under response/bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- E. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Vendor must confirm compliance with this requirement in the [Required Submittals](#) section of your response.

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5.8. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

5.9. Scrutinized Company Certification

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.4725, Florida Statutes, or with companies engaged in business operations in Cuba or Syria.

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6. SELECTION PROCESS

6.1. Evaluation Committee

The County Administrator shall appoint an Evaluation Committee composed of three to five members who will review and evaluate all proposals received on time. The Committee may, select one or more firms for interview based on the evaluation of the responses of each proposer.

Meetings of Evaluation Committees subsequent to the opening of the solicitation shall be public meetings except for any portion of a meeting at which a negotiation with a vendor is conducted pursuant to a competitive solicitation, at which a vendor makes an oral presentation as a part of the competitive solicitation, or at which a vendor answers questions as a part of a competitive solicitation. Also, any portion of a meeting at which negotiation strategies are discussed are exempt from being a public session.

Notice of all meetings shall be posted on the Purchasing Division website at: <https://procurement.opengov.com/portal/leoncounty> and in the Purchasing Division Offices no less than 72 hours (excluding weekends and holidays).

6.2. Initial and Final Ranking

The initial ranking of proposals is based upon the points given in the Scoring Sheet utilizing the Evaluation Criteria Matrix. The scores will be provided by the Purchasing Division for Local preference. The initial scores will be used for the short-listing selection and as a potential tie-breaker by the Evaluation Committee. However, the Evaluation Committee may use the initial ranking as the final ranking recommendation without utilizing the presentation and interview process.

6.3. Optional Short-listing

The best-qualified respondents shall be based upon the Evaluation Committee's ability to differentiate qualifications applicable to the scope and nature of the services to be performed as indicated by the ratings on the Weighted Scoring Sheet. At the option of the Evaluation Committee, no more than the top four rated firms for each specialized service, if there are at least four responsive respondents, will be considered as the short-listed firms, unless the County Administrator, after input and discussion with the Evaluation Committee, approves adding additional firms to the shortlist.

6.4. Optional Presentations/Interviews and Final Ranking

After reviewing the applicants in each category and their initial ranking, the Evaluation Committee may choose to conduct formal interviews/presentations with shortlisted firms prior to final ranking. The selected firms for interview will receive notification, including questions/topics to be addressed during interview. Final Ranking: The committee shall utilize the Ordinal Process Rating System to rank the firms and shall list respondents in order of preference. The list of best-qualified firms shall be forwarded to the County Administrator or Board, as appropriate, for approval prior to beginning contract negotiations. Negotiation sequence shall be based on the order of preference.

6.5. Recommendations

The Evaluation Committee will recommend to the Board of County Commissioners (BCC), in order of preference (ranking), up to three (3) firms deemed to be most highly qualified to perform the requested services.

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6.6. Negotiation with Most Qualified Firm

The BCC, or representative(s), will negotiate with the most qualified firm (first ranked firm) for the proposed services at compensation which the BCC or representative(s) determines is fair, competitive, and reasonable for said services.

6.7. Negotiations with Second and Third Most Qualified Firm

Should the County be unable to negotiate a satisfactory contract with the firm considered to be fair, competitive and reasonable, negotiations with that firm shall be formally terminated. The County shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm the County shall terminate negotiations. The County representative shall then undertake negotiations with the third most qualified firm.

6.8. Negotiations with Additional Firms

Should the County be unable to negotiate a satisfactory contract with any of the selected firms, the Board representative shall select additional firms to continue negotiations.

6.9. Truth in Negotiation

The County shall negotiate a contract with the most qualified Consultant for professional services at compensation which the County determines is fair, competitive, and reasonable. In making such determination, the County shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee professional service contract over the threshold amount provided in s. 287.017 for CATEGORY FOUR (\$195,000), the County shall require the Consultant receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.

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7. EVALUATION CRITERIA

Actual rating for each criteria may range from zero (lowest rating) to the maximum rating points for that criteria
 Proposals will be evaluated and ranked on the basis of the following considerations:

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Ability of Professional Personnel Shall consider the following criteria:</p> <ul style="list-style-type: none"> A. Project team personnel do not have appropriate level of experience. Organization of project team is inappropriate B. Most project team personnel have the proper level of experience. Organization of project team is insufficient. C. All project team personnel have the proper level of experience. Organization of project team is sufficient to the project. D. All project team personnel have the proper level of experience and at least one member has extensive experience. Organization of project team is more than sufficient to the project. E. All project team personnel have the proper level of experience and several have extensive experience. Organization of project team is exceptional for the project. 	0-5 Points	25 <i>(25% of Total)</i>

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<p>2.</p>	<p>Firms Experience with Projects of a Similar Type and Size Shall consider the following criteria:</p> <ul style="list-style-type: none"> A. No successful experience with similar type projects. B. Successful experience with 1 - 2 similar type projects. C. Successful experience with 3 - 6 similar type projects, at least one of which had been in the past 2-years. D. Successful experience with more than 5 similar type projects, 1 - 2 of which are the same type and size as the proposed project. E. Successful experience with more than 5 similar type projects, 3 or more of which are the same size and type as the proposed project. 	<p>0-5 Points</p>	<p>20 <i>(20% of Total)</i></p>
<p>3.</p>	<p>Willingness to Meet Schedule and Budget Requirements Shall consider the following criteria:</p> <ul style="list-style-type: none"> A. Approach in the submittal does not address either the schedule or budget. B. Approach in the submittal indicates that the consultant will likely not meet the project schedule. C. Approach in the submittal indicates that the consultant will meet the project schedule. D. Approach in the submittal indicates that the consultant will meet the same or better project schedule. E. Approach in the submittal indicates that the consultant will provide an improved project schedule. 	<p>0-5 Points</p>	<p>10 <i>(10% of Total)</i></p>

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<p>4.</p>	<p>Effect of Firms Recent, Current, and Projected Workload Shall consider the following criteria:</p> <ul style="list-style-type: none"> A. Submittal shows that consultant does not have sufficient available personnel to provide services on relatively short notice for the small to medium size projects that are contemplated in the resultant contract on schedule. B. Submittal shows that consultant will have to work overtime to provide services on relatively short notice for the small to medium size projects that are contemplated in the resultant contract on schedule. C. Submittal shows that consultant has adequate time and available personnel to provide services on relatively short notice for the small to medium size projects that are contemplated in the resultant contract on schedule. D. Submittal shows that consultant’s project team has adequate time and available personnel to complete project on or ahead of schedule. E. Submittal shows that consultant’s project team has no or very light current of projected workload. 	<p>0-5 Points</p>	<p>10 <i>(10% of Total)</i></p>
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<p>5.</p>	<p>Project Approach Shall consider the following criteria:</p> <ul style="list-style-type: none"> A. Submittal is lacking in a demonstration of a clear understanding of the most basic requirements of the type of work for the category. B. Submittal shows some basic understanding of the type of work for the category, but provides little clarity as to consultant’s understanding of the County’s needs; a plan to address the scope of work; the consultant’s design philosophy; or possible alternatives and/or cost saving measures. C. Submittal shows understanding of the type of work for the category and may address in their approach, in whole or part one or more, but not all the following: consultant’s understanding of the County’s needs; a plan to address the scope of work; the consultant’s design philosophy; or possible alternatives and/or cost saving measures. D. Submittal shows that consultant understands the type of work to be performed in this category and addresses the following in their approach; the County’s needs and has a plan to respond to the project or scope of work, firms’ proposed design philosophy; possible alternatives; and/or cost savings. E. Submittal clearly shows that consultant understands the type of work to be performed in this category and clearly identifies/states the following in their approach; the County’s needs and has a clear and specific plan to respond to the project or scope of work, and clearly states firms’ proposed design philosophy; possible alternatives; and/or cost savings. 	<p>0-5 Points</p>	<p>30 <i>(30% of Total)</i></p>
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<p>6.</p>	<p>Local Preference Points for Local Preference will be awarded as follows:</p> <ul style="list-style-type: none"> A. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of five percent (five (5) points out of the 100 maximum points allowed); and B. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which have been certified by the Leon County Purchasing Division as a Local Business, as set forth in this RFP, shall be given a preference in the amount of three percent (three (3) points out of the 100 maximum points allowed); and C. All other individuals or firms shall be given zero (0) points for Local Preference. <p>For the purposes of this section, "home office" shall mean a business's principal office or headquarters constituting the center for administration and policymaking.</p>	<p>0-5 Points</p>	<p>5 <i>(5% of Total)</i></p>
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8. MINORITY, WOMEN, SMALL BUSINESS (MWSBE) ENTERPRISE

8.1. Overview for Projects Without a Specific MWSBE Goal

This solicitation does not have a project specific goal for the participation of Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by the Office of Economic Vitality (OEV) MWSBE Division.

Although MBE and WBE participation is not a requirement for this solicitation, each Respondent is strongly encouraged to secure MBE and WBE firm participation. Respondents needing assistance or guidance with securing MBE and WBE firms should contact LaTanya Raffington of the MWSBE Division at Lraffington@oeforbusiness.org OR Shanea Wilks of the MWSBE Division at Swilks@oeforbusiness.org. A directory of certified MBE and WBE firms is available on the OEV website: <https://oeforbusiness.mwsbe.com>.

Certified MBE and WBE firms may participate by providing goods or services in support of the project as subcontractors or subconsultants identified on the [Respondent and Team Summary Form](#).

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9. INSURANCE REQUIREMENTS

9.1. Overview

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder will be disqualified from award of the contract.

The awarded Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

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10. TERMS AND CONDITIONS

10.1. Standard Terms and Conditions

The terms and conditions associated with this solicitation are as set forth in the Agreement contained in the "Attachments" section of this solicitation. After the proposal award the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The respondent will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the proposal specifications.

10.2. Penalties

PROPOSALS MAY BE REJECTED AND/OR BIDDER(S)/PROPOSERS DISQUALIFIED FOR THE FOLLOWING REASONS:

- A. Failure to perform according to contract provisions.
- B. Conviction in a court of law of any criminal offense in connection with the conduct of business.
- C. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
- D. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
- E. Other reasons deemed appropriate by the Board of County Commissioners.

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11. ETHICAL BUSINESS PRACTICES

11.1. Gratuities

It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

11.2. Kickbacks

It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

11.3. Board Action

The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

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12. SUBMITTALS

12.1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

Please confirm
*Response required

12.2. Human Trafficked Labor*

I certify that this firm does not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

Please confirm
*Response required

12.3. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Florida Statute 287.087. See section titled Drug-Free Workplace Requirements for details.

Please confirm
*Response required

12.4. Scrutinized Company Certification*

As required by Florida Statutes, section 287.135(5) I certify that the firm is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

Please confirm
*Response required

12.5. FDOT Prequalification*

Please upload your firms FDOT Prequalification.

Firms must be prequalified by the Florida Department of Transportation (FDOT) in Work Type 10.1 - Roadway Construction Engineering Inspection.

*Response required

12.6. Proposal Response Cover Sheet with Signature*

Please ensure the document has a manual signature.

*Response required

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12.7. RFP Response - Company Information Overview - Tab 1*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. Firm name or Joint Venture, business address and office location, telephone number.
- B. If a joint venture, list participating firms and outline specific areas of responsibility (including administrative, technical, and financial) of each firm.
- C. Address of the office that is to perform the work.
- D. Federal Identification Tax Number or Social Security Number.
- E. The age of the firm, brief history, and average number of employees over the past five years.
- F. Present size of firm, nature of services offered, and breakdown of staff by discipline.

*Response required

12.8. RFP Response - Ability of Project Personnel - Tab 2*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. Provide the total number of professionals in your organization who may be assigned to the resulting agreement and their availability to provide services for the projects that are contemplated in this solicitation.
- B. Give brief resume of key persons to be assigned to the project including but, not limited to:
 1. Name & title
 2. Job assignment for other projects
 3. Percentage of time to be assigned full time
 4. How many years with this firm
 5. How many years with other firms
 6. Experience
 - a. Types of projects
 - b. Size of projects (dollar value and SF of project)
 - c. What was the specific project involvement?
 7. Education
 8. Active registration
 9. Other experience and qualifications that are relevant to this project
- C. If the respondent is not a joint venture, list outside consultants anticipated being used on the projects contemplated in this solicitation When listing consultants, give the respective specialty of the firm. Standard form SF330 may be used for consultants if desired.

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- D. Key Personnel/Staffing: The design work, as well as the presentations and interviews, shall be performed and directed by key persons identified in the Technical Proposal. Any changes to the key personnel shall be replaced with equivalent experience and qualifications, and subject to County Project Manager's approval.

*Response required

12.9. RFP Response - Experience with Projects of Similar Type and Size- Tab 3*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. List the projects which best illustrate the experience of the firm and current staff which is being assigned to this project. (List no more than 10 projects, nor projects which were completed more than ten(10) years ago.)
1. Name and location of the project
 2. The nature of the firm's responsibility on this project
 3. Project Owner's representative name, address and phone number
 4. Project user agency's representative name, address and phone number
 5. Date project was completed or is anticipated to be completed
 6. Fee for this project
 7. Project manager and other key professionals involved and specify the role of each
 8. Challenges and lessons learned from past projects
- B. Names and descriptions of active projects and demonstrate capabilities and qualifications for this type of projects.
- C. Describe the Firm/Joint Venture's quality control process and procedures for ensuring that current design standards, codes, and other regulatory policies are utilized by staff.
- D. Describe basic and special resources available to the firm for the performance of the duties that may be assigned in the resultant agreement. Examples would be specialty software, equipment, computers, vehicles, etc.

*Response required

12.10. RFP Response - Willingness to Meet Schedule and Budget Requirements - Tab 4*

Describe your practices used on projects to ensure the schedule and budget to be met. In addition, describe your Quality Control and Quality Assurance program under this contract.

*Response required

12.11. RFP Response - Effect of Firm's Recent, Current, and Projected Workload - Tab 5*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

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- A. Provide names and descriptions of projects for which the firm is presently under contract and the anticipated completion dates of those projects.
- B. Describe the firm's ability to absorb any projects resulting from this contract.

*Response required

12.12. Effect of Project Team Location - Tab 6*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. Provide the location of where the project team will predominately reside to conduct the site visits and the majority of work. If located out of the region, describe the plan for ensuring community involvement and on-site visits without significant traveling expenses increase.

*Response required

12.13. RFP Response - Project Approach - Tab 7*

Applicant is requested to provide the following information using the same numbering/lettering scheme as the format below as one PDF file:

- A. Present in brief concise terms, a summary level description of the company's approach to accepting and completing any specific tasks assigned under this contract.

*Response required

12.14. Additional Forms to Fill Out and Submit - Tab 8*

Submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Request for Proposals.

Please see [Attachments](#) for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms **will** result in the bidder being deemed nonresponsive.

- Respondent and Team Summary Form
- Affidavit Immigration Laws
- Equal Opportunity and Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information & Applicable Licenses/Registrations
- Non-Collusion Affidavit
- Insurance Certification Form
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)

*Response required

<< INSERT CONSULTANT'S PROPOSAL RESPONSE >>

<< Insert Rate Sheet >>

LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-2023-036

Bid Title: Construction Engineering & Inspection Services for Magnolia Drive Phase II Construction
 Opening Date: Thursday, April 27, 2023 at 2:00 PM

Vendor	Reville Enterpr.	RR&K		
Response Sheet with Manual Signature	✓	✓		
Respondent & Team Summary Form	✓	✓		
Affidavit Immigration	✓	✓		
Equal Opportunity and Affirmative Action	✓	✓		
Identical Tie Bids	✓	✓		
Contractor's Business Information/Applicable Licenses/Registrations	✓	✓		
Non-Collusion Affidavit	✓	✓		
Insurance Certification	✓	✓		
Certification/Debarment	✓	✓		
Local Vendor Certification	N/A	N/A		
E-Verify	✓	✓		
FDOT Prequalification	✓	✓		

Tabulated By:

MB Hooley

[Signature]

Aggregate Scores Summary

Vendor	Felton Ard	Samuel Ijeoma	Chris Muehlemann	Total Score (Max Score 100)	Total Average Rank
Keville Enterprises, Inc.	63 (2)	70 (2)	78 (2)	70.33	2
RK&K	69 (1)	71 (1)	84 (1)	74.67	1

Vendor Scores by Evaluation Criteria

Vendor	Ability of Profess 0-5 Points 25 Points (25%)	Firms Experience 0-5 Points 20 Points (20%)	Willingness to Me 0-5 Points 10 Points (10%)	Effect of Firms Re 0-5 Points 10 Points (10%)	Project Approach 0-5 Points 30 Points (30%)	Local Preference 0-5 Points 5 Points (5%)	Total Score (Max Score 100)
Keville Enterpri...	3.7	3.3	3.7	3.7	4	0	70.33
RK&K	3.3	3.7	4	3.7	4.7	0	74.67

**Leon County
Board of County Commissioners**

Notes for Agenda Item #15

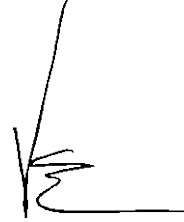
Leon County Board of County Commissioners

Agenda Item #15

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Bid Award for the Courthouse Window Repairs Phase I Project

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director of Public Works Charles Wu, P.E., Director of Engineering Services Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Kenneth H. Cureton, AIA, NCARB, Construction Manager II Melanie Hooley, Director, Purchasing

Statement of Issue:

This item seeks Board approval to award the bid for the Courthouse Window Repairs Phase I Project to the lowest responsible and responsive bidder, OmniCon Corp., in the amount of \$495,801.

Fiscal Impact:

This item has a fiscal impact. This project has been budgeted and adequate funding is available in the Building Infrastructure & Improvements Capital Improvement budget.

Staff Recommendation:

Option #1: Approve the bid award for Courthouse Window Repairs Phase I Project to OmniCon Corp. in the amount of \$495,801, and authorize the County Administrator to execute the Agreement (Attachment #1), subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval of the bid award for solicitation number BC-2023-032, for the Courthouse Window Repairs Phase I Project to OmniCon Corp. (OmniCon), the lowest responsible and responsive bidder, in the amount of \$495,801. The bid award is consistent with the funding available for the project.

In 2020, leaks occurred around the window frames on the fourth floor west facing offices and corridors in the Leon County Courthouse. Investigation into the leaks determined the causes and repairs were successfully conducted. As a result of the repairs of the previous leaks, a comprehensive evaluation of the window conditions was performed by an architectural firm to recommend preventative measures to guard against future leaks. The evaluation concluded that the sealant on all windows were in various states of failure due to age and ultraviolet (UV) light exposure and requires resealing. It was found that the highest states of decay were located on the South and West elevations of the building due to the highest exposures to UV light, and should be addressed first, which forms the basis of this project as Phase I of the window repairs.

The scope of work in Phase I encompasses repairs to the West and South exterior windows to include removal of existing failed sealant, preparation of window frames and reinstallation of new sealant to prevent water infiltration.

Analysis:

The Invitation to Bid (ITB) for the Courthouse Window Repairs Phase I Project (BC-2023-032) was advertised through the automated procurement system OpenGov Procurement on March 28, 2023 and in the legal notices of the Tallahassee Democrat on March 28, 2023. A total of 2,072 vendors were notified through the automated procurement system. A total of 20 bid packages were requested and the County received one responsive bid on April 27, 2023 for \$495,801 from OmniCon Corp. (Attachment #2). One bid was deemed non-responsive for not meeting the MWBE goal for the project or submitting Good Faith Effort documentation.

The Office of Economic Vitality's (OEV) Minority, Women and Small Business Enterprise (MWSBE) Division reviewed the ITB for the Courthouse Window Repairs Phase I Project to determine the appropriate MWBE aspirational goals for the project. Due to the highly specialized nature of the project, the MWBE Division assigned a 10% aggregate aspirational goal for construction subcontracting. OmniCon is an OEV certified WBE firm and licensed General Contractor in Florida, as required by the ITB. According to their bid response documentation, OmniCon will exceed the aggregate MWBE aspirational goal for construction subcontracting on this project by self-performing a portion (21%) of the work (Attachment #3).

The Courthouse Window Repairs Phase I Project will begin later this summer. Repairs to the West and South exterior windows of the Courthouse are anticipated for completion in early 2024.

Options:

1. Approve the bid award for the Courthouse Window Repairs Phase I Project to OmniCon Corp. in the amount of \$495,801, and authorize the County Administrator to execute the Agreement (Attachment #1), subject to legal review by the County Attorney.
2. Do not approve the bid award for the Courthouse Window Repairs Phase I Project to OmniCon Corp. in the amount of \$495,801.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Agreement for the Courthouse Window Repairs Phase I with OmniCon Corp.
2. Bid Tabulation Sheet
3. MWSBE Analysis Memo

AGREEMENT

THIS AGREEMENT, by and between **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the ("County"), and **OmniCon Corp.**, hereinafter referred to as the ("Contractor"), both collectively referred to as the "Parties") is entered into as of the date of last signature below ("Effective Date"). For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor agrees to provide its services to the County to perform the Work related to Courthouse Window Repairs Phase I, set forth in: 1) Bid# BC-2023-032, a reduced portion of which is attached hereto and incorporated herein as Exhibit A, with a full version available to view at <https://procurement.opengov.com/>, to the extent that is not inconsistent with this Agreement; and 2) the Contractor's bid submission attached hereto and incorporated herein as Exhibit B, to the extent that it is not inconsistent with this Agreement nor Exhibits A or B (all collectively referred to herein as the "Work"). If any provision contained in this Agreement conflicts with any provision in Exhibit A or Exhibit B, the provision contained in this Agreement shall govern and control.

2. WORK

Contractor understands that no amount of Work is guaranteed to it nor is the County under any obligation to utilize the services of the Contractor in those instances where the Work to be performed can be done by County personnel or under separate contract. Any Work to be performed shall be upon the written request of the County Administrator or his designee, which request shall set forth the commencement date of such Work and the time within which such Work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TIME AND LIQUIDATED DAMAGES

The date of commencement of the Work shall be as negotiated between the County and the Contractor but shall not exceed fourteen (14) calendar days after the executed Contract has been received by the Contractor, unless specifically authorized by the County due to unforeseen conditions. The official Notice to Proceed with commencement of the Work will be provided to the Contractor in writing by the County and shall indicate the Date of Commencement. Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work not later than one hundred and fifty-four(154) calendar days from the date of commencement of the Work. Substantial Completion shall be defined as indicated in Section 9.8 of the AIA A201-2017 General Conditions of the Contract. If the Work to be performed under this Agreement is not completed to achieve Substantial Completion within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, the sum of **\$1000.00** per calendar day.

The Contractor shall achieve Final Completion within seven (7) calendar days of the Date of Issuance of the AIA G704-2017 Certificate of Substantial Completion unless specifically authorized by the County due to unforeseen conditions. Terms of Final Completion shall be defined as indicated in Section 9.10 of the AIA A201-2017 General Conditions of the Contract.

Permitting the Contractor to continue and finish the Work or any part of it after the expiration of the time allowed under this Agreement, including extensions, if any, shall in no way act as a waiver on the part of the County of the liquidated damages due under this Agreement.

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4. TIME OF THE ESSENCE

Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

The term "Business Day" as it applies to a notice requirement or other such deadline in this Agreement, means any day occurring Monday through Friday, except when such day is deemed to be a Holiday. The term "Holiday" means any day observed as a holiday by the Leon County Board of County Commissioners pursuant BCC Policy 03-16, as may be amended, which, as of the Effective Date of this Agreement, are the following days: New Year's Day, Martin Luther King Jr. Day, Florida Emancipation Day (May 20), Memorial Day, Independence Day, Labor Day, Election Day (first Tuesday after the first Monday in November in even-numbered years), Veteran's Day, Thanksgiving Day, Friday After Thanksgiving Day, and Christmas Day; provided, however, that when any of these observed holidays fall on a Saturday, the preceding Friday shall be the day observed as a holiday, and when any of these observed holidays falls on a Sunday, the following Monday shall be the day observed as a holiday. In addition, when New Year's Day and Christmas Day fall on a Thursday, the Friday following those days shall also be observed as a holiday, and when New Year's Day and Christmas Day fall on a Tuesday, the Monday preceding those days shall also be observed as a holiday.

5. CONTRACT SUM

The Contractor agrees that for the performance of the Work as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto **\$495,801.00**.

6. PAYMENTS TO THE CONTRACTOR

- A. Pay Requests - The Contractor shall submit to the County via the Architect an AIA G702 – Application and Certificate for Payment accompanied by an AIA G703 – Continuation Sheet or approved equivalent documents. Pay requests shall be sworn statements based upon the progress made and submitted to the County via the Project architect on a monthly basis. Payment by the County to the Contractor of the statement amount shall be made within twenty (20) days of approval by the Project architect and submittal to the County. Five percent (5%) retainage shall be held at the discretion of the County until completion of the Work.
- B. Final Payment - Final payment constituting the unpaid balance of the cost of the Project and the Contractor's fee, shall be due and payable within forty-five (45) days after the Project is delivered to the County, finished and ready for beneficial occupancy, or when the County occupies the Project, whichever event first occurs provided that the Project be then substantially completed and this Agreement substantially performed. However, if there should remain Work to be completed, the Contractor and the Architect-Engineer shall list those items prior to receiving final payment and the County may retain a sum equal to 200% of the estimated cost of completing any unfinished Work and the applicable portion of the Contractor's retainage, provided that said unfinished items are listed separately and estimated cost of completing any unfinished items are likewise listed separately. Thereafter, County shall pay to Contractor, monthly, the amount retained from each incomplete item after each of said items is completed.
- C. Payments to Subcontractors - The Contractor shall promptly, but not later than ten (10) days after receipt of payment from the County, pay all the amount due subcontractors less a retainage of five percent (5%). If there should remain items to be completed, the Contractor shall list those items required for completion and the Contractor shall require the retainage of a sum equal to 200% of the estimated cost of completing any unfinished items, provided that said unfinished items are listed separately and the estimated cost of completing any unfinished items likewise listed separately. Thereafter, the Contractor shall pay to the subcontractors, monthly, the amount retained for each incomplete item after each of said items is completed. Before issuance of final payment without any retainage, the subcontractor shall submit satisfactory evidence that all payrolls, material bills and other indebtedness connected with the Project have been paid or otherwise satisfied, warranty information is complete, as-built markups have been submitted and instruction for the County 's operating and maintenance personnel is complete. Final payment may be made to certain select subcontractors who work is satisfactorily completed prior to the total completion of the Project but only upon approval of the County.

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- D. Delayed Payments by County - If the County shall fail to pay the Contractor within twenty (20) days after the receipt of an approved payment request from the Contractor, then the Contractor may, upon fourteen (14) additional days advance written notice to the County' stop the Project until payment of the Amount owing has been received, provided that the payment request has been submitted in sufficient detail to comply with the guidelines of the Office of the Clerk of the Circuit Court for Leon County. In the event that there is a dispute in the amount of the pay request, then only the disputed amount shall be held until resolved and the undisputed amount shall be paid within the time limits as stated within this paragraph. If undisputed amounts are timely paid, then the Contractor shall not stop the Project in any fashion and the progress of the project shall not be interrupted. Both Parties agree that best efforts will be made to resolve the disputed amount.
- E. Payment for Materials and Equipment - Payments will be made for material and equipment not incorporated in the work but delivered and suitably stored at the site (or another location, subject to prior approval and acceptance by the County on each occasion).
- F. Notice of Commencement not Required. The Parties acknowledge and agree that the County, as a government owner of real property, is not subject to the Construction Lien Law of Chapter 713, Florida Statutes. Accordingly, the County shall not be required to sign and record the Notice of Commencement as referenced therein. Instead, as found by Florida courts, the protections afforded to materialmen and laborers under Chapter 713, Florida Statutes, relating to privately owned property, are adequately provided by either the contractor's execution and recording of a payment and performance bond as required by Section 255.05, Florida Statutes, relating to publicly-owned property or by the requirement of a retainage amount, as the case may be.

7. PROMPT PAYMENT INFORMATION REQUIREMENTS AND NOTICES

- A. The County Project Manager is:
Kenneth H. Cureton, AIA, NCARB
2280 Miccosukee Road
Tallahassee, FL 32308
(850) 606-1523:
CuretonK@leoncountyfl.gov
- B. The Contractor's Project Manager is:
Rachel Rippee
6075 Miller Landing CV
Tallahassee, FL 32312-9072
850-294-5826
rrippee@omniconcorp.com
- C. Notices to the Contractor are to be submitted to:
Rachel Rippee
6075 Miller Landing CV
Tallahassee, FL 32312-9072
850-294-5826
rrippee@omniconcorp.com
- D. Payment requests are to be submitted to:
Kenneth H. Cureton, AIA, NCARB
2280 Miccosukee Road
Tallahassee, FL 32308
(850) 606-1523:
CuretonK@leoncountyfl.gov

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E. Proper form for a payment request for this Agreement is:

An AIA G702 – Application and Certificate for Payment accompanied by an AIA G703 – Continuation Sheet or equivalent format approved by the County. The invoice must be properly addressed to the Agent listed above and delivered to that address. Delivery to another address will void the invoice, and it shall be of no force and effect.

F. The development of a list of items to be completed or corrected upon Substantial Completion shall be in accordance with AIA A201 Substantial Completion requirements included in the project specifications.

G. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under the Agreement.

8. DISPUTES/REMEDIES

A. All disputes arising under or relating to this Agreement shall be resolved in accordance with this Section, except for disputes related to payments and payment disputes, which shall be addressed and resolved in accordance with Leon County Policy 96-1, as amended.

B. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with the following procedure:

- 1) The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.
- 2) Representatives of both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, they shall report their decision to the Parties in writing.
- 3) If those representatives are unable to reconcile the dispute, they shall report their impasse to the appropriate County Director and the Contractor's designee, who, at their earliest opportunity, shall meet and attempt to reconcile the dispute.
- 4) Should the Director and the Contractor's designee fail to resolve the dispute, they shall report their impasse to the County Administrator, or authorized representative, and the Contractor's designee, who, at their earliest opportunity, shall review and attempt to resolve the dispute.
- 5) If the County Administrator and the Contractor's designee are not able to amicably resolve the dispute within fifteen (15) Business Days after the impasse is reported to them, then either Party can pursue whatever forms of relief that may be available to it under this Agreement, at law, or in equity.

9. STATUS

The Contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or subcontractors under it be considered to be employees of the County.

10. INSURANCE

Contractor shall, at its sole expense, procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

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- 1) General Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage per occurrence with a \$3,000,000 annual aggregate. Completed operations coverage will be provided for a period of three (3) years beyond termination and/or completion of the Project. Coverage must include bodily injury and property damage, including Premise/Operations: a per location aggregate, Broad Form Contractual liability; Broad Form Property Damage; Fire Legal liability; Independent Contractors coverage; Cross Liability & Severability of Interest Clauses; and Personal Injury, and coverage for explosion, collapse, and underground (X, C, U).
- 2) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (non-owned, hired car).
- 3) Workers' Compensation and Employers Liability: insurance covering all employees meeting statutory limits in compliance with the applicable state and Federal laws and employer's liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of subrogation in lieu of additional insured is required.
- 4) Umbrella: \$5,000,000 combined single limit for bodily injury and property damage combined per occurrence and annual aggregate. The coverage shall provide excess coverage for employer's liability, general liability, including completed operations and auto liability.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

- 1) General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or volunteers.
 - d. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.

2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended,

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voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

- F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all the requirements stated herein.

11. PERMITS

The Contractor shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement.

12. LICENSES & REGISTRATIONS

The Contractor shall be responsible for obtaining and maintaining any licenses, certifications, and/or registrations required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida, or any other applicable state or Federal law. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain its license, certification, and/or registration necessary to operate, the Contractor shall be in default of this Agreement as of the date such license, certification, and/or registration is lost.

The Contractor shall be registered to do business with the Florida Department of State prior to execution of this Agreement unless Contractor provides written verification of its exempt status (See applicable sections of Title XXXVI, Chapters 605 through 623, Florida Statutes).

13. WARRANTY OF PERFORMANCE

A. Warranty

The Contractor represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all Work under this Agreement and that each person and entity that will perform the Work is duly qualified to perform such Work by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will perform such Work. The Contractor represents and warrants that the Work shall be performed in a skillful and respectful manner, and that the quality of all such Work shall equal or exceed prevailing industry standards for the performance of such Work.

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B. Breach of Warranty

In entering into this Agreement, the Contractor acknowledges that the County is materially relying on the warranties stated in this paragraph. The County shall be entitled to recover any damages it incurs to the extent any such warranty is untrue. In addition, if any such warranty is untrue, the County shall have the right, at its sole discretion, to terminate this Agreement without any further liability to the County, to deduct from any amounts due Contractor under this Agreement the full amount of any value paid in violation of a warranty, and to recover all sums paid to Contractor under this Agreement.

14. ASSIGNMENTS

This Agreement shall not be assigned or sublet in whole or in part without the written consent of the County nor shall the Contractor assign any monies due or to become due to it hereunder without the previous written consent of the County.

15. PAYMENT AND PERFORMANCE BOND

A Combination Payment and Performance Bond in the amount of 100% of the estimated Contract Sum shall be supplied by the Contractor at the time of Agreement execution

Payment and Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida.

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

16. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all claims, liabilities, damages, losses, costs, including, but not limited to, reasonable attorneys' fees, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents arising out of or under this Agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the Contract Sum paid to the Contractor, and the promises and covenants

herein, constitute sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractor's responsibility to indemnify and defend the County, its officials, officers and employees is limited to the Contractor's proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents, or employees.

17. MINORITY BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Contractor shall meet or exceed the M/WBE participation levels stated in the Contractor's M/WBE Participation Statement included as part of the Contractor's response for this project, see Exhibit B, attached hereto and made a part hereof.

The Contractor shall provide a monthly report to the Leon County Minority, Women and Small Business Enterprise Division in a format and manner prescribed by the Division. The report shall, at a minimum, indicate the business name

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of each certified Minority Business Enterprise or Women Business Enterprise sub-contractor utilized, the amount paid, the type of work performed, the appropriate invoice date, and the payment date to the Division.

Should Contractor's sub-contractor utilization fall below the level required in this Agreement or should Contractor substitute MWBE sub-contractors without prior written approval of the Division, the Contractor may be in breach of the Agreement. Contractors found in breach of the Agreement with the County may be suspended which may lead to debarment and prohibit the Contractor from bidding on and/or participating in any future County projects for up to three (3) years as provided in Section 15 of the Purchasing Policy 96-1, as may be amended.

Any change in the subcontractor utilization as listed on the participation plan (Exhibit B), must be approved by the MWSBE Division. Should the Contractor determine that the MWBE named in their participation plan submittal is

unavailable or cannot perform the Work, the Contractor shall request a change order. Such change order must be submitted to the MWSBE Division in writing at 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301 or by email to Darryl Jones, Deputy Director at DJones@oeforbusiness.org, LaTanya Raffington at lraffington@oeforbusiness.org, or Shanea Wilks at swilks@oeforbusiness.org.

18. AUDITS, RECORDS, AND RECORDS RETENTION

By entering into this Agreement, Contractor acknowledges and agrees that any records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of section 119.071, Florida Statutes. The Contractor agrees:

- A. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.
- B. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- C. Upon completion or termination of this Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in Subsection B above.
- D. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- E. That persons duly authorized by the County and Federal auditors, pursuant to 45 CFR 75.364 shall have full access to and the right to examine this Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- F. 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 Agreement term and following completion or termination of the Agreement if Contractor does not transfer the records to the County.
- G. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the

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applicable statutory provision for the exemption must be stated. The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

Contractor acknowledges that failure to provide the public records to the County within a reasonable time may be subject to penalties under section 119.10, Florida Statutes. Contractor further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the County. Contractor shall indemnify, defend, and hold the County harmless for and against any and all claims, damage awards, and causes of action arising from Contractor's failure to comply with the public records disclosure requirements of section 119.07(1), Florida Statutes, or by Contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes County to seek declaratory, injunctive, or other appropriate relief against Contractor from a Circuit Court in Leon County on an expedited basis to enforce the requirements of this section.

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 PURCHASING DIVISION
ATTN: MELANIE HOOLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: HOOLEYM@LEONCOUNTYFL.GOV**

19. MONITORING

The Agreement will require the Contractor to permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and Work of the Contractor which are relevant to this Agreement and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the Contractor a written report of its findings and will include written recommendations with regard to the Contractor's performance of the terms and conditions of this Agreement. The Contractor will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Contractor's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the Contractor being deemed in breach or default of this Agreement; (2) the withholding of payments to the Contractor by the County; and (3) the termination of this Agreement for cause.

20. TERMINATION

Leon County may terminate this Agreement without cause by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days

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written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder or, in the County's opinion, the Work being performed is not satisfactory. In such case, the County may immediately terminate the Agreement effective upon notice of termination to the Contractor.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under section 287.135(2)(a), Florida Statutes, been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel.

21. RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of the Contractor or any subcontractor which is related to the performance of this Agreement. The right expressed herein shall also be included in all contracts or subcontracts that involve the performance of any work or service involving the County.

22. PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein with no deviations allowed. This Agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or Work independently.

23. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of its knowledge and belief neither Contractor nor its affiliates has been convicted of a public entity crime. Contractor and its affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for termination of this Agreement by the County.

24. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be grounds for termination of this Agreement by the County.

25. EMPLOYMENT ELIGIBILITY VERIFICATION

- A. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty (30) days of the Effective Date of this Agreement, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile screen," which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
- B. Contractor further agrees that it will require each subcontractor that performs Work under this Agreement to enroll and participate in the E-Verify Program within sixty (60) days of the Effective Date of this Agreement or within sixty (60) days of the Effective Date of the Agreement between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the County upon request.

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- C. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of this Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform Work pursuant to this Agreement.
- 1) Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of this Agreement by Contractor to perform employment duties within Florida within three (3) Business Days after the date of hire.
 - 2) Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform Work pursuant to this Agreement within sixty (60) days of the date of execution of this Agreement or within thirty (30) days of assignment to perform Work pursuant to this Agreement, whichever is later.
- D. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- E. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this Agreement and the County may treat a failure to comply as a material breach of this Agreement.

26. NON-WAIVER

Failure by the County to enforce or insist upon compliance with any of the terms or conditions of this Agreement or failure to give notice or declare this Agreement terminated shall not constitute a general waiver or relinquishment of the same, or of any other terms, conditions or acts; but the same shall be and remain at all times in full force and effect.

27. DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the Contract Sum or payment or compensation of any kind from the County for direct, indirect, consequential, impact or other costs, expenses or damages, including but limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable; provided, however, that this provision shall not preclude recovery of damages by the Contractor for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the County or its agents. Otherwise, the Contractor shall be entitled only to extensions of this Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

28. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of this Agreement, Contractor shall obtain the prior written consent of the County.

29. FORCE MAJEURE

If either of the Parties is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or Federal government (collectively "Force Majeure"), then the affected party shall be excused from performance hereunder during

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND OMNICON CORP.
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the period of inability to perform. The party claiming Force Majeure shall promptly notify the other party in writing when upon learning of the existence of a Force Majeure condition, and when the Force Majeure condition has terminated. Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events related to increased costs associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

30. SOVEREIGN IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement. The County is included within the definition of "state agencies or subdivisions" in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

31. THIRD PARTY BENEFICIARIES

Neither the County nor the Contractor intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and no third party shall be entitled to assert a right or claim against either of the Parties based upon this Agreement.

32. LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for all actions arising from, related to, or in connection with this Agreement shall be in the state courts of the Second Judicial Circuit in and for Leon County, Florida. If any claim arising from, related to, or in connection with this

Agreement must be litigated in Federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Northern District of Florida. By entering into this Agreement, the County and Contractor hereby expressly waive any rights either Party may have to a trial by jury of any civil litigation related to this Agreement.

33. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

34. SEVERABILITY

It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

35. AMENDMENTS

No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of the County and Contractor.

36. CONFLICTING TERMS AND CONDITIONS

In the instance that any other agreement exists concerning the matters herein, then the terms and conditions in this Agreement shall prevail over all other terms and conditions.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND **OMNICON CORP.**
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37. INTERPRETATION

This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

38. COUNTERPARTS AND MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals and in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

39. AUTHORITY TO SIGN

Each signatory to this Agreement who signs on behalf of a party expressly represents and warrants that he or she has the authority to sign on behalf of that party.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – Solicitation Document #BC-2023-032

Exhibit B – Contractor's Response to Solicitation #BC-2023-032

The remainder of this page intentionally left blank.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND OMNICON CORP.
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WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long
County Administrator

Date: _____

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

BY: _____

DATE: _____

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

By: _____

Date: _____

OMNICON CORP.

By: _____

Printed
Name _____

Title: _____

Date: _____



Leon County
Procurement
Melanie Hooley, Purchasing Director
1800-3 North Blair Stone Road, Tallahassee, FL 32308

ADDENDA REPORT
ITB No. BC-2023-032
Leon County Courthouse Window Repairs Phase I

RESPONSE DEADLINE: April 27, 2023 at 2:00 pm

Thursday, May 4, 2023

Addenda Issued:

Addendum #1

Apr 6, 2023 9:42 AM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

If you have submitted an NDA prior to April 6th, but have not yet received a password to the secure documents (Plans), please resubmit the NDA to hooleym@leoncountyfl.gov

Addenda Acknowledgements:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
OmniCon Corp	X	Apr 27, 2023 11:01 AM	Rachel Rippee
Mills and McKinnon Contractors, Inc	X	Apr 27, 2023 1:21 PM	Anthony Caiozzo



INVITATION TO BID

FOR

LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I

BID NUMBER BC-2023-032

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

RELEASE DATE: March 28, 2023

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I
Bid Number BC-2023-032
Opening Date: April 27, 2023, 2:00 pm

Leon County Courthouse Window Repairs Phase I

- I. Introduction
- II. Bidding Process
- III. Contractor Qualifications
- IV. Award and Contracting Process
- V. Minority, Women, Small Business (MWSBE) Enterprise
- VI. Required Certifications
- VII. Insurance Requirements
- VIII. Terms and Conditions
- IX. Vendor Questionnaire
- X. Bid Table

Attachments:

- A - Bid Response Cover Sheet
- B - Forms for Solicitation_(withoutTeam Summary) 2022
- C - MWSBE Forms
- D - Agreement
- E - Specifications
- F - Plans-SECURED
- G - Non-Disclosure Agreement for Security and Building Plans

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I
Bid Number BC-2023-032
Opening Date: April 27, 2023, 2:00 pm

I. INTRODUCTION

A. Summary

Leon County is seeking the services of a qualified Licensed Certified Building or General Contractor contractor for repairs to the West and South exterior windows of the Leon County Courthouse. Repairs will include removal of existing failed sealant, preparation of the window frames and reinstallation of new sealant to prevent water infiltration.

Certain specifications related to the scope of the proposed work in this solicitation are exempt from disclosure pursuant to Section 119.071, Florida Statutes. Interested contractors will be required to complete a Non-Disclosure Agreement and agree to maintain the exempt nature of the applicable records. Encryption keys and/or passwords to secure documents will be provided to requesting contractors after the submission of the Non-Disclosure Agreement and acceptance by the Leon County Purchasing Division. Non-Disclosure Agreements may be submitted to the Leon County Purchasing Division from the time of Release of the solicitation. At the conclusion of the Mandatory Pre-Bid Meeting, only contractors who attended and signed in at the Mandatory Pre-Bid Meeting will be eligible to receive encryption keys and/or passwords to secure documents. The Non-Disclosure Agreement may be found in Section 11 - Attachment G

Non-Disclosure Agreements can be submitted via e-mail to BoydKe@leoncountyfl.gov and hooleym@leoncountyfl.gov or mailed/hand delivered to the Leon County Purchasing Division located at 1800-3 N. Blair Stone Road, Tallahassee, FL 32308.

B. Contact Information

Kelly Boyd

Contract Compliance Specialist
1800-3 N. Blair Stone Road
Tallahassee, FL 32308
Email: boydke@leoncountyfl.gov
Phone: [\(850\) 606-1611](tel:(850)606-1611)

Department:
Procurement

Department Head:

Melanie Hooley
Purchasing Director

C. Timeline

Below is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interests of the public. If any changes to the Schedule of Events are made, the County will post the changes on the County website either as a public meeting notice, or as an addendum, as applicable. It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled. The website address is: <https://procurement.opengov.com/portal/leoncounty>.

Release Project Date	March 28, 2023
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Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I

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Pre-Bid Meeting (Mandatory)	April 12, 2023, 10:00am 301 South Monroe St Tallahassee, FL 32301 (Public Entrance NW corner Monroe & E. Jefferson St)
Question Submission Deadline	April 14, 2023, 5:00pm
Proposal Submission Deadline	April 27, 2023, 2:00pm

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I
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II. BIDDING PROCESS

A. BIDDER INSTRUCTIONS

Bidders are expected to examine the specifications, delivery schedule, freight requirements, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern. Bids must be submitted electronically via OpenGov.

B. SPECIAL ACCOMMODATION

Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability must call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the Leon County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955 8771 (TDD).

C. PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

- A. Any person or person's representative seeking an award from such competitive solicitation; and
- B. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, lawyer, relative, or any actual or potential subcontractor or consultant of the person.

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, communications with the County Attorney or communications with the Purchasing Director.

Violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

D. REGISTRATION

Bidders which obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. In order to register, you must create an account on the County's eProcurement Portal (<https://procurement.opengov.com/portal/leoncounty>), browse to the bid, and then click the "Follow" button.

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Failure to register through the Purchasing Division (<https://procurement.opengov.com/portal/leoncounty>) may cause your submittal to be rejected as non-responsive.

E. ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <https://procurement.opengov.com/portal/leoncounty>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make them available for pick up at the Purchasing Division. It is the responsibility of the Bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

F. QUESTIONS AND CLARIFICATIONS

Questions may be submitted directly through the County's e-Procurement Portal located at <https://procurement.opengov.com/portal/leoncounty>. Alternatively, if using email, questions pertaining to bid procedures or regarding the specifications should be addressed to both Melanie Hooley and Kelly Boyd, telephone (850) 606-1600; E-mail: hooleym@leoncountyfl.gov and boydke@leoncountyfl.gov.

If using email, bidders are requested to send such requests to both representatives of the Purchasing Division. Electronic inquiries are preferred over phone.

Each Bidder shall examine the solicitation documents carefully, including the forms and draft agreement; and, no later than the last day for questions listed in schedule of events, shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which the bidder may discover in the solicitation, including the agreement. The County will prepare a written response to each written question, comment, and recommendation that is delivered to the County prior to the deadline listed in the schedule of events. The County's written responses will be issued in an addendum to this solicitation. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in a written addendum from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing will be recognized by the Board as duly authorized expressions on behalf of bidders. Each bidder shall be deemed to have waived all questions that are not submitted to the County in compliance with this section.

G. PREPARATION AND SUBMISSION OF BID

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. The County's only method of submission is electronically via OpenGov. Bids containing any conditions or irregularities of any kind may be rejected by the County.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

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H. WITHDRAWAL OF BIDS

Bids may be electronically withdrawn from OpenGov by the vendor prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

I. RECEIPT AND OPENING OF BIDS

Bids will be opened publicly at the time and place stated in the Invitation to Bid. When the specified time has arrived no bids received thereafter will be considered. At the time fixed for the opening of bids, the bid tabulation will be made public and will be posted on the Purchasing Division website at: <https://procurement.opengov.com/portal/leoncounty>.

Sealed bids or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier. If the County rejects all Bids submitted in response to this ITB, the rejected Bids remain exempt from public records disclosure until the County posts an intended decision or until the County withdraws the reissued Bid. Bids received by the County pursuant to this ITB will not remain exempt for longer than twelve (12) months after the County rejects such Bids.

J. BID GUARANTEE

Bids shall be accompanied by a 5% bid guarantee which shall be a Bid Bond, Certified or Cashier's Check or Bank Draft (no cash, company, or personal checks will be accepted), made payable to the Board of County Commissioners, Leon County, Florida. Such check, bank draft, or bond shall be submitted with the understanding that the bonds will be held until award of bid.

The County reserves the right to hold the Bid Guarantee until after a contract has been entered into or a purchase order has been executed. The accepted Bidders bid bond will be held until execution of the agreement and may be forfeited due to non- performance.

The check or bond shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw his bid for a period of 90 days after the scheduled closing time for the receipt of bids. It shall also guarantee that the successful bidder will enter into a contract within ten (10) days after he has received notice of acceptance of his bid. In the event of withdrawal of bid, or failure to enter into and fully execute the contract within ten (10) days the contractor may be deemed in to be in default. In such an event, the contractor shall be liable to the County for the full amount of the default.

K. PLANHOLDERS

As a convenience to bidders, the County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at: <https://procurement.opengov.com/portal/leoncounty> by clicking the "Followers" tab on the the advertisement of the respective solicitation. A listing of the registered planholders with their email address is designed to assist bidders in preparation of their responses.

L. REJECTION OF BIDS

The County reserves the right to reject all bids when such rejection is in the best interest of the County.

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I

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M. ERRORS AND OMISSIONS

The County and its representatives shall not be responsible for any errors or omission in the ITB. Due care and diligence has been exercised in the preparation of this ITB, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful respondent.

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I
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III. CONTRACTOR QUALIFICATIONS

The primary contractor shall be licensed by the State of Florida as a Licensed General Contractor or Licensed Building Contractor pursuant to FS 489.105(3)(a) - (o). The Licensed General Contractor or Licensed Building Contractor shall possess an active and current licensing placard issued by the Florida Department of Business and Professional Regulation (DBPR). Copies of primary contractor's licensing placard(s) shall be submitted to Leon County concurrent with bid. The primary and any subcontractors utilized on this project shall be Florida licensed in their trade.

Failure to provide proof of State of Florida Licensed General Contractor or Licensed Building Contractor license will result in the bid being determined as non-responsive.

Contractors shall be licensed in the State of Florida as required by Chapter 489, Florida Statutes. Specific license type for this project shall be as indicated in F.S. sections 489.105(3)(a)-(q) as applicable to the scope of work of the project.

Proposed sub-contractors and/or if self-performing, the employee that is performing the work, must hold a license for any specialty work, based on the work required to complete this project.

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IV. AWARD AND CONTRACTING PROCESS

A. AWARD OF BIDS

The bid will be awarded to the lowest responsive, responsible bidder. The County reserves the right to waive any minor irregularity in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at: <https://procurement.opengov.com/portal/leoncounty> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No. 96-1, Purchasing Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, bidders are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Bidders are not to contact departments or divisions regarding the bidder complaint.

Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid protest shall be made in writing to the Purchasing Director within 72 hours after receipt of the intended recommendation of award and the protestor shall file a formal written bid challenge within 10 days after the date in which the notice of intent of bid protest has been submitted. The notice of protest shall contain at minimum: the name of the Protestor; the Protestor's address and phone number; the name of the Protestor's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section.

B. Agreement

Every procurement for contractual services shall be evidenced by a written agreement. The awarded Bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement. The performance of Leon County of any of its obligations under the agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the agreement for the current and any future periods provided for within the bid specifications.

C. Payment and Performance Bond

A Combination Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution.

Payment and Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and Performance Bond shall be in the following form:

PUBLIC CONSTRUCTION BOND Bond No.(enter bond number)

BY THIS BOND, We _____, as Principal and a corporation, as Surety, are bound to [], herein called Owner, in the sum of \$[], for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

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THE CONDITION OF THIS BOND is that if Principal:

1. Performs the contract dated [] , between Principal and Owner for construction of the contract being made a party of this bond by reference, at the time and in the manner prescribed in the contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
4. Performs the guarantee of all work and materials furnished under the contract for the time specified in the contract, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

DATED on this the _____ day of _____, 20__.

(Name of Principal)

By: (As Attorney-In-Fact)

(Name of Surety)

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I
Bid Number BC-2023-032
Opening Date: April 27, 2023, 2:00 pm

V. MINORITY, WOMEN, SMALL BUSINESS (MWSBE) ENTERPRISE

A. MWSBE Overview

The Minority Women Small Business Enterprise (MWSBE) Policy of the City of Tallahassee, Leon County Government, and Blueprint Intergovernmental Agency applies to this solicitation. This solicitation has a project specific goal for the participation of Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by the Office of Economic Vitality (OEV) MWSBE Division.

- Certified MBE/WBE Participation Project Specific Goal: 10% Aggregate

All respondents, including MBE firms, and WBE firms will meet the project specific goal(s) or demonstrate in their response that a good faith effort was made to meet the project specific goal(s). When an MBE or WBE firm is the prime contractor or consultant, the goal is fulfilled for their certification designation and the other portion of the goal, if present, must be fulfilled. For example, if a certified MBE firm responds to a solicitation as a prime contractor, the goal for MBE participation is fulfilled. The MBE prime contractor remains responsible for meeting the goal for WBE participation.

Certified MBE and WBE firms may participate by providing goods or services in support of the project as subcontractors or subconsultants identified on the Respondent and Team Summary Form.

B. MWSBE Responsive Responses

The MWSBE Division will deem responses responsive to the MWBE Section of the solicitation if they include a completed MWBE Participation Plan and/or Good Faith Effort documentation.

Please complete an MWBE Participation Plan Form, include the MBE and WBE firms on your Respondent and Team Summary Form, and, if you are unable to meet the project specific goal, complete a Good Faith Effort Form. **Failure to provide all MWBE Section Forms in bid submission will result in the bid being deemed nonresponsive.**

If you are unable to meet the project specific goal for MBE and WBE participation, you must submit a Good Faith Effort Form documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

C. MWSBE Contact Information

Respondents needing assistance or guidance with these requirements should contact LaTanya Raffington of the MWSBE Division at Lraffington@oeforbusiness.org OR Shanea Wilks of the MWSBE Division at Swilks@oeforbusiness.org. A directory of certified MBE and WBE firms is available on the OEV website: <https://oeforbusiness.mwsbe.com>.

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I
Bid Number BC-2023-032
Opening Date: April 27, 2023, 2:00 pm

VI. REQUIRED CERTIFICATIONS

A. Licenses and Registrations

The contractor shall be responsible for obtaining and maintaining throughout the contract period any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

B. Local Preference in Purchasing and Contracting (with Local Trades Contractor Work)

- A. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:
1. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth below, shall be given a preference in the amount of five percent of the bid price.
 2. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth below, shall be given a preference in the amount of three percent of the bid price.
 3. The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.
 4. For the purposes of this section, "home office" shall mean a business's principal office or headquarters constituting the center for administration and policymaking.
- B. Local Trades Contractor Work. All contractual awards issued in accordance with the provisions of this subsection (paragraph 2) shall contain aspirational trade contractor work targets, based on market and economic factors, of 85 percent as follows: The successful individuals or firms shall agree to engage not less than 85 percent of the dollar value of trade contractor work with local businesses unless the successful individuals or firms prove to the County's satisfaction, that the trade contractor work is not available locally with the Leon, Gadsden, Wakulla or Jefferson County area. The term "trade contractor" shall mean a subcontractor who contracts with the prime contractor and whose primary activity is performing specific activities (e.g., pouring concrete, masonry, site preparation, framing, carpentry, dry wall installation, electrical, plumbing, painting) in a construction project but is not responsible for the entire project.
- C. Local business definition. For purposes of this section, "local business" shall mean a business which:

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I

Bid Number BC-2023-032

Opening Date: April 27, 2023, 2:00 pm

1. Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 2. Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
 3. Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
- D. Certification. Any bidder claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

C. Unauthorized Alien(s)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of the agreement by the County. As part of the bid response to this solicitation, please complete and submit the attached form AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.

D. Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

E. Identical Tie Bids

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

F. Employment Eligibility Verification

- A. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of the agreement, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I

Bid Number BC-2023-032

Opening Date: April 27, 2023, 2:00 pm

- B. Contractor further agrees that it will require each subcontractor that performs work under the agreement to enroll and participate in the E-Verify Program within sixty days of the effective date of the agreement or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
- C. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - 1. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - 2. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of the agreement or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
- D. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- E. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of the agreement and the County may treat a failure to comply as a material breach of the contract.

G. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

H. Scrutinized Company Certification

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I

Bid Number BC-2023-032

Opening Date: April 27, 2023, 2:00 pm

VII. INSURANCE REQUIREMENTS

A. Overview

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder will be disqualified from award of the contract.

The awarded Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I
Bid Number BC-2023-032
Opening Date: April 27, 2023, 2:00 pm

VIII. TERMS AND CONDITIONS

A. Standard Terms and Conditions

The terms and conditions associated with this solicitation are as set forth in the Agreement contained in the "Attachments" section of this solicitation. After the award of the solicitation, the County will finalize the preparation of the Agreement and forward it to the Firm awarded the bid, after which the Firm will have five days to execute the Agreement and return it to the County.

B. Manufacturers' Name and Approved Equivalents

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Per the attached Specifications, the Architect has provided a basis of design for each product, where applicable, as well as approved alternates. Offerings of equivalent products will not be considered prior to the bid opening but may be considered during the submittal process after the bid has been awarded. Leon County reserves the right to be the sole judge of what is equal and acceptable. If the bidder fails to name equivalent products, it will be assumed that he is bidding on and will be required to furnish goods identical to bid standards.

C. Conflicting Terms and Conditions

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

D. Penalties

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

Failure to perform according to agreement provisions.

Conviction in a court of law of any criminal offense in connection with the conduct of business

Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.

Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.

Other reasons deemed appropriate by the Board of County Commissioners.

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I
Bid Number BC-2023-032
Opening Date: April 27, 2023, 2:00 pm

IX. **VENDOR QUESTIONNAIRE**

Bids must be submitted electronically via OpenGov.

A. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

Please confirm
*Response required

B. Human Trafficked Labor*

I certify that this firm does not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

Please confirm
*Response required

C. Bid Guarantee*

A Bid Bond is required for this project. Please upload your Bid Bond here.

If submitting a Cashier's Check in lieu of a Bid Bond, please scan a copy of the cashier's check, upload here, and also mail the original cashier's check to:

**Leon County Government - Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308**

The mailing must have the Project ID (BC-2023-032), the Project Title (Leon County Courthouse Window Repairs Phase I), and the Company Name printed clearly on the front of the envelope.

This must be postmarked no later than the date of the bid opening or your bid will be considered non-responsive.

*Response required

D. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

Please confirm
*Response required

E. Prime Contractor or Sub-contractor Qualifications*

Submit all licenses, certifications, registrations, and work class pre-qualifications required in the solicitation.

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I
Bid Number BC-2023-032
Opening Date: April 27, 2023, 2:00 pm

*Response required

F. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Florida Statute 287.087. See section titled Drug-Free Workplace Requirements for details.

Please confirm

*Response required

G. Scrutinized Company Certification*

As required by Florida Statutes, section 287.135(5) I certify that the firm is not participating in a boycott of Israel.

Please confirm

*Response required

H. Bid Response Cover Sheet with Signature*

*Response required

I. MWBE Information / Good Faith Effort*

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

If you are unable to meet the project specific goal for MBE and WBE participation, in addition to the MWBE Participation Plan Form, you must also submit all Good Faith Effort Forms documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

To reiterate, regardless of whether you can meet the Goals or not, you must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

*Response required

J. Additional Forms to Fill Out and Submit*

Please submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see the Attachments section for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Respondent and Team Summary Form
- Affidavit Immigration Laws
- Equal Opportunity and Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information & Applicable Licenses/Registrations
- Non-Collusion Affidavit
- Insurance Certification Form
- Certification/Debarment Form

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I

Bid Number BC-2023-032

Opening Date: April 27, 2023, 2:00 pm

- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)

*Response required

Bid Title: LEON COUNTY COURTHOUSE WINDOW REPAIRS PHASE I

Bid Number BC-2023-032

Opening Date: April 27, 2023, 2:00 pm

X. BID TABLE

PRICE TABLE

Line Item	Description	Quantity	Unit of Measure	Total	Unit Cost
1	BID PRICE	1	JOB		
TOTAL					

BID RESPONSE COVER SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Melanie Hooley
Purchasing Director

Nick Maddox, Chairman
Leon County Government

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

	OmniCon
	_____ (Firm Name)
BY	<i>R Rippee</i> _____ (Authorized Representative)
	Rachel Rippee _____ (Printed or Typed Name)
ADDRESS	6075 Miller Landing Cv _____ Tallahassee, FL 32312 _____
EMAIL ADDRESS	rrippee@omniconcorp.com _____
TELEPHONE	(850) 765-9510 _____
FAX	(850) 254-9809 _____

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated RR Initials

Addendum #2 dated _____ Initials

Addendum #3 dated _____ Initials

PROPOSAL DOCUMENT REPORT

ITB No. BC-2023-032

Leon County Courthouse Window Repairs Phase I

RESPONSE DEADLINE: April 27, 2023 at 2:00 pm

Report Generated: Thursday, May 4, 2023

OmniCon Corp Proposal

CONTACT INFORMATION

Company:

OmniCon Corp

Email:

rriptidee@omniconcorp.com

Contact:

Rachel Rippee

Address:

6075 MILLER LANDING CV
TALLAHASSEE, FL 32312-9072

Phone:

(850) 294-5826

Website:

N/A

Submission Date:

Apr 27, 2023 1:10 PM

ADDENDA CONFIRMATION

Addendum #1

Confirmed Apr 27, 2023 11:01 AM by Rachel Rippee

QUESTIONNAIRE

1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

Confirmed

2. Human Trafficked Labor*

I certify that this firm does not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

Confirmed

3. Bid Guarantee*

A Bid Bond is required for this project. Please upload your Bid Bond here.

If submitting a Cashier's Check in lieu of a Bid Bond, please scan a copy of the cashier's check, upload here, and also mail the original cashier's check to:

Leon County Government - Purchasing Division
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Tallahassee, Florida 32308

The mailing must have the Project ID (BC-2023-032), the Project Title (Leon County Courthouse Window Repairs Phase I), and the Company Name printed clearly on the front of the envelope.

This must be postmarked no later than the date of the bid opening or your bid will be considered non-responsive.

Bid_Bond.pdf

4. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

Confirmed

5. Prime Contractor or Sub-contractor Qualifications*

Submit all licenses, certifications, registrations, and work class pre-qualifications required in the solicitation.

CGC_1524402_ex._2024.pdfOSD_MBE_Certificate_23-25.pdf

6. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Florida Statute 287.087. See section titled Drug-Free Workplace Requirements for details.

Confirmed

7. Scrutinized Company Certification*

As required by Florida Statutes, section 287.135(5) I certify that the firm is not participating in a boycott of Israel.

Confirmed

8. Bid Response Cover Sheet with Signature*

Bid_Response_Cover_Sheet_.pdf

9. MWBE Information / Good Faith Effort*

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

If you are unable to meet the project specific goal for MBE and WBE participation, in addition to the MWBE Participation Plan Form, you must also submit all Good Faith Effort Forms documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

To reiterate, regardless of whether you can meet the Goals or not, you must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

MWSBE_Forms_.pdf

10. Additional Forms to Fill Out and Submit*

Please submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

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- Equal Opportunity and Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information & Applicable Licenses/Registrations
- Non-Collusion Affidavit

- Insurance Certification Form
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)

Additional_Forms.pdf

PRICE TABLES

PRICE TABLE

Line Item	Description	Quantity	Unit of Measure	Total	Unit Cost
1	BID PRICE	1	JOB	\$495,801.00	\$495,801.00
TOTAL				\$495,801.00	

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE OmniCon Corp.

6075 Miller Landing Cove, Tallahassee, FL 32312

as Principal, hereinafter called the Principal, and Westfield Insurance Company

P.O. Box 5001, Westfield Center, OH 44251-5001

a corporation duly organized under the laws of the State of OH

as Surety, hereinafter called the Surety, are held and firmly bound unto Leon County Board of County Commissioners

1800-3 North Blair Stone Road, Tallahassee, FL 32301

as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid

Dollars (\$ _____ 5% _____),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for BC-2023-032; Leon Co. Courthouse Window Repairs - Phase 1

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 27th day of April, 2023

R. Rippee
Rachel Rippee (Witness)

OmniCon Corp
(Principal) (Seal)
By: David Rippee President (Title)

Kristie E. Shaw
Kristie E. Shaw (Witness)

Westfield Insurance Company
(Surety) (Seal)
By: Benjamin R. Campbell Attorney-in-Fact Benjamin R. Campbell (Title)

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME
POWER # AND ISSUED PRIOR TO 01/26/22, FOR ANY PERSON OR PERSONS NAMED BELOW.

POWER NO. 0997622 00

General
Power
of Attorney

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.
Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint

BENJAMIN R. CAMPBELL, DANIEL L. SHEERADEN, JOINTLY OR SEVERALLY

of ORLANDO and State of FL its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship.

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 26th day of JANUARY A.D., 2022 .

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By:
Gary W. Stumper, National Surety Leader and Senior Executive

State of Ohio
County of Medina ss.:

On this 26th day of JANUARY A.D., 2022 , before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Hartford, CT; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

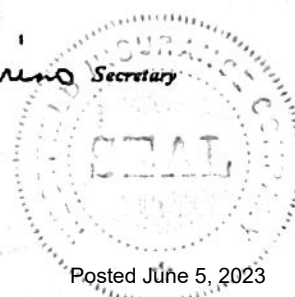
State of Ohio
County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 27th day of April A.D., 2023 .



Frank A. Carrino, Secretary



BPOAC2 (combined) (06-02)



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

RIPPEE, DAVID EARLE JR

OMNICON CORP.
6075 MILLER LANDING CV
TALLAHASSEE FL 32312

LICENSE NUMBER: CGC1524402

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

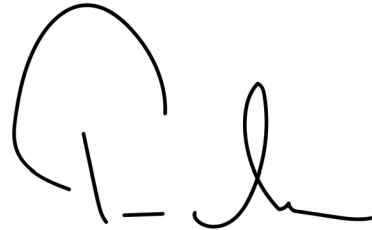
This is your license. It is unlawful for anyone other than the licensee to use this document.

State of Florida

Woman Business Certification

OmniCon Corp.

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
01/12/2023 to 01/12/2025



J. Todd Inman
Florida Department of Management Services

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN

RESPONDENT: OmniCon

SOLICITATION NUMBER: BC-2023-032

DATE: 4/27/2023

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit this MWBE Participation Plan with their responses to be deemed responsive to the MWBE Section of this solicitation.

For MWBE participation in Leon County Government, City of Tallahassee, and Blueprint Intergovernmental Agency projects, certified MBE and WBE firms are certified by the Office of Economic Vitality Minority, Women, and Small Business Enterprise (MWSBE) Division. MBE and WBE firms that have their primary business location in Leon, Gadsden, Wakulla, or Jefferson County and that are certified by the Florida Department of Management Services Office of Supplier Diversity also qualify for MWBE participation.

To remain responsive, Respondents must utilize certified MBE and/or WBE firms to fulfill the project specific goal(s). The project specific goal(s) for this solicitation are specified in **Section 1.4** (City of Tallahassee and Blueprint solicitations) or in the **Minority, Women, and Small Business Enterprise (MWSBE) Overview** (Leon County Government solicitations). Respondents that do not meet or exceed the project specific goals must complete the Good Faith Effort Documentation Form to remain responsive, even if they meet a portion of the project specific goal(s).

All necessary MWBE information should be included on the MWBE Forms.

SECTION 1 – MWBE Participation

Complete the following tables for the base bid and any alternates, if applicable. Corresponding Respondent and Team Summary Tables should support the totals in the base bid/alternates. The Total Percentage is calculated by dividing the Total Dollar Amount of Certified Firm Participation by the Total Project Amount. The Certified MBE Firm Participation Total Dollar Amount will correspond to the sum of all dollars spent with Certified MBE Firms listed in the corresponding Respondent and Team Summary Table. The Certified WBE Firm Participation Total Dollar Amount will correspond to the sum of all dollars spent with Certified WBE Firms listed in the corresponding Respondent and Team Summary Table. Round to the nearest whole dollar.


ACKNOWLEDGEMENT

I hereby certify, as Respondent to this Solicitation, that the information provided herein is true and correct. I affirm that I have authority to bind Respondent to contractual agreements.

Respondent has communicated with the subcontractors and subconsultants identified herein, and those subcontractors and subconsultants understand that Respondent intends to utilize them on this project, if awarded. Respondent agrees that bad faith or dishonesty in the information provided on this MWBE Participation Plan Form is a violation of [MWSBE Policy](#) Section VIII.G. If awarded, Respondent agrees to utilize the firms identified herein, to endeavor to pay those firms the amounts identified herein to meet the project specific goals for this solicitation, to monitor the work of the firms, to provide subcontractor or subconsultant payment information to the MWSBE Division, and to abide by the [MWSBE Policy](#).

OmniCon

Name of Respondent



Signature

Rachel Rippee

Print Name

Owner / VP

Title of Signatory

4/27/2023

Date

GOOD FAITH EFFORT DOCUMENTATION FORM

RESPONDENT: _____

SOLICITATION NUMBER: _____ DATE: _____

PROJECT TITLE: _____

When Respondent will not commit to meeting the project specific goals identified in the solicitation, Respondent must complete this Good Faith Documentation Effort Form. Failure to do so may result in the response being deemed non-responsive and rendering Respondent ineligible for award.

The list of acceptable Good Faith Effort documentation complies with the [Minority, Women, and Small Business Enterprise Policy](#) adopted by the Blueprint Intergovernmental Agency, City of Tallahassee, and Leon County Government. Respondent can demonstrate Good Faith Effort to secure MBE and WBE participation by completing this Form and providing documentation of the activities on the list.

Documentation of each of the following activities is necessary to receive credit for the Good Faith Effort Activity. **A minimum of five (5) activities with documentation are necessary to establish Good Faith Effort.** Failure to provide documentation of all activities completed by Respondent at the time of submission may result in Respondent being deemed non-responsive to the solicitation.

Please check the appropriate boxes that apply to your good faith activities and provide acceptable documentation as an attachment to this Form. Documentation should be marked with the attachment number identified in the Good Faith Effort Activity Chart on page 2. To document Good Faith Effort Activities 4, 6, 7, 8, 9, and 10, please complete the Good Faith Effort Spreadsheet, available as part of this solicitation, and include the Sound Business Reason Form in Attachment 3 to this form. Please provide documentation supporting the information in the Good Faith Effort Spreadsheet as exhibits to the Good Faith Effort Spreadsheet. If you are unsure what documentation is acceptable to support your Good Faith Effort Activity, descriptions of acceptable documentation are available at the end of this form.

Y/N	GOOD FAITH EFFORT ACTIVITY	ATTACHMENT NUMBER	EXPLAIN
<input type="checkbox"/> Yes <input type="checkbox"/> No	1. Attendance at a pre-bid or pre-proposal meeting.	NONE	
<input type="checkbox"/> Yes <input type="checkbox"/> No	2. Copies of written correspondence sent to the MWSBE Division no later than fifteen (15) business days before the solicitation response deadline seeking help in identifying firms available to meet the project specific goals.	1	
<input type="checkbox"/> Yes <input type="checkbox"/> No	3. Copies of advertisements placed by the respondent in the local newspaper and minority publications in the Market Area announcing the project and seeking MBE or WBE participation.	2	
<input type="checkbox"/> Yes <input type="checkbox"/> No	4. Copies of written correspondence sent to a certified MBE or WBE firm.	3	
<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Documentation that the respondent selected economically feasible portions of work to be performed by MBE and/or WBE firms, including, where appropriate, breaking down contracts or combining elements of work into economically feasible units.	4	
<input type="checkbox"/> Yes <input type="checkbox"/> No	6. Documentation that the respondent negotiated in good faith with interested MBE and/or WBE firms and did not reject any interested MBE and/or WBE firms without sound business reasons.	3	
<input type="checkbox"/> Yes <input type="checkbox"/> No	7. Documentation that the respondent reviewed all quotations received from MBE and/or WBE firms, and for those quotations not accepted, an explanation of why the MBE and/or WBE will not be used during the course of the contract.	3	
<input type="checkbox"/> Yes <input type="checkbox"/> No	8. Documentation detailing respondent's effort to contact MBE and/or WBE firms who provide the services needed for the solicitation and indicating that the respondent provided ample time for potential MBE and/or WBE firms to respond, including a chart outlining the methods of contact and schedule or time frame in which respondent conducted its good faith effort.	3	
<input type="checkbox"/> Yes <input type="checkbox"/> No	9. Documentation that the respondent offered to provide interested MBE and/or WBE firms with assistance in reviewing the solicitation plans and specifications at no charge to the MBE and/or WBE firms.	3	
<input type="checkbox"/> Yes <input type="checkbox"/> No	10. Documentation of follow-up telephone calls with potential MBE and/or WBE firms encouraging their participation.	3	

ACKNOWLEDGEMENT

I hereby certify that, as Respondent to this Solicitation, that the information provided herein is true and correct. I aver that I have authority to bind Respondent to contractual agreements.

Respondent certifies that Respondent completed Good Faith Effort activities to identify MBE and/or WBE firms to participate in the project advertised in this solicitation. Respondent has communicated with the subcontractors and subconsultants identified herein. Nevertheless, Respondent was unable to commit to meeting or exceeding the project specific goal identified for MBE and/or WBE participation in this solicitation. Where Respondent contacted MBE and/or WBE firms, those firms were unavailable, unable, or otherwise unacceptable for sound business reasons to perform the work necessary for the project. Respondent has included documentation of all Good Faith Effort activities in attachments 1 through 5 to this Form. Respondent further avers that all information submitted in this Form and associated documentation is true, correct, and, in the case of documented correspondence, has not been altered from its original form.

Respondent agrees that bad faith or dishonesty in the information provided on this Good Faith Effort Form is a violation of [MWSBE Policy](#) Section VIII.G. If awarded, Respondent agrees to continue to negotiate with the firms identified herein and to endeavor to meet the project specific goals for this solicitation, to monitor the work of its subcontractor or subconsultant firms, to provide subcontractor or subconsultant payment information to the MWSBE Division, and to abide by the [MWSBE Policy](#).

Name of Respondent

Title of Signatory

Signature

Date

Print Name

ATTACHMENT 3 SOUND BUSINESS REASON FORM

RESPONDENT: _____

SOLICITATION NUMBER: _____

DATE: _____

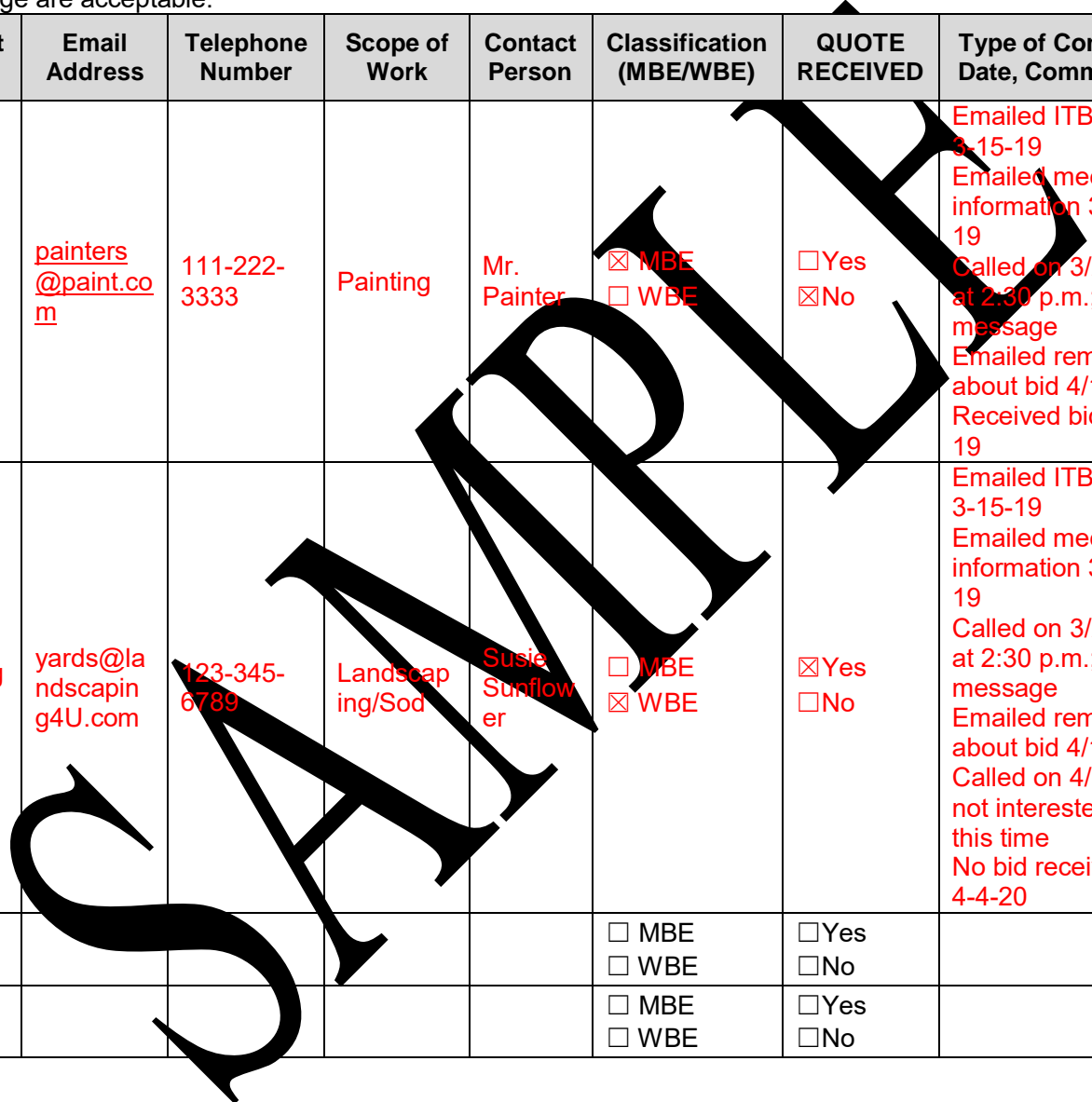
PROJECT TITLE: _____

Complete the Good Faith Effort Spreadsheet. Include as exhibits to the spreadsheet documentation supporting the information in the Good Faith Effort Spreadsheet. This Sound Business Reason Form and the Good Faith Effort Spreadsheet correspond to Good Faith Effort Activities 4, 6, 7, 8, 9, and 10, and should be included as part of Attachment 3 to the Good Faith Effort Documentation Form.

The MBE and/or WBE Firms contacted and identified in the Good Faith Effort Spreadsheet are not suitable to perform the work for the following sound business reasons. Price alone does not constitute a sound business reason unless the respondent can demonstrate that no reasonable price can be obtained from an MBE and/or WBE firm. This information is necessary to demonstrate Good Faith Effort Activity 6.

Complete the Good Faith Effort Spreadsheet. Include as exhibits to the spreadsheet documentation supporting the information in the Good Faith Effort Spreadsheet. This Form and the Good Faith Effort Spreadsheet correspond to Good Faith Effort Activities 4, 6, 7, 8, 9, and 10. Good Faith Effort Spreadsheets longer than 1 page are acceptable.

Good Faith Effort Activity #	Subcontract or Name	Email Address	Telephone Number	Scope of Work	Contact Person	Classification (MBE/WBE)	QUOTE RECEIVED	Type of Contact, Date, Comments	Other Comments or Explanations	Exhibit
4, 8, 9, 10	Painting Contractors, Inc.	painters@paint.com	111-222-3333	Painting	Mr. Painter	<input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Emailed ITB on 3-15-19 Emailed meeting information 3-19-19 Called on 3/20/19 at 2:30 p.m.; left message Emailed reminder about bid 4/1/19 Received bid 4-4-19	***If bid/quote received, but not utilized, provide explanation as to why on Attachment 3.***	1
4, 8, 9, 10	Landscaping 4U	yards@landscaping4u.com	123-345-6789	Landscaping/Sod	Susie Sunflower	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Emailed ITB on 3-15-19 Emailed meeting information 3-19-19 Called on 3/20/19 at 2:30 p.m.; left message Emailed reminder about bid 4/1/19 Called on 4/3/19; not interested at this time No bid received 4-4-20	During phone call on 4/3/19 vendor indicated that they were busy and could not work on this project during the timeframe.	2
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			



Good Faith Effort Activity #	Subcontract or Name	Email Address	Telephone Number	Scope of Work	Contact Person	Classification (MBE/WBE)	QUOTE RECEIVED	Type of Contact, Date, Comments	Other Comments or Explanations	Exhibit
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			

ACCEPTABLE GOOD FAITH EFFORT DOCUMENTATION

1. Attendance at a pre-bid or pre-proposal meeting.
 - Verified by MWSBE Division based on the signature of firm representative on the meeting sign in sheet.
2. Copies of written correspondence sent to the MWSBE Division no later than fifteen (15) business days before the solicitation response deadline seeking help in identifying firms available to meet the project specific goals.
 - Respondent should include documentation of correspondence with the MWSBE Division as **Attachment 1** to the Good Faith Effort Form. Any of the following documents are acceptable documentation.
 - i. Physical mail with postmark sent to the correct MWSBE Division address.
 - ii. Electronic mail sent to the correct MWSBE Division address.
3. Copies of advertisements placed by the Respondent in the local newspaper and minority publications in the Market Area announcing the project and seeking MBE or WBE participation.
 - Respondent should include documentation of advertisement as **Attachment 2** to the Good Faith Effort Form. Any of the following documents are acceptable documentation.
 - i. Email from publication confirming purchase of the advertisement, including the date of publication.
 - ii. Advertisement as printed in the publication, including the date of publication.
 - iii. Notarized Proof of Publication.
4. Copies of written correspondence sent to a certified MBE or WBE firm. The correspondence should include: 1) the specific work the contractor intends to subcontract; 2) that interest in participation by the MWBE firm on the contract is being solicited; and 3) how to obtain information for the review and inspection of contract plans and specifications.
 - Respondent should provide documentation of correspondence with MBE or WBE firms in **Attachment 3** to the Good Faith Effort Form.
5. Documentation that the respondent selected economically feasible portions of work to be performed by MBE and/or WBE firms, including, where appropriate, breaking down contracts or combining elements of work into economically feasible units. (The ability of the Respondent to perform the work with its own work force will not in itself excuse a contractor from making positive efforts to meet contract goals).
 - Respondent should include documentation of selecting economically feasible portions of the work as **Attachment 4** to the Good Faith Effort Form. Any of the following documents are acceptable documentation.
 - i. Cost estimates, including a selection of portions of the work to be performed by MBE and/or WBE firms.
 - ii. Analysis generated by a project or cost estimator.
6. Documentation that the respondent negotiated in good faith with interested MBE and/or WBE firms and did not reject any interested MBE and/or WBE firms without sound business reasons. Price alone does not constitute a sound business reason unless the respondent can demonstrate that no reasonable price can be obtained from an MBE and/or WBE firm.
 - Respondent should provide documentation of good faith negotiation with MBE or WBE firms in **Attachment 3** to this Form.
7. Documentation that the respondent reviewed all quotations received from MBE and/or WBE firms, and for those quotations not accepted, an explanation of why the MBE and/or WBE will not be used during the course of the contract. (Receipt of a lower quotation from a non-MWBE firm will not in itself excuse a contractor's failure to meet contract goals).
 - Respondent should provide documentation that it reviewed all quotations received from MBE and/or WBE firms in **Attachment 3** to the Good Faith Effort Form.
8. Documentation detailing respondent's effort to contact MBE and/or WBE firms who provide the services needed for the solicitation and indicating that the respondent provided ample time for potential MBE and/or WBE firms to respond, including a chart outlining the methods of contact and schedule or time frame in which respondent conducted its good faith effort.
 - Respondent should provide documentation of effort to contact MBE and/or WBE firms with ample time to respond in **Attachment 3** to the Good Faith Effort Form.
9. Documentation that the respondent offered to provide interested MBE and/or WBE firms with assistance in reviewing the solicitation plans and specifications at no charge to the MBE and/or WBE firms.
 - Respondent should provide documentation that it offered to provide MBE and/or WBE firms with assistance in reviewing the solicitation at no charge in **Attachment 3** to the Good Faith Effort Form.
10. Documentation of follow-up telephone calls with potential MBE and/or WBE firms encouraging their participation.
 - Respondent should provide documentation of follow up calls with potential MBE and/or WBE firms in **Attachment 3** to the Good Faith Effort Form.

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) (Section 274a(e) of the Immigration and Nationality Act ("INA")).

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: OmniCon

Signature: R. Rippee Title: VP

STATE OF Florida
COUNTY OF Leon

Sworn to and subscribed before me this 27 day of April, 2023.

Personally known _____
NOTARY PUBLIC

OR Produced identification _____
Notary Public - State of Florida

Driver License
(Type of identification)
My commission expires: July 21, 2026



Jordan Holloman
Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the

following: (Check one and sign in the space provided.)

This firm complies fully with the above requirements.

This firm does not have a drug free work place program at this time.

Rachel Rippee

Bidder's Signature

Vice President

Title

4/27/2023

Date

CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name:	
Street Address:	
City, State, Zip:	
Taxpayer ID Number:	
Telephone:	Fax:
Trade Style Name:	

TYPE OF BUSINESS ORGANIZATION (check one)

	Sole Proprietorship		Limited Liability Company
	General Partnership		Joint Venture
	Limited Partnership		Trust
	Corporation		Other (specify)
	Sub-chapter S Corporation		

State of Incorporation: _____ Date Established: _____

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder will be duly bound:

Name	Title	Telephone	E-Mail

FLORIDA CONSTRUCTION INDUSTRIES LICENSING BOARD

Please provide the following information for all licenses required by Florida Statutes of the Prime Contractor for the performance of the work in this project.

Primary Licensee:	
License Type:	
License Number:	Expiration Date:
Qualified Business License (certificate of authority) number:	
Alternate Licensee:	
License Type:	
License Number:	Expiration Date:

Bidder may use additional sheets to provide information for all applicable licenses and shall provide copies of each license as a part of the bid submittal.

LIST COMPANIES FROM WHOM YOU OBTAIN SURETY

BONDS Surety Company 1

Company Name	
Contact's Name	
Telephone	
Fax	
Address	

Surety Company 2

Company Name	
Contact's Name	
Telephone	
Fax	
Address	



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

RIPPEE, DAVID EARLE JR

OMNICON CORP.
6075 MILLER LANDING CV
TALLAHASSEE FL 32312

LICENSE NUMBER: CGC1524402

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with Leon County Government, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.

2. The undersigned is authorized to make this Affidavit on behalf of,

OmniCon

(Name of Corporation, Partnership, Individual, etc.)

a Corporation, formed under the laws of Florida
(Type of Business) (State or Province)

of which he/she is Owner / VP
(Sole Owner, partner, president, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.

4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

R. Rippee

AFFIANT'S NAME

Rachel Rippee

VP

AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this 27 Day of April, 2023.

Personally Known _____ Or Produced Identification

Type of Identification

Driver License

NOTARY PUBLIC

(Print, Type or Stamp Commissioned Name of Notary Public)

Jordan Holloman

My Commission Expires: July 21, 2026



Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) - General Liability & Automobile Liability

Primary and not contributing coverage- General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability, Automobile Liability, Workers- Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Worker's Compensation & Employer's Liability.

Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place Coverage will be placed, without exception

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name _____
Typed or Printed

Signature Rachel Rippee _____

Date _____

Title _____
(Company Risk Manager or Manager with Risk Authority)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, And OTHER
RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Rachel Rippee

Signature

Title

Contractor/Firm

Address

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification.

Failure to provide the information requested will result in denial of certification as a local business.

Business Name: OmniCon	
Current Local Address: 6075 Miller Landing Cv Tallahassee, FL 32312	Phone: 850-765-9510 Fax: 850-254-9809
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address: Same as above	Phone: Fax:

R. Rippee
Signature of Authorized Representative

4/27/23
Date

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me this 27 day of April, 2023
By Rachel Rippee of OmniCon
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a Florida Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
or has produced Driver License as identification.

Jordan Holloman
Signature of Notary

Jordan Holloman
Print, Type or Stamp Name of Notary

Notary
Title or Rank

Serial Number, If Any



Employment Eligibility Verification

1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "'Edit Company Profile' screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request.
3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
 - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
 - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

Rachel Rippee

Signature

Date

Instructions for Completing this Form

This form substitutes for the IRS W-9 form. Complete this form if you will receive payment from the Board of County Commissioners Leon County for goods and services. To comply with the Internal Revenue Service (IRS) regulations regarding 1099 reporting, the Board of County Commissioners Leon County is required to collect the following information to be completed on the Substitute W-9 form. The information collected on this form will allow the Board of County Commissioners Leon County to confirm that our records contain the official name of your business, the Tax Identification Number (TIN) that the IRS has on file for your business and business type.

Check the appropriate box(s) that this form is to be utilized and fill in the corresponding section(s) indicated next to the box(s) checked.

PART I: VENDOR INFORMATION

1. **Legal Business Name** Enter the legal name as registered with the IRS or Social Security Administration.
2. **DBA/Trade Name** Individuals leave blank. Sole Proprietorships: Enter DBA (doing business as) name. All Others: Complete only if business name is different than Legal Name.
3. **Entity Type** Check ONE box which describes business entity.
4. **1099 Reporting** Check the appropriate box that applies to the type of services being provided to the Board of County Commissioners Leon County. If the type of service is not specifically stated, then leave blank.

PART II: TAXPAYER IDENTIFICATION NUMBER (TIN) & TAXPAYER IDENTIFICATION TYPE

1. **Taxpayer Identification Number** Enter TIN with no dashes in the boxes provided
 - a. **TIN** is always a 9-digit number. Provide the Social Security Number (SSN) assigned by the Social Security Administration (SSA) or the Federal Employer Identification Number (FEIN) assigned to the business or other entity by the Internal Revenue Service (IRS).
2. **TIN Identification Type** Mark the appropriate box for the TIN provided above.

PART III: ADDRESS

1. **Address** Where correspondence, payment(s), purchase order(s) or 1099s should be sent.
2. **Remittance Address** If different than Address
3. **Zip Code and Phone Number** The 5 + 4 code will be required to be entered for all zip codes. If the last 4 digits are unknown, then 4 zeros (0) can be entered. Do not enter the "-" as part of the zip code. When entering the phone number, only enter the 10 digit number. Do not enter the "(" or "-" as part of the phone number.

PART IV: CERTIFICATION

By signing this document you are certifying that all information provided is accurate and complete. The person signing this document should be the partner in the partnership, an officer of the corporation, the individual or sole proprietor noted under legal name above, or the government official for which the vendor account is established.

Identifying information is required of the person signing the form.

PART V: DIRECT DEPOSIT (ACH) We request that you elect to receive payments from the Board of County Commissioners Leon County through Automated Clearing House (ACH) direct deposit. Please provide a copy of a voided check or letter from financial institution with the banking information. Without one of the two items, ACH information WILL NOT be entered and you will need to resend the requested documents. Select the type of account being provided.

I Acknowledge Print name and sign to acknowledge the IAT warning and to authorize the Board of County Commissioners Leon County to initiate direct deposit of funds to your financial institution provided.

Privacy Act Notice Section 6109 of the Internal Revenue Code requires you to furnish your correct TIN to persons who must file information returns with the Internal Revenue Service.

**LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-2023-032**

**Bid Title: Leon County Courthouse Window Repairs Phase I
 Opening Date: Thursday, April 27, 2023, at 2:00 PM**

Vendor	OmniCon Corp	Mills and McKinnon Contractors, Inc.		
Response Sheet with Manual Signature	✓	✓		
Affidavit Immigration	✓	✓		
Equal Opportunity and Affirmative Action	✓	✓		
Identical Tie Bids	✓	✓		
Contractor's Business Information/Applicable Licenses/Registrations	✓	✓		
Non-Collusion Affidavit	✓	✓		
Insurance Certification	✓	✓		
Certification/Debarment	✓	✓		
Local Vendor Certification	✓	✓		
E-Verify	✓	✓		
MWSBE Forms	✓	✓		
Bid Bond	✓	✓		
Contractor's License	✓	✓		
Total Bid Price	495,801 ⁰⁰	547,070 ⁰⁰		

Tabulated By:







Inter-Office Memorandum

Date: May 15, 2023

To: Melanie Hooley, Purchasing Director
Financial Stewardship/ Purchasing Division

From: Darryl Jones, Deputy Director
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: Leon County Courthouse Window Repairs Phase 1 (BC-2023-032)

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of two bid respondents provided by the Purchasing Division to determine if the 10% MWBE Aggregate Aspirational Goal for Construction Subcontracting was achieved for the Leon County Courthouse Window Repairs Phase 1 project. Our review is conducted per the MWSBE Consolidated Policy, Leon County Purchasing Policy, and the bid requirements for this procurement as described in the MWSBE Overview (Section V, Sub A) in the solicitation.

Of the two bid responses provided to our office by County Purchasing, and therefore considered by the MWSBE Division (as detailed in the following analysis section and tables), one of the respondents is deemed responsive to the MWSBE section of the bid response. Being determined responsive means that this firm has provided a bid that conforms in all material aspects to the **Invitation To Bid** and/or the **Requests For Proposal**, per County Purchasing Policy (Policy#96-1). This includes sufficient good-faith documentation.

OmniCon – exceeded the MWBE Aggregate Aspirational Goal set at 10% in the Invitation to Bid for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and OmniCon is deemed responsive to the MWBE section of the bid.

Mills and McKinnon Contractors, Inc.– did not meet the MWBE Aggregate Aspirational Goal for Construction Subcontracting. In addition, the respondent did not submit Good Faith Effort documentation, and the firm is deemed non-responsive to the MWBE section of the bid.

Analysis for the submitted MWBE Participation Plans for each bid respondent is presented as follows, and in order from the lowest total bid amount to the highest (beginning on the next page of the memo):

OmniCon –met the MWBE Aggregate Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort Form is not required. According to their bid response documentation, OmniCon will self-perform the work to meet the MWBE aggregate goal assigned to the project.

Total Bid Amount		\$495,801			
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
OmniCon	Non-Minority Female	Tallahassee-Leon County OEV	GC	\$105,691	21%
Marlin Coatings	Non-Minority	N/A	Windows	N/A	N/A
Total MBE Utilization Percentage					0%
Total WBE Utilization Percentage					21%
Total MWBE Utilization Percentage					21%
Total MWBE Dollars					\$105,691
Satisfied Good Faith Effort					N/A

Mills and McKinnon Contractors, Inc.– did not meet the MWBE Aggregate Aspirational Goal for Construction Subcontracting; or submit Good Faith Effort. In addition, Mills and McKinnon Contractors, Inc. did not list any firms for MWBE participation. Mills and McKinnon Contractors, Inc. is deemed non-responsive to the MWBE section of the bid.

Total Bid Amount		\$547,070			
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
N/A	N/A	N/A	N/A	N/A	N/A

Total MBE Utilization Percentage	0%
Total WBE Utilization Percentage	0%
Total MWBE Utilization Percentage	0%
Total MWBE Dollars	0
Satisfied Good Faith Effort	No

**Leon County
Board of County Commissioners**

Notes for Agenda Item #16

Leon County Board of County Commissioners

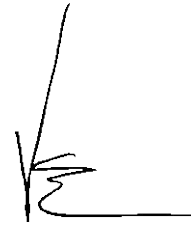
Agenda Item #16

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: May 2023 Quarterly Economic Dashboard Report



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, PLACE (Planning, Land Management & Community Enhancement)
Lead Staff/ Project Team:	Keith Bowers, Director, Office of Economic Vitality (OEV) Dan Lucas, Business Intelligence Manager, OEV

Statement of Issue:

This item seeks Board acceptance of the May 2023 Quarterly Economic Dashboard Report, which analytically quantifies the economic health and growth of Leon County every quarter to evaluate local economic vitality.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the May 2023 Quarterly Economic Dashboard Report (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of the May 2023 Quarterly Economic Dashboard Report, which analyzes the economic health and growth of Leon County every quarter to quantify local economic vitality.

Since February 2017, the Tallahassee-Leon County Office of Economic Vitality (OEV) has produced the *Quarterly Economic Dashboard* to give a consistent recurring snapshot of the local economy and to demonstrate the ongoing efforts to support economic vitality and provide a return on investment. The Dashboard is designed to appeal to local decision-makers and business leaders outside Leon County who may be considering company expansion or relocation. In addition to the *Quarterly Economic Dashboard*, in 2019, OEV began producing a monthly data release, *Data Driver*, which has City and County employment, unemployment, and other statistics. OEV also produces [Annual Economic Review](#), a one-year and five-year retrospective of the same indicators featured in the *Quarterly Economic Dashboard*. In 2020, the International City/County Management Association recognized the *Quarterly Economic Dashboard* with a Certificate of Achievement in Performance Management.

Analysis:

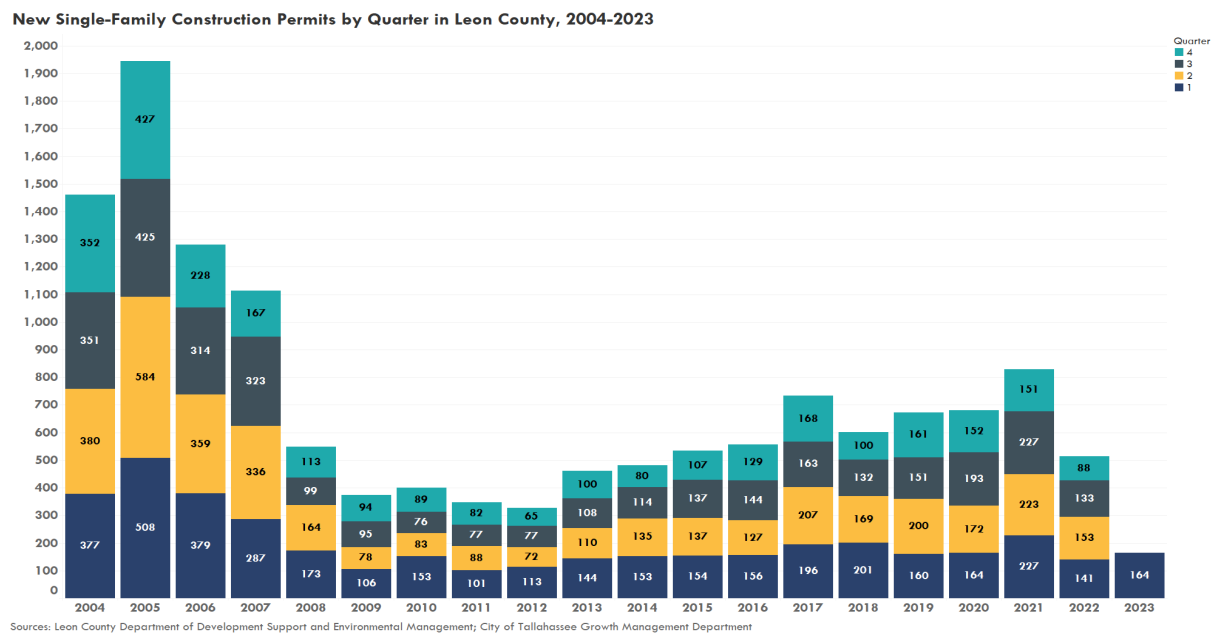
OEV staff monitors key economic metrics and tracks current economic trends and conditions important to the local economy. [The Data Center](http://www.OEVforBusiness.org/data-center) [www.OEVforBusiness.org/data-center] is the community's most comprehensive database of over 80 economic indicators, updated continuously to ensure visitors can retrieve the most accurate data. [The Dashboard](#) supplements the Data Center as a snapshot of the local economy by focusing on the 13 key and most commonly requested economic indicators in a consistent format that is easy to read and follow.

The most recent Dashboard has data from the first quarter (Q1, January-March) of 2023 (or the latest information available) for the 13 indicators (see Attachment #1). The Dashboard metrics include:

- **Employment** levels for Q1 2023 were up 3.3% year-over-year to 197,878 in the Metropolitan Statistical Area (MSA); Gadsden, Jefferson, Leon and Wakulla Counties.
- The 3-month average **Unemployment Rate** in the MSA was 2.7% as of Q1 2023, down from 3.4% in Q1 2022.
- Q1 2023 **New Single-Family Construction Permits** were up 86% from Q4 2022. In the context of the past decade, however, Q1 2023 was 3% lower than the ten-year Q1 average of 170 new single-family construction permits from 2013-2022 in the County and City.
- The **Median Single-Family Home Sales Price** rose 12.5% (from \$280,000 to \$315,000) in the MSA from Q4 2021 to Q4 2022. However, the Q4 2022 median single-family home sales price was down -1.3% from Q3 2022, the first quarter-to-quarter decrease since the pandemic (Q4 2020 to Q1 2021).
- The **Average Weekly Wage** rose 5.7% year-over-year to \$1,067 in the MSA.

- The **Industrial Vacancy Rate** was 1.7% as of Q1 2023, up from 1.2% in Q1 of 2022.
- Average monthly MSA **Labor Force** was up 2.5% from Q1 2022.
- **Taxable Sales** in the MSA totaled \$1.63 billion in Q4 of 2022, up 3.5% from Q4 of 2021.

The graphic below shows single-family construction permits in Leon County (the City of Tallahassee and Unincorporated Leon County) with a three-month total (metric cited in *QED*) for 77 consecutive quarters going back to 2004. New single-family construction permits in Q1 2023 totaled 164, comparable to first-quarter totals during 2014-2016 (ranging from 153 to 156 permits), and 2019-2020 (160 and 164 permits).

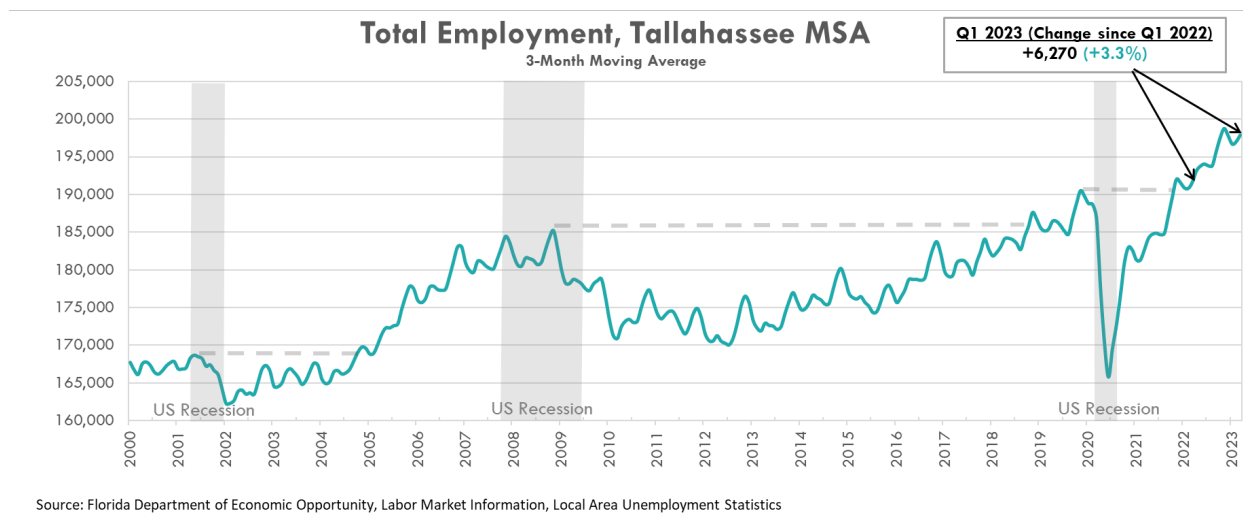


Mortgage foreclosures in Leon County totaled 52 in Q1 2023, down from 60 in Q1 2022. Foreclosures in Q1 2023 were 65% lower than the 2013-2022 Q1 average of 149. In the two years leading up to the 2020 suspension of foreclosures by executive order due to the pandemic, there had been an average of 32 foreclosures per month. Since the expiration of the executive order, there have been an average of 16 foreclosures per month.

Industrial Vacancy was 1.7% in Q1 2023, up from 1.6% in Q4 2022, and has been under 2% every quarter since Q4 2020, and under 3% every quarter since Q2 2018. The total existing industrial property inventory in the Tallahassee metro area has been steady at around 14.5 million square feet since Q1 2020. The fixed supply and elevated demand for industrial space in the past two years have reduced the amount of available industrial space. Through the update to the Land Use and Mobility Elements of the Comprehensive Plan already underway, consideration will be given to the amount of land designated for industrial uses and how the location of uses integrates with the overall transportation system.

The average weekly wage four-quarter moving average has increased every quarter but one since 2014, comparing the same quarter of the prior year. Year-over-year, average weekly wages increased by about 5.7%. The quarterly average labor force size in Q1 2023 was about 5.2% larger than the pre-pandemic average in Q1 2020. The labor force refers to the number actually working and the unemployed who are seeking work. MSA taxable sales in Q4 2022 were up 3.2% from the prior quarter and were 19% higher than the Q4 average during 2017-2021. Taxable sales increased in 34 of the past 40 quarters, comparing sales in the same quarter of the previous year.

Eleven consecutive quarters of employment growth since Q3 of 2020 have surpassed quarterly year-over-year employment losses that occurred at the start of the pandemic in Q1 and Q2 of 2020 by over 8,100. The graphic below shows the employment for the Tallahassee MSA with a three-month moving average (employment metric cited in *QED*), with Q4 2022 year-over-year change shown with arrows:



Comparing pre-pandemic (Q4 2019) conditions to the latest data available on the Dashboard (Q1 2023), the unemployment rate remains 0.2 percentage points lower than pre-pandemic levels, and average employment remains 4.3% above pre-pandemic conditions in Q4 2019.

Staff monitors and analyzes these and other indicators to support the further implementation of the adopted Economic Development Strategic Plan, and to ensure that policymakers, business operators, and the public have the information they need to make informed business decisions.

Options:

1. Accept the May 2023 Quarterly Economic Dashboard Report (Attachment #1).
2. Do not accept the May 2023 Quarterly Economic Dashboard Report.
3. Board direction.

Recommendation:

Option #1














Attachment:

1. May 2023 Quarterly Economic Dashboard

May 2023
Edition

QED
QUARTERLY ECONOMIC DASHBOARD

OFFICE OF
ECONOMIC
VITALITY

Indicator* – Most Recent Quarter	Since Last Year	What Does This Mean?
 EMPLOYMENT 197,878 (1 st qtr. 2023)	+3.3% Up 6,270 from Q1 2022	Employment was up 120 from Q4 2022, an increase of 0.1%. Eleven consecutive quarters of employment gains since Q3 2020 have surpassed employment losses occurring in Q1 and Q2 2020 by over 8,100.
 UNEMPLOYMENT CLAIMS 516 (1 st qtr. 2023)	+17.3% 76 more than in Q1 2022	MSA Initial Claims for Unemployment Compensation in Q1 2023 were down by 10.3% from Q4 2022, and 79% less than the 10-year Q1 average of 2,494 during 2013-2022.
 NEW SINGLE-FAMILY CONSTRUCTION PERMITS 164 (1 st qtr. 2023)	+16.3% 23 more than in Q1 2022	Single-Family Construction Permits in Leon Co. were up 86% from a total of 88 permits in Q4 2022, and comparable (3% lower) to the 10-year Q1 average of 170 permits during 2013-2022.
 MEDIAN SINGLE-FAMILY HOME SALES PRICE \$315,000 (4 th qtr. 2022)	+12.5% Up \$35,000 from Q4 2021	Median Sales Price was down 1.3% from Q3 2022, has risen in 15 of the past 20 quarters in the MSA, and has been lower than the statewide median sales price since Q4 2013.
 TOURIST TAX RECEIPTS \$2.50 M (4 th qtr. 2022)	+14.1% Up \$309K from Q4 2021	MSA Tourist Development Tax Receipts increased 18.9% from Q3 2022 (receipts for Q4 were higher than Q3 in 18 of the past 19 years). Receipts were 56% higher than the 10-year Q4 average of \$1.6M during 2012-2021.
 TALLAHASSEE PASSENGERS 193,055 (1 st qtr. 2023)	+4.2% 7,729 more than in Q1 2022	TLH Passengers in Q1 2023 were down 8.7% from Q4 2022, but 15% higher than the 10-year Q1 average of 168,003 during 2013-2022.
 UNEMPLOYMENT RATE 2.7% (1 st qtr. 2023)	-0.7 pts. Down from 3.4% in Q1 2022	The MSA 3-month average Unemployment Rate was up 0.1 point from 2.6% in Q4 2022. The 3-month average Unemployment Rate has been under 4% since Q4 2021.
 AVERAGE WEEKLY WAGE \$1,067 (3 rd qtr. 2022)	+5.7% \$58 more than in Q3 2021	MSA Average Weekly Wage 4-quarter moving average has increased in all but 1 quarter since 2014, comparing same quarter of the prior year.
 MORTGAGE FORECLOSURES 52 (1 st qtr. 2023)	-13.3% 8 fewer than in Q1 2022	Mortgage Foreclosures in Leon Co. were up by nine from a total of 43 in Q4 2022. Foreclosures in Q1 2023 were 65% lower than the 10-year Q1 average of 149 during 2013-2022.
 OFFICE VACANCY RATE 6.0% (1 st qtr. 2023)	-0.2 pts. Down from 6.2% in Q1 of 2022	Office Vacancy was up 0.1 point from 5.9% in Q4 2022, and has increased in seven of the 12 quarters since Q1 2020 when the vacancy rate was 5.5%.
 INDUSTRIAL VACANCY RATE 1.7% (1 st qtr. 2023)	+0.5 pts. Up from 1.2% in Q1 of 2022	Industrial Vacancy was up from 1.6% in Q4 2022, has been under 2% every quarter since Q4 2020, and under 3% every quarter since Q2 2018.
 LABOR FORCE 203,347 (1 st qtr. 2023)	+2.5% Up 4,976 from Q1 2022	MSA avg. monthly Labor Force was up 0.1% from Q4 2022. Labor force has grown 5.2% since Q1 2020 and has increased in 37 of the past 60 months.
 TAXABLE SALES \$1.63 B (4 th qtr. 2022)	+3.5% Up \$55.5M from Q4 2021	MSA Taxable Sales were up 3.2% from Q3 2022, were 19% higher than the Q4 average of \$1.37 B during 2017-2021, and have gone up in 34 of the past 40 quarters, comparing sales to the same quarter of the previous year.

Note: Q1 = January-March; Q2 = April-June; Q3 = July-September; Q4 = October-December.

Sources: Florida Department of Economic Opportunity, Labor Market Information, Local Area Unemployment Statistics (LAUS); Bureau of Labor Statistics, Quarterly Census of Employment and Wages (QCEW); Florida Department of Economic Opportunity, Reemployment Assistance Data; Florida Legislature's Office of Economic and Demographic Research; Florida Department of Revenue, Office of Tax Research; City of Tallahassee Growth Management Department and Leon County Department of Development Support & Environmental Management; Leon County Clerk of Courts; Tallahassee Board of Realtors; Tallahassee International Airport; CoStar Property.

***Leading:** May signal future changes; **Lagging:** May confirm patterns already in progress; **Coincident:** Occurs in real-time and clarifies condition of economy.

Put into Words...

- Eleven consecutive quarters of **Employment** gains since Q3 2020 have surpassed employment losses occurring in Q1 and Q2 2020 by over 8,100. Month-to-month employment levels have increased in 24 of the past 36 months.
- **Initial Claims for Unemployment Compensation** in Q1 2023 were down 10.3% from Q4 2022 and 79% less than the 10-year Q1 average of 2,494 during 2013-2022.
- **New Single-Family Construction Permits** in Leon County were up 86% from Q4 2022, and comparable to the 10-year Q1 average of 170 permits during 2013-2022. The City of Tallahassee accounted for 63% of Q1 2023 permits; unincorporated Leon County, 37%. Total permit value was \$30.6 million, down 11% from the 10-year (2013-2022) Q1 average of \$34.4 million, and down 23% from the 5-year (2018-2022) Q1 average of \$39.9 million.
- The Q4 2022 **Median Single-Family Home Sales Price** of \$315K for the Tallahassee metro area was down 1.3% from Q3 2022 and was 21% lower than the Q4 2022 statewide median sales price of \$400K. The year-over-year median price increase for the Tallahassee metro area was the same as the statewide median sales price increase—\$35K.
- **Tourist Development Tax Receipts** in Q4 2022 were up 18.9% from Q4 2021, 54% higher than in Q1 2020, and 56% higher than the 10-year Q4 average of \$1.6M during 2012-2021.
- The volume of **TLH Passengers** increased 4.2% in Q1 2023 compared to Q1 2022, and was 15% higher than the 10-year Q1 average of 168,003 during 2013-2022.
- The 3-month average **Unemployment Rate** has been in year-over-year decline eight consecutive quarters since Q2 2021. The monthly unemployment rate has been under 5% since March 2021, under 4% since September 2021, and under 3% since September 2022.
- The Tallahassee metro area **Average Weekly Wage** in Q3 2022 was 88% of the State's average weekly wage of \$1,220.
- Leon County **Mortgage Foreclosures** were up by nine from Q4 2022. Foreclosures in Q1 2023 were 65% lower than the 10-year Q1 average of 149 during 2013-2022.
- The **Office Vacancy Rate** was up 0.1 point from 5.9% in Q4 2022, increased in seven of the 12 quarters since Q1 2020 when the vacancy rate was 5.5%, and has been over 5% since Q4 2019. The **Industrial Vacancy Rate** has been under 3% every quarter since Q2 2018, and under 2% every quarter since Q4 2020.
- The Tallahassee metro area average monthly **Labor Force** in Q1 2023 was up 2.5% year-over-year from Q1 2022. The labor force has increased in 37 of the past 60 months. Quarterly labor force gains made since Q1 2020 have expanded the Q1 2023 labor force 5.2% higher than its pre-pandemic Q1 2020 size.
- **Taxable Sales** in Q4 2022 were up 3.2% from Q3 2022 and were 19% higher than the Q4 average of \$1.37 B during 2017-2021.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #17

Leon County Board of County Commissioners

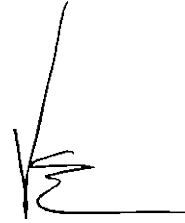
Agenda Item #17

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Renaming of the Northeast Branch Library in Honor of Former Leon County Commissioner Bruce J. Host



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Miranda Hernandez, Management Analyst

Statement of Issue:

This item seeks the Board's consideration of the renaming of the Northeast Branch Library in Honor of former Leon County Commissioner Bruce J. Host.

Fiscal Impact:

This item has a fiscal impact. The cost of updating the signage at the facility is estimated at \$7,000. Should the Board approve this renaming, funding is available in the existing Facilities budget.

Staff Recommendation:

Option #3: Board direction.

Report and Discussion

Background:

At the May 9, 2023 meeting the Board directed staff to provide an agenda item to consider renaming the Northeast Library Branch to honor former Commissioner Bruce J. Host.

Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility" (Attachment #1), specifies that naming proposals for a person or persons may be considered provided that such persons are not serving in public office or a Leon County employee at the time of naming. Additionally, per the Policy, a naming proposal must be accompanied by background data, a resume, or a fact sheet citing reasons for the nomination (Attachment #2). Proposed names for County-owned facilities, buildings, structures, geographical areas, or other property, except for park furnishings and trees at a County-owned park and recreation facility paid for through private donations as provided in the Policy, must be approved by the Board of County Commissioners for official designation at a regular Commission meeting. This item serves as the proposal for the Board's consideration of renaming the Northeast Branch Library in Honor of Bruce J. Host.

Originally a storefront located within a strip mall, the Northeast Branch Library opened its doors in August of 1994 in the Northhampton Shopping Center. In June of 2000, Leon County opened the new permanent Northeast Branch Library located on Thomasville Road.

On November 19, 1998, the County approved renovating the McCord House, a two story-home which existed on the property that the County acquired to build the Northeast branch library, to create the Bruce J. Host Center in recognition of Commissioner Host's advocacy and support for the Leon County public library system. However, because of the deteriorating condition of The McCord House and the need for additional parking at the Northeast Branch Library, at the October 12, 2003 meeting the Board approved demolishing the McCord House and proceeded with constructing additional parking for the library.

However, since the building was to be demolished and there would not be a Bruce J. Host Center, instead, at the same October 12, 2003 meeting, the Board also approved dedicating the Northeast Branch library to former Commission Host. A bronze plaque was affixed to the exterior of the building entrance commemorating this dedication. In addition, there is a framed photograph and several additional plaques displayed on the interior of the building also recognizing this dedication.

This agenda item seeks Board direction to formerly rename the Northeast Branch Library to the "Commissioner Bruce J. Host Northeast Branch Library." The renaming would entail changing the signage at the library and changing references to the library on the County website, printed materials, etc.

Analysis:

As mentioned earlier, Policy No. 97-3 provides guidance the Board should take into consideration when evaluating renaming proposals, including the following:

Local Significance: Community service directly benefitting Leon County for a period of greater than 25 years or 5 terms in office for a former elected official. The Commission may determine a shorter period of community service is acceptable based upon the significance of the contribution to Leon County.

Public achievements should primarily be in a particular field of endeavor that has a direct and significant relationship to the facility to be named.

State/National Significance: Significant, historic contributions to the State of Florida or United States.

Fallen Service Members and First Responders: Leon County service members and first responders killed in the line of duty.

Material or Financial Contributions: A person or persons who have made a significant material or financial contribution to the County to assist in acquiring or developing the land, facility, or to some specific, identifiable part of the facility.

Consistent with the policy, the following provides a summary of Commissioner Host's background in support of the renaming.

Bruce J. Host, a retired U.S. Air Force Colonel, former Leon County Commissioner, and current Florida State Director of the Selective Service System, had his beginnings in Ashland, Kentucky. After graduating high school in 1958, he enlisted in the U.S. Air Force. During his 22-year military career, Host served in various roles, including navigator, personnel officer, and diplomatic officer.

Host earned his bachelor's degree from the University of Omaha, his master's degree from George Washington University, and graduated from several military schools as part of his training as an Air Force officer. In 1981, he retired from the Air Force with the rank of Colonel and relocated to Tallahassee.

Before his political career, Host engaged in several community activities. He sat on the Board of the Killearn Estates Homeowners Association, the Civic Center Board, and the Innovation Park Board. He was a member of the Visitor and Tourist Bureau. Additionally, he helped to revitalize the Springtime Tallahassee festival.

In 1992, Host ran for the District 4 seat, with a platform focused on job growth, fiscal responsibility, property rights, and economic development. Host's successful election led to his serving two terms as a County Commissioner until 2000, during which time he advocated for several initiatives. These included the widening of Thomasville Road, the establishment of a full-

Proposed Renaming of the Northeast Branch Library in Honor of Former Leon County
Commissioner Bruce J. Host

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service fire station in the northeast, the preservation of the old Bradfordville School, the enhancement of the Gaines Street Corridor, and the construction of a new permanent Northeast Branch Library.

Additionally, he founded the Florida Veterans' Hall of Fame in 2011, which aims to broaden public awareness of the character-building aspect of military service by highlighting the transference of selfless service from the military to the civilian world.

Host's dedication to public service continues to benefit the local community and beyond through his work as the Florida State Director of the Selective Service System. Host was appointed to the position January 13, 2021, and has made it his focus to enhance registration, board membership, and readiness programs within the Agency.

This item seeks the Board's direction to rename the Northeast Branch Library in honor of Bruce J. Host. The cost of updating the signage at the facility is estimated at \$7,000. Should the Board approve this renaming, funding is available in the existing Facilities budget.

Options:

1. Approve the renaming of the Northeast Branch Library in Honor of former Leon County Commissioner Bruce J. Host.
2. Do not approve the renaming of the Northeast Branch Library in Honor of former Leon County Commissioner Bruce J. Host.
3. Board direction.

Recommendation:

Option #3 - Board direction.

Attachments:

1. Policy No. 97-3 "Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility"
2. Mr. Bruce J. Host vita

Board of County Commissioners Leon County, Florida

Policy No. 97- 3

Title: Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

Date Adopted: May 28, 2019

Effective Date: May 28, 2019

Reference: N/A

Policy Superseded: Policy No. 97-3, "Naming of County Owned Facilities, Structures, Buildings, Geographical Areas or Other Property" adopted April 8, 1997; Policy No. 97-3 "Naming of County Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility" revised May 28, 2013

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 97-3, revised on May 28, 2013 is hereby further amended and a revised policy is hereby adopted in its place, to wit:

I. Procedure for Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property

The proposed names for County-owned facilities, buildings, structures, geographical areas or other property, with the exception of Park Furnishings and Trees at a County-owned park and recreation facility paid for through private donations as described herein, must be approved by the Board of County Commissioners for official designation at a regular commission meeting. Such proposed name shall be in writing and shall be accompanied by background data, a resume or fact sheet citing reasons for the nomination with respect to the criteria stated in this policy.

Areas, sections or rooms within County-owned facilities, structures, buildings, geographical areas or other property may be named differently from each other and that of the overall tract (i.e. a sports field may be named differently from the park it is located in). Proliferation of the same name for multiple locations should be avoided.

Facilities leased by Leon County may only be named if allowed for by the terms of the lease agreement. The procedure for doing so shall be the same as for naming County-owned property.

Policy No. 97-3

Naming of County-owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility

The renaming of facilities, buildings, structures, streets, geographical areas or other property that have been in existence for 30 years or more should not be considered unless there are unusual or compelling reasons, and/or a recognized public health, safety, and welfare need for the change.

II. Naming Criteria/Guidelines

To ensure that the names of County-owned facilities, buildings, structures, geographical areas or other property reflect the history, traditions, and values of Leon County, the Commission has established the following criteria.

A. Naming proposals for a person or persons may be considered provided that they are not serving in public office or a Leon County employee at the time of naming. In determining the appropriateness of naming proposals in honor of a person or persons, the Commission should take into consideration the following criteria:

1. Local Significance: Community service directly benefiting Leon County for a period of greater than 25 years or five (5) terms in office for a former elected official. The Commission may determine a shorter period of community service is acceptable based upon the significance of the contribution to Leon County.

Public achievements should primarily be in a particular field of endeavor that has a direct and significant relationship to the facility to be named.

2. State/National Significance: Significant, historic contributions to the State of Florida or United States.
3. Fallen Service Members and First Responders: Leon County service members and first responders killed in the line of duty.
4. Material or Financial Contributions: A person or persons who have made a significant material or financial contribution to the County to assist in acquiring or developing the land, the facility, or to some specific, identifiable part of the facility.

B. In determining the appropriateness of naming proposals that are not in honor of a person or persons, the Commission should take into consideration the following criteria:

1. Defining geographical features of an area;
2. Natural characteristics, including the plant and animal life that is characteristic of the Leon County region or environment; and
3. Cultural or historical events of significance to the County or surrounding neighborhood.

III. Alternative Memorial Markers

When the Commission finds that it would be inappropriate to name a County area, structure, or facility in its entirety in honor of an individual, it may place a plaque or other memorial marker at an appropriate location within the area or property whereby the names of individuals may be placed in recognition of their contributions to the County.

IV. Criteria for Naming and Renaming Streets

The procedures and criteria for naming and renaming streets are as outlined in the Uniform Street Naming and Property Numbering System Ordinance, Article XI of the Land Development Code (Article XI). In Accordance with Article XI, any changes in the names of streets must be approved by the Board of County Commissioners. When evaluating street naming proposals honoring a person or persons, the Commission should take into consideration the criteria outlined in this policy in addition to the criteria provided in Article XI.

To mitigate inconvenience to property owners and confusion that may negatively impact emergency response (E-9-1-1) location, Commissioners or citizens seeking to rename a street in honor of a person or persons are encouraged to consider an Honorary Street Designation as an alternative. The procedure for obtaining an Honorary Street Designation shall be the same as that outlined in this policy.

V. Park Furnishings and Park Amenities

Individual persons and not-for-profit organizations that meet the qualification criteria identified herein (“Donors”) can honor or memorialize individual persons or not-for-profit organizations that meet the criteria identified herein (“Honoree”) through the sponsorship of approved park benches and other amenities (“Park Furnishings”) and Trees (collectively, “Park Furnishings and Trees”) for County’s installation at an approved County-owned park and recreational facility, as follows:

- A. The Parks and Recreation Division will provide and maintain a list and description of approved Park Furnishings and Trees available for sponsorship and approved recognition elements that will accompany the sponsored Park Furnishings and Trees (“Plaques”). General aesthetic and safety standards, anticipated maintenance requirements, architectural and natural elements applicable to a specific park or recreational facility, as well as other standards that the County deems appropriate, will be considered in the development of the list of approved Park Furnishings and Trees. Plaques will only include prescribed, allowed language from which the Donor will select at the time the Donor completes the Sponsorship Form, and the Donor’s and Honoree’s names.
- B. The County has the right to alter the make and model of Park Furnishings and Plaques that are on the list of approved Park Furnishings and Trees, and to limit the installation of specific Park Furnishings and Trees to certain County-owned parks and recreational facilities.

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- C. Sponsorships are limited to only those items on the list of approved Park Furnishings and Trees. Plaques are recognition elements that accompany sponsored Park Furnishings and Trees, and Plaques may not be separately sponsored.
- D. The Parks and Recreation Division will provide a Sponsorship Form that will include the cost for sponsoring the Park Furnishings and Trees that are available for sponsorship (“Sponsorship Cost”) and the County-owned park and recreational facilities from which the Donor may select for installation of the sponsored Park Furnishings and Trees.
- E. Sponsorship Cost will be established with the intent that the Donor pay the full cost of the Park Furnishings and Trees that the Donor is sponsoring, plus the cost the accompanying Plaque, and may include a discretionary administrative fee for coordination and installation.
- F. The list of approved Park Furnishings and Trees and Sponsorship Form will be made available to the public online at the County’s website and at the County’s Parks and Recreation Division.
- G. To qualify as a Donor, the Donor must be:
 - 1. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
 - 2. A not-for-profit organization with a lawful address within Leon County, Florida; or
 - 3. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state, and/or national level.
- H. To qualify as an Honoree, the Honoree must be:
 - 1. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
 - 2. A not-for-profit organization with a lawful address within Leon County, Florida; or
 - 3. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state and/or national level; or
 - 4. A person who served with honor in the armed forces of the United States of America.
- I. All sponsorships must be made by a qualified Donor in recognition of a qualified Honoree as described herein. A Sponsorship Form prepared by or on the behalf of someone who does not meet the criteria to be a Donor will be denied, and a Sponsorship Form completed to request recognition of someone who does not meet the criteria to be an Honoree would be denied.
- J. Unless otherwise agreed to by the County, the Honoree must agree in writing to the sponsorship, or if the Honoree is deceased, a family member of the Honoree must agree in

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writing to the sponsorship. As used in this section, “family” is limited to the Honoree’s son, daughter, parent, grandparent, sister, and brother.

- K. The Donor must complete and submit the Sponsorship Form, along with a check made payable to Leon County in the amount of the full Sponsorship Cost, to the County as directed on the Sponsorship Form. In completing the Sponsorship Form, the Donor will: select the Park Furnishings and Trees they are sponsoring; provide requisite information for the completion of the Plaque from the prescribed, allowed language selection; select the County-owned park or recreational facility where the sponsored Park Furnishings and Trees and accompanying Plaque will be installed by the County; identify the Donor’s address and contact information; identify the Honoree’s address and contact information if the Honoree is alive, or the Honoree’s family member’s address and contact information if the Honoree is deceased; stipulate the criteria by which the Donor and Honoree qualify; and provide written agreement from the Honoree, or if the Honoree is deceased, from a member of the Honoree’s family, as described hereinabove.
- L. The County will purchase, install, and be the sole owner of all sponsored Park Furnishings and Trees and Plaques.
- M. The County may delay planting of Trees until the County deems that the weather is appropriate to best assure the Tree’s survival.
- N. The Plaque will be affixed to, or installed in close proximity to, the sponsored Park Furnishings or Trees. Placement of Plaques will vary depending upon the Park Furnishings or Trees selected and location. The County will send a photo of the installed Park Furnishings and Trees and Plaque to the Donor, at the physical address or e-mail address the Donor provided on the Sponsorship Form.
- O. The County is not responsible for replacing Trees that have become diseased, or for replacing Park Furnishings, Trees, or Plaques that have been damaged, stolen, or removed for reasons deemed by the County to be in the public interest.
- P. Park Furnishings, Trees, and Plaques may be removed, at the discretion of the County, at the end of their safe, useful life.
- Q. The County may relocate Park Furnishings, Trees, and Plaques.

The Parks and Recreation Division will notify the Donor of the County’s receipt of the Sponsorship Form and whether their sponsorship request has been approved or denied.

Revised May 28, 2019

Bruce J. Host

EDUCATION:

- Class of 1953 Eagle Scout
- High School Ashland High School Ashland, KY 1958
- University of Nebraska at Omaha (Bootstrap) Omaha, NE Class of 1964, Degree: Bachelor of General Education, Major: Military Science
- George Washington University Washington, DC, Class of 1972, Degree: Master of Science Major: International Affairs

MILITARY SCHOOLS:

- Air Force Squadron Officer's School 1962
- Industrial College of the Armed Forces 1971
- Naval Command and Staff College 1972
- National War College 1978
- Foreign Language Institute 1979

MILITARY AWARDS:

- Distinguished Flying Cross
- Meritorious Service Medal, W/OLC
- Air Medal (6 Awards)
- Joint Service Commendation Medal
- Numerous Viet Nam Awards, including 5 service medals and Gallantry Cross Numerous Air Force Service Awards

CIVILIAN AWARDS:

- 1990- "Top Gun" (Godby High School ROTC)
- 1992- "Republican of the Year" (Big Bend Republican Party)
- 1995- "Significant Contributor toward reducing Juvenile Crime" (Leon County Justice Council)
- 1995- "Excellence as Chairman" (Tallahassee Chamber of Commerce) as related to years spent as Chairman of the City/County Consolidation Commission
- 1996- "Distinguished Leadership" (Tallahassee Retired Officers' Association) 1999- "Golden Gloves" (Miccosukee Community) as related to his advocacy for and contributions to their causes
- 2000- "Lending Kids a Helping Hand" (Tallahassee 25 Organization)
- 2000- "Best Leon County Politician" (Tallahassee Magazine) first year ever awarded
- 2004- North East Branch Library named in honor of Bruce Host

OTHER ACCOMPLISHMENTS:

- 2021- Appointed The Director of the Selective Service on the behalf of President Biden with concurrence of the Florida Governor DeSantis to be the Florida Director of Selective Service
- Founder of the Florida Veterans' Hall of Fame and the Founder

**Leon County
Board of County Commissioners**

Notes for Agenda Item #18

Leon County Board of County Commissioners

Agenda Item #18

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Tallahassee Housing Authority Funding Request for the Third Phase of the Orange Avenue Apartments Redevelopment



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

Statement of Issue:

This item presents a funding request from the Tallahassee Housing Authority to assist in its effort to secure tax credit funding through the Florida Housing Finance Corporation. The Tallahassee Housing Authority, is requesting Leon County, the City of Tallahassee, and the Tallahassee Community Redevelopment Agency to provide \$1 million each for a total of \$3 million to address a funding gap for the third phase of the Orange Avenue Apartments redevelopment project prior to applying for tax credit funding.

Fiscal Impact:

This item has a fiscal impact in the amount of \$1 million. Funds are available from the Federal Emergency Rental Assistance (ERA) 2 program account. To date, the County and City have each contributed \$4.27 million to the Orange Avenue Apartments Redevelopment project for a total of \$8.53 million. On June 13, 2023, the Tallahassee Community Redevelopment Agency will consider \$1 million in additional funding for the project (comprised of County and City tax revenue). The City will also consider \$1 million in additional funding on June 14, 2023. If the Board were to approve similar additional funding, the County contribution would increase to \$5.765 million and result in a total local investment (County and City revenue) of \$11.53 million.

Staff Recommendation:

Option #1: Authorize the County Administrator to allocate up to \$1 million of Emergency Rental Assistance 2 funding to support the funding request from the Tallahassee Housing Authority for the third phase of redevelopment of the Orange Avenue Apartments, execute a letter of commitment for such funding to Columbia Residential or its applicable affiliated entity as a forgivable loan, and execute customary documents to effectuate the closing thereof, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item presents a funding request from the Tallahassee Housing Authority (THA) to assist in its effort to secure tax credit funding through the Florida Housing Finance Corporation (FHFC). THA is requesting Leon County, the City of Tallahassee, and the Tallahassee Community Redevelopment Agency to provide an additional \$1 million each for a total of \$3 million to address a funding gap for the third phase of the Orange Avenue Apartments redevelopment project prior to applying for tax credit funding.

To date for phases 1 and 2, the County and City have each contributed \$4.265 million for a total local commitment of \$8.53 million. The additional requested funding will support the third phase of the project. The third phase is expected to build 90 new units for low-income senior County residents (at least 62 years old) at a cost of \$28.7 million. THA intends to apply for tax credit funding through the FHFC in the maximum available amount, secure additional loans, and defer developer fees (consistent with the percentage of deferred developers fees around the state); as a result, a funding gap of \$3.0 million remains for the third phase. FHFC, which provides federal tax credit funding to affordable rental housing projects statewide, requires projects to submit a balanced budget that identifies funding sources for all costs. On May 30, 2023, the THA Executive Director, Brenda Williams submitted a funding request to the County, City, and CRA to assist with this funding gap for the third phase (Attachment #1).

Leon County's significant level of support to the Orange Avenue project is a direct result of the unprecedented level of recent federal funding received by the County from ARPA and ERA over the past several years. The approach of providing direct support for affordable rental projects is not uncommon for local governments, however, without federal funding the amount of support would be greatly reduced. Government investment in these types of projects enables developers to leverage significant public and private financing and ensures projects are completed. The total project cost for all three phases is \$110 million and will build a total of 380 units. Should the Board, City, and CRA provide additional funding for the third phase as requested by THA, the direct contribution of County revenue would be \$5.765 million and result in a total local investment (County and City revenue) of \$11.53 million.

As detailed in the Analysis, the highest affordable housing need in Tallahassee-Leon County is affordable rental units for very low-income households that earn less than 50% of the area median income in Leon County. To address this need, the County collaborates and coordinates with local partners such as the City and THA to increase and preserve the stock of affordable housing through policy development, program implementation, and strategic investments. Over the past two years, the County has provided \$4.3 million in direct funding to increase the number of affordable housing rental units and authorized approximately \$148 million in bond financing for the development and redevelopment of affordable multifamily housing projects. More than 1,000 affordable rental units will be developed over the next 12-18 months due to actions and investments by the County.

Title: Tallahassee Housing Authority Funding Request for the Third Phase of the Orange Avenue Apartments Redevelopment

June 13, 2023

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One such significant project which reflects the County's commitment and investment is the redevelopment of the Orange Avenue Apartments. The redevelopment of the property will increase the number of affordable rental units on the current property more than 100% (from 200 units to 400-410 units) over four phases. This will be the largest affordable housing redevelopment project in Tallahassee-Leon County to date and as a result has been identified by the Board and City Commission as a top priority during several joint workshops on affordable housing.

Before redevelopment began, the Orange Avenue Apartments was a 29-acre public housing complex comprised of 200 housing units built between 1971 and 1972. The property is owned by THA, which is a quasi-governmental agency established by the City and recognized by Florida Statutes and the U.S. Department of Housing and Urban Development (HUD) to provide affordable housing to low-income residents through public housing developments as well as the HUD Housing Choice Voucher program (Section 8). HUD housing choice vouchers pay rent for eligible low-income individuals and families. In December 2016, THA partnered with Columbia Residential (Columbia) to develop a Master Plan for the redevelopment of the Orange Avenue Apartments. The Master Plan proposed redeveloping the Orange Avenue Apartments to a mixed income, multifamily housing development over four phases: Magnolia Family I (Phase I) to build 130 units; Magnolia Family II (Phase II) to build 160 units; Magnolia Senior (Phase III) to build 90 new units, and a fourth phase that has not been budgeted or designed. The third phase was initially intended to build 110-120 units; however, due to construction costs and high interest THA and the Columbia plan to build 90 units.

Like other large-scale affordable multifamily housing developments, significant sources of funding for the redevelopment of the Orange Avenue Apartments are low-income housing tax credits (tax credits), bonds and the State Apartment Incentive Loan (SAIL) loan program administered and/or operated by the Florida Housing Finance Corporation (FHFC). The FHFC was created by the Florida Legislature to finance statewide programs that increase and maintain the inventory of affordable housing.

To increase and preserve the stock of affordable housing through collaboration and coordination with local partners, the County has been a significant financial supporter and direct funding contributor to the redevelopment of the Orange Avenue Apartments in partnership with the City and the Housing Finance Authority of Leon County (HFA). For the first phase, the Board authorized the HFA to issue \$18 million in bonds for construction. The HFA, as established by the County, serves to alleviate the shortage of affordable housing countywide, primarily through capital investment and bond financing of multifamily housing developments such as the Orange Avenue Apartments.

In addition to bond financing through the HFA, the County and City have been equal direct financial contributors to the redevelopment of Orange Avenue Apartments for the first and second phases. The first and second phases are currently under construction and will build a total of 290 units. The total project cost for the first and second phases is approximately \$80 million. As reflected in Table #1, to date, the County and City have provided an equal amount of financial support to the project at \$4.27 million each for a total investment of \$8.53 million for the first and

second phases. This support has included County and City tax revenue approved by the CRA Board since the project is located within the Frenchtown/Southside CRA.

Table 1. Direct Local Investment for Orange Avenue Apartments Phase I & Phase II

County	Funding	City	Funding
CRA Contribution	\$2,262,500	CRA Contribution	\$2,262,500
Previous Direct Investment	\$2,002,853	Previous Direct Investment	\$2,002,853
Total	\$4,265,353	Total	\$4,265,353

On May 30, 2023, the THA Executive Director, Brenda Williams submitted a funding request to the County, City, and CRA to address the funding gap for the third phase. The funding request totals \$3 million prior to applying for tax credit funding. As mentioned previously, the third phase was initially intended to build 110-120 units; however, due to construction costs and high interest rates, THA and the Columbia plan to build 90 units that will be exclusive to senior residents (62 years old and up). The third phase will increase the total number of affordable units to 390 on the Orange Avenue Apartment site, a nearly 100% increase over the previous number of affordable units. THA intends to apply for tax credit funding through the FHFC in the maximum amount of \$18.1 million, secure a loan for \$6 million, and defer 50% of its developer fee (consistent with the percentage of deferred developers fees around the state) in the amount of \$1.6 million; as a result, a funding gap of \$3 million would remain for the third phase.

On June 13, 2023, the CRA will consider \$1 million in additional funding to the project (comprised of County and City tax revenue). The City will also consider \$1 million in additional funding on June 14, 2023. Should the Board choose to support the THA’s funding request, it is recommended that an additional \$1 million in County funding be provided in available Emergency Rental Assistance funding under the American Rescue Plan Act of 2021 (ERA 2) to ensure continued, equal local investment among the County and the City for this project. As discussed further in the item, in July 2022, the U.S. Department of the Treasury released revised guidance which allows for the utilization of ERA 2 funding for the construction of affordable rental housing projects.

Analysis:

According to the Shimberg Center for Housing Studies at the University of Florida (Shimberg), the highest affordable housing need in Leon County is affordable rental units for very-low-income households earning 50% or less of the area median income (AMI) (\$36,350 for a household of four). HUD states the maximum amount of income a household should expend on housing costs is 30%, which includes rent/mortgage, HOA fees, and utilities. According to Shimberg, in Leon County, most very-low-income households, those earning less than 50% of the AMI (more than 18,000 households), pay more than 50% of their income on housing costs.

As previously presented and discussed in numerous Board workshops and meetings, the County, City, and other local partners are addressing the need for affordable rental units for very-low-income households by increasing and preserving the stock of affordable housing. To accomplish this, the County collaborates and coordinates with local partners such as the City and THA to

increase and preserve the stock of affordable housing through policy development, program implementation, and strategic investments.

The redevelopment of Orange Avenue Apartments will assist in addressing the community's highest affordable housing need. The Orange Avenue project is expected to increase the number of affordable housing on the site by more than 100% from 200 units to approximately 400-410 units once all phases are completed. Approximately 90% of the rental units will be set aside for households that earn below 60% of the AMI in Leon County. The overall project would represent the largest affordable housing project in the community to date.

The following sections of the analysis provide information on the recent local investments made for the first and second phases and provides information on the third and fourth phases. As mentioned earlier, the fourth phase has not been budgeted or designed. Additionally, an analysis of THA's request for the third phase is provided. The analysis culminates with a funding recommendation, should the Board choose to support the THA's request for additional County funding for the third phase of the Orange Avenue Apartments.

Current Direct Local Investment Orange Avenue Apartments

As previously stated, to date, the County and City have provided equals amount of direct funding for the first and second phases of the Orange Avenue Apartments redevelopment. County investment has included a combination of funding provided through the CRA over the past three years, as well as recent ARPA funding for a total of \$4.27 million in County funding. Likewise, the City has provided funding through the CRA as well as funding from ARPA and its Housing Trust Fund. In total, the County and City have invested \$8.53 million in the Orange Avenue Apartments Redevelopment project.

According to the FHFC, it is not uncommon for local governments to provide direct funding to multifamily housing projects. Such action assists with financing to ensure additional affordable rental units are constructed and assists developers to leverage tax-exempt financing. The redevelopment of Orange Avenue Apartments is the first multifamily housing development to receive direct financial contributions from the County and City. It is also the largest affordable housing project development (projected 400-410 units) in Leon County to date. The direct funding provided by the County and City has allowed the Orange Avenue Apartments to secure more than \$20 million in tax credit award funding through FHFC for the first and second phases.

On November 22, 2022, the Board considered and approved \$1 million in additional funding for the second phase of the Orange Avenue project. At that time, the Board was informed that THA planned to request financial assistance in 2023 for any funding gap for the third phase of the project. The fourth and final phase of the project is anticipated to be built on the THA property adjacent to the Orange Avenue Apartments. THA and Columbia expect to seek tax credit funding for the fourth phase in two-three years. The final phase of the project has not yet been budgeted or designed and will include units with four-, five- and six-bedroom units.

Title: Tallahassee Housing Authority Funding Request for the Third Phase of the Orange Avenue Apartments Redevelopment

June 13, 2023

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Request for Additional Funding for Orange Ave. Apts. Redevelopment Project

The third phase (Magnolia Senior) is expected to build 90 new units with two and three-bedrooms. The cost of construction is \$28.7 million. All units in this phase of the project will be dedicated to seniors (62 years old and up) with a household income no greater than 60% of AMI. THA and Columbia intend to apply for 9% tax credit funding through the FHFC for the third phase of the Orange Avenue Apartments project in Fall 2023. The 9% tax credit award is highly competitive and typically funds approximately 70% of the total cost of a rental housing development. In 2021, the second phase of the Orange Avenue Apartments was awarded the 9% tax credit.

According to the THA, like the first and second phases, the third phase has experienced significant increases in construction costs and higher interest rates which has resulted in the funding gap. To address the shortfall, on May 30, 2023, the THA Executive Director, Brenda Williams submitted a funding request in the amount of \$1 million each to the County, City, and CRA to assist with the funding gap for a total of \$3 million.

Following the submittal of THA’s funding request for phase three, County, City, and CRA staff, in coordination with the THA, requested the HFA evaluate and confirm the funding gap. The HFA and Seltzer Management Group (the credit underwriters for the project) performed a similar evaluation of the funding gap for the first and second phases of the project. THA submitted documentation to the HFA Financial Advisor and Seltzer Management Group to evaluate the financials for the third phase of the project. Seltzer provided correspondence which confirmed a funding gap of approximately \$3 million (Attachment #2).

Recommendation for Additional Investment in the Orange Ave. Apts. Redevelopment Project

Should the Board choose to support THA’s request, it is recommended that the additional County funding of \$1 million in American Rescue Plan Act of 2021 (ERA 2) be provided to ensure an equal local investment among the County and the City (including CRA funding with County and City revenue). As shown in Table #2, the additional funding would increase the County’s contribution, which includes the CRA contribution, to approximately \$5.76 million (equal to the City). The total local investment (County and City) in the Orange Avenue Redevelopment Project would increase to approximately \$11.53 million.

Table 2. Proposed Local Funding for Orange Ave. Apartments with Additional Investment

County	Funding	City	Funding
CRA Contribution	\$2,262,500	CRA Contribution	\$2,262,500
Previous Direct Investment	\$2,002,853	Previous Direct Investment	\$2,002,853
<i>Additional CRA County Revenue*</i>	<i>\$500,000</i>	<i>Additional CRA City Revenue*</i>	<i>\$500,000</i>
<i>Proposed Additional Investment</i>	<i>\$1,000,000</i>	<i>Proposed Additional Investment</i>	<i>\$1,000,000</i>
Total	\$5,765,353	Total	\$5,765,353

*CRA will consider a total of \$1 million in additional County and City Tax revenue on June 13th

An extensive evaluation which included evaluating restrictions on federal and state funding and reviewing expense projections anticipated to deliver current programs and services was conducted

to identify County funding that could be utilized to provide additional funding to support phase three of the redevelopment project. As a result of the evaluation, it is recommended that the County utilize available ERA 2 funding for the additional investment in the Orange Avenue project. The County was allocated \$8.9 million for ERA 1 in January 2021 and \$10.8 million for ERA 2 in March 2021 to assist eligible County residents with rent, utilities, and internet costs. The Leon County ERA Program provided assistance to approximately 3,150 households by providing more than \$15 million. The County's ERA 1 funding has been exhausted and approximately \$1.4 million remains in the County's ERA 2 funding following the review and award of all eligible applicants.

During the May 25, 2021 Budget Workshop and the December 14, 2021 regular meeting, the Board was informed that an agenda item would be brought back with options for allocating the remainder of ERA 2 funding as it was anticipated that the U.S. Department of the Treasury (Treasury Department), which oversees the ERA Program, would release further guidance to provide flexibility on the utilization of ERA 2 funding for affordable housing purposes beyond rent, utilities, and internet services.

In July 2022, the U.S. Treasury Department released revised guidance that authorized, in relevant part, that a portion of ERA 2 funding that was unobligated by October 1, 2022, can be utilized for "the construction, rehabilitation, or preservation of affordable rental housing projects serving very-low-income families". As a result, the County's remaining ERA 2 funding could serve as the appropriate source to address the funding request from the THA for the third phase of the Orange Avenue Apartments Redevelopment project. As shared earlier, the fourth and final phase has not yet been budgeted or designed. The THA and Columbia expects to seek tax credit funding for the fourth phase in two to three years. Any funding request for the fourth phase would be evaluated and brought to the Board for consideration. However, it is important to note that the County's funding commitments to date for this project as approved by the Board has been supported by an unprecedented amount of federal funds which is not anticipated to be available in two-three years. The primary source of funding for the County Housing Program is the State Housing Initiative Partnership (SHIP) provided through FHFC. The County is expected to receive approximately \$1.1 million in SHIP funding annually over the next several years; however, in accordance with Florida Statutes, the County will dedicate up to 25% of SHIP funds annually to affordable rental projects similar to the Orange Avenue Redevelopment Projects (approximately \$275,000). This would be considerably less than the significant one-time federal funding that County has provided this project. As a result, the County's level of future support would be limited without additional federal funding.

The THA has reported that the FHFC requires that funding to address the financial gap be identified and formally committed by the end of June 2023 in preparation for the FHFC Board meeting in July 2023. The project will be awarded in fall 2023. According to the THA, once all funding is secured, closing on the third phase would occur in September 2024, and construction would begin in October 2024. Upon the Board's approval of the additional funding assistance, the County Administrator would execute the required commitment letter to be submitted to the FHFC. As explained above, the THA engaged Columbia Residential as the developer of the project, so it is further recommended that the funding be provided to Columbia Residential, or its applicable

Title: Tallahassee Housing Authority Funding Request for the Third Phase of the Orange Avenue Apartments Redevelopment

June 13, 2023

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affiliated entity, in the form of a forgivable loan and that the Board authorize the County Administrator to execute customary documents to effectuate the closing thereof.

It is important to note that the THA has indicated that if it is not awarded the 9% tax credit, that it will apply for the less competitive 4% tax credit which typically funds approximately 30% of the total cost of a rental housing development. The THA would seek to secure bond financing through the HFA for additional funding. However, the THA anticipates that a funding gap would remain that could not be addressed with bond financing due to limited debt service for the project. Therefore, the THA may request additional local funding support should the project not be awarded the 9% tax credit. Since the HFA would be providing bond financing, the HFA would provide financial assistance for any funding gap. An item would be brought to the Board in late 2023 or early 2024 should additional funding beyond the financial assistance from the HFA be required for the third phase.

Conclusion

Additional funding for the third phase of the redevelopment of Orange Avenue Apartments, as requested by the THA, will address the highest affordable housing need which is affordable rental units for very-low-income households in Leon County by creating additional affordable housing rental units. The overall project (four phases) would increase the number of affordable housing units on the property 100% from 200 units to 400-410 units. This project and request for funding align with the County's approach of collaborating and coordinating with local partners such as the City and THA on affordable housing through policy development, program implementation, and strategic investments. Due to the significant effort of the County and City to support affordable housing, there are several agenda items in the pipeline for Board consideration on additional affordable housing policies and projects. These agenda items will also serve to keep the Board apprised of the ongoing efforts to increase and preserve the stock of affordable housing in the community.

Construction has commenced for the first and second phases of the redevelopment of Orange Avenue Apartments which will build a total of 290 units. To date, the County has contributed \$4.27 million to the overall project (equivalent to the City's contribution) and authorized \$18 million in bond financing which was critical to the funding of the first phase of the project. The direct funding provided by the County and City has allowed the Orange Avenue Apartments to secure more than \$80 million in tax credits, bonds, and private financing for the first and second phases. The additional funding request will assist THA in its effort to secure additional tax credit for the third phase Orange Avenue redevelopment project for seniors (62 years old and up) and ultimately construct 90 affordable rental units for total of 380 units for all three phases.

To address the funding request by the THA for the third phase of the project, it is recommended that the Board approve \$1 million in available ERA 2 funding to match anticipated additional investments by the City and CRA. Approval by the Board would ensure that the County and City continues to be equal financial partners on the project and increase the total local investment (County and City) to \$11.53 million for the redevelopment of the Orange Avenue Apartments. According to the THA, the FHFC requires that funding for the financial gap be identified and formally committed by the end of June 2023 in preparation for the FHFC Board meeting in July 2023. The project will be awarded in fall 2023. Upon the Board's approval of THA's request for

funding assistance to support phase three, the County Administrator would execute the required commitment letter to the FHFC.

Options:

1. Authorize the County Administrator to allocate up to \$1 million of Emergency Rental Assistance 2 funding to support the funding request from the Tallahassee Housing Authority for the third phase of redevelopment of the Orange Avenue Apartments, execute a letter of commitment for such funding to Columbia Residential or its applicable affiliated entity as a forgivable loan, and execute customary documents to effectuate the closing thereof, subject to legal review by the County Attorney.
2. Do not approve the funding request of the Tallahassee Housing Authority for third phase of the redevelopment of the Orange Avenue Apartments.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. May 30, 2023 Tallahassee Housing Authority letter of request for funding
2. Seltzer Management Group, Inc. email correspondence



Kendall Jones Courtney Atkins Cassandra Brown Dr. Henry Lewis III Rev. Julius McAllister Antoine Wright Brenda Williams
Chairman Vice Chairman Commissioner Commissioner Commissioner Commissioner Executive Director

May 30, 2023

Mr. Reese Goad, City Manager
City of Tallahassee
300 S. Adams Street
Tallahassee, FL 32301

Mr. Vincent S. Long, County Administrator
Leon County
301 S. Monroe Street
Tallahassee, Florida 32301

Mr. K. Stephen Cox, II, Executive Director
City of Tallahassee
Community Redevelopment Agency
435 N. Macomb Street
Tallahassee, FL 32301

Dear Sirs:

The Tallahassee Housing Authority (THA) along with our development partner Columbia Residential is requesting a \$3,000,000 funding commitment for Phase III of the redevelopment of Orange Avenue Apartments. We are request a \$1 million commitment of funds from the City, County and Community Redevelopment Agency (CRA). Phase III will be a senior only (62+ years) development with 90 units of affordable rental apartments with a total cost of \$28,715,047.

We will be submitting an application for tax credits to the Florida Housing Finance Corporation (FHFC) in their upcoming cycle this summer. As part of the application process, we will need commitment letters for funding of the development. Should our submission be ranked within the funding range we would not expect to be invited for credit underwriting until the beginning of 2024 with an anticipated closing possibly August or September of 2024.

We have had several meetings with your staff and have had an analysis of our financial gap reviewed. Based on our discussions, we have adjusted the financing based on some assumptions that help us to reduce our funding gap (see attached).

You are well aware of the increases not just in construction costs, labor, materials, insurance and loan interest rates. Consequently, the number of senior units in Phase 3 was reduced to 90 units. We have also done a significant amount of value engineering to rein in costs as well as deferring 40% of the developer fee. Should we receive a favorable lottery rank from Florida Housing Finance Corporation (FHFC), with full funding commitments; we would close sooner and hopefully not be impacted by any rise in costs. Please let me know if you need any additional information. Thank you again for your support.

Warmest Regards,

Brenda Williams
Executive Director

RE: Magnolia Senior - Gap Loan Analysis

Josh Scribner <josh@seltzermanagement.com>

Tue 5/30/2023 11:48 AM

To: Shington Lamy <LamyS@leoncountyfl.gov>

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Dear Lamy,

Per our conversations regarding the potential of providing gap financing for Magnolia Senior, to be used in conjunction with 9% HC funding, Seltzer Management has completed an analysis of the Applicant's budget(s). Sizing parameters (1.10x DSC and 50% deferred Developer Fee) were incorporated into the analysis, resulting in **Total Recommended Gap Funding: \$2,981,311**.

Additional details are located in the email string below. Feel free to contact me with any questions or concerns.

Thank you,
Josh

Joshua Scribner

Credit Underwriting Manager
Seltzer Management Group, Inc.
17633 Ashley Drive, Building A
Panama City Beach, FL 32413
Phone: 850-233-3616 ext 274
Fax: 850-233-1429

From: Shington Lamy <LamyS@leoncountyfl.gov>**Sent:** Friday, May 26, 2023 5:47 PM**To:** Josh Scribner <josh@seltzermanagement.com>**Cc:** Mark Hendrickson <Mark@thehendricksoncompany.com>; Jelani Marks <MarksJ@leoncountyfl.gov>**Subject:** Re: Magnolia Senior - Gap Loan Analysis

Thanks Josh. Do you know what the debt service coverage that's required by their lender?



Shington Lamy

Director
Office of Human Services and Community Partnerships
615 Paul Russell Road | Tallahassee, FL 32301
(850) 606-1900 /work | (850) 606-1901 /fax
LamyS@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.

From: Josh Scribner <josh@seltzermanagement.com>**Sent:** Friday, May 26, 2023 4:28 PM**To:** Shington Lamy <LamyS@leoncountyfl.gov>; BrendaWilliams@tallha.org (BrendaWilliams@tallha.org) <brendawilliams@tallha.org>; Thomas, Kimball <Kimball.Thomas@talgov.com>; Amison, Jean <Jean.Amison@talgov.com>; Jelani Marks <MarksJ@leoncountyfl.gov>; Thompson Tawana (TawanaThompson@tallha.org) <tawanathompson@tallha.org>; Anderson, Ramone <Ramone.Anderson@talgov.com>; Mark Hendrickson <Mark@thehendricksoncompany.com>; Cox, Stephen <Stephen.cox@talgov.com>**Subject:** Magnolia Senior - Gap Loan Analysis

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Good Afternoon,

Based on the Developer's attached budget and architect proposal, I've updated the Gap Analysis. Below are the key assumptions, which should allow someone to replicate the results. There are 4 scenarios/Gap Loan recommendations at the bottom. The 15-year pro formas (not attached) for each of the four scenarios reflect an increasing debt service coverage (DSC). During this week's call, Ray mentioned that he doesn't anticipate an increasing/improving DSC, but his attached pro forma also reflects increasing/improving DSC through Year-15; so it appears he agrees.

Development Budget

- Minor development budget decrease (\$65,000)
- **Seltzer utilized a total budget of \$29,963,447 (\$322,927/unit)**

Operating Income

- **Seltzer utilized \$1,173,768 for Gross Potential Income**

Operating Expenses

- Based on similar PBRA transactions, Seltzer used a 3% vacancy/collection loss
- Seltzer increased the operating expense estimates from the last two Magnolia Family transactions, to \$7,000/unit/year
- **Seltzer utilized \$622,169 for Total Expenses**

First Mortgage Loan

- **15-year Term / 40-year Amortization**
- 10-yr Treasury (3.83%) + spread (2.63%) + UW cushion (0.25%) = **Interest Rate of 6.71%**

Solve For – Gap Loan Scenarios

- 1.10x DSC and 50% deferred Developer Fee = Debt Service of \$468,383
 - **County Gap Loan \$2,981,311**
- 1.10x DSC and 100% deferred Developer Fee = Debt Service of \$482,999
 - **County Gap Loan \$856,314**
- 1.15x DSC and 50% deferred Developer Fee = Debt Service of \$462,048
 - **County Gap Loan \$3,272,069**
- 1.15x DSC and 100% deferred Developer Fee = Debt Service of \$462,048
 - **County Gap Loan \$1,147,069**

I hope this is helpful and you have a great weekend.

Best Regards,
Josh

Joshua Scribner

Credit Underwriting Manager
Seltzer Management Group, Inc.
17633 Ashley Drive, Building A
Panama City Beach, FL 32413
Phone: 850-233-3616 ext 274
Fax: 850-233-1429

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**Leon County
Board of County Commissioners**

Notes for Agenda Item #19

Leon County Board of County Commissioners

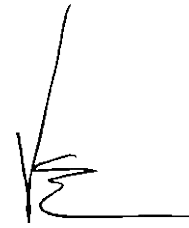
Agenda Item #19

June 14, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Virtual Citizen Comments During County Commission Meetings



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

Statement of Issue:

This item seeks the Board's consideration of returning to pre-pandemic meeting procedures for County Commission meetings.

Fiscal Impact:

This item has a fiscal impact. The proposed return to pre-pandemic procedures for County Commission meetings would provide an annual cost savings of approximately \$3,500.

Staff Recommendation:

Option #1: Return to pre-pandemic procedures for County Commission meetings.

Report and Discussion

Background:

This item seeks the Board's consideration of returning to pre-pandemic meeting procedures for County Commission meetings.

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 Center for Disease Control and Prevention (CDC) social distancing guidelines, the Board subsequently adopted temporary modifications to the procedures for County Commission meetings. The temporary modifications to the meeting procedures included conducting virtual meetings, as well as establishing a virtual option for public comment, and an online comment form to ensure public participation at County Commission meetings during the height of the emergency. Consistent with state law and previous Board direction, all temporary modifications to meeting procedures are no longer in place, with the exception of virtual citizen comments.

During the September 14, 2021 meeting, the Board considered whether to continue to allow virtual citizen comment during County Commission meetings in light of the resurgence of the COVID-19 virus related to the delta variant (Attachment #2). At that time, the CDC had designated all Florida counties as areas of substantial or high transmission of the delta variant of the COVID-19 virus. As a result, the Board directed staff to prepare an agenda item assessing a return to pre-pandemic meeting procedures once Leon County is no longer designated as an area of substantial or high transmission by the CDC.

Analysis:

At the time of the September 14, 2021 meeting, the CDC had designated all Florida counties as areas of substantial or high transmission of the delta variant of the COVID-19 virus. The CDC's designation of a county's level of transmission were based on two metrics measured weekly: (1) new COVID-19 cases per 100,000 population and (2) the COVID-19 positivity rate. As of March 2022, due to declining COVID-19 cases and percent positivity, the CDC designated Leon County as low risk for transmission of COVID-19. According to the CDC, protection and/or immunity against COVID-19 has been achieved across the nation due to vaccination, previous infection, or both. This immunity, combined with the availability of tests and treatments, has greatly reduced the risk of severe illness, hospitalization, and death from COVID-19 for many people.

Most recently, the federal Public Health Emergency (PHE) for COVID-19 expired on May 11, 2023. Following the expiration of the federal PHE, the CDC has since modified the data metrics to determine a community's level of transmission to solely be based upon COVID-19 hospital admission levels. Notwithstanding this, Leon County remains designated as low risk for transmission of COVID-19 by the CDC as of the writing of this agenda item.

As noted previously, the Board adopted temporary modifications to the procedures for County Commission meetings to ensure public participation at meetings during the height of the COVID-19 emergency. Since the rollout of the vaccination, in-person attendance and citizen comments at County meetings has increased while the average number of virtual comments per meeting has declined. As reflected in the table below, there has been a total of three (3) citizens that have registered to provide virtual comments at a regularly scheduled Commission meeting over the last six months; however, no citizens have made virtual comments at a Commission meeting during this period.

Table #1: Virtual Public Comments at Recent County Commission Meetings

Meeting Date	# Of Citizens Registered for Virtual Comment	# Of Virtual Comments at Meeting
November 22, 2022	1	0
December 13, 2022	0	0
January 24, 2023	1	0
February 21, 2023	1	0
March 21, 2023	0	0
May 9, 2023	0	0
Total:	3	0

Considerations Related to Administration of Virtual Public Comments

While there is declining use of the virtual option for citizen comments, the staffing resources and Zoom account subscription required to administer the technological aspects of this temporary meeting modification continues to have a fiscal impact to the County. Additionally, County staff continues to refine the process for facilitating public participation during meetings; however, there are still several challenges outside the County’s control that can disrupt or interrupt meetings. These include challenges related to poor internet or phone connectivity as well as citizens’ familiarity with the Zoom platform, which sometimes disrupt a citizen’s video and/or audio feed during the meeting. There are also timing issues related to queuing citizens to speak virtually, which cause delays during meetings. Additionally, in contrast with in-person County Commission meetings which involve a bailiff’s physical presence, the Chairman has no control over a participant’s setting or personal conduct when providing comments. Finally, although the County’s Office of Information & Technology has taken all available precautions to eliminate cybersecurity threats, there is always a possibility that the County may be targeted. In recent years, several government meetings have been disrupted by “Zoombombing,” an incident where a teleconferencing session is hijacked by the insertion of material that is inappropriate and typically resulting in the shutdown of the session.

Available Options for Citizen Input

Leon County residents have a wide variety of options available to them for providing comments to Commissioners and County staff. Currently, a citizen wishing to provide comments on a specific issue can email individual Commissioners or send an email to all Commissioners through the Leon County website. Citizens regularly provide input on Commissioners' individual social media accounts or through the County's accounts. Commissioners also receive regular feedback through their membership on various boards and committees such as the Big Bend Continuum of Care, Tourism Development Council, and Public Safety Coordinating Council. Additionally, each Commissioner has a full-time Aide to serve as a liaison between their County Commissioner and the public and assist with correspondence from citizens.

Likewise, citizens have several options for providing input to County staff. In addition to being accessible to the public by phone or email, the County provides many other opportunities for citizens to provide input to staff throughout the year. For example, the County currently engages over 300 citizens across 35 different citizen committees to provide input and recommendations on Leon County programs and policies. Additionally, as part of the Leon LEADS strategic framework, every other year the County conducts LEADS Listening Sessions, where work areas meet with customers to assess service delivery, quality, efficiency, relevance, and customer experience. The County also maintains the Citizens Connect web portal and mobile application, which allows citizens to report a problem, request a service, suggest an improvement, and speak with someone who can help them. The County complements all the ongoing efforts above by leveraging its more than 146,000 social media followers for real-time feedback, engagement, and input.

Next Steps

Should the Board vote to return to pre-pandemic procedures for County Commission meetings (Option #1), this change would go into effect at the next regular meeting of the Board scheduled on July 11, 2023. If the Board wishes to permanently allow for virtual citizen comments during Commission meetings and select committee meetings (Option #2), this item recommends adopting the revised Policy No. 01-05, "Rules of Procedure for Meetings of the Board of County Commissioners" included as Attachment #1. The updated Policy reflects the County's current procedures for accepting virtual comments during regular meetings.

Options:

1. Return to pre-pandemic procedures for County Commission meetings.
2. Adopt the revised Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners" (Attachment #1).
3. Board direction.

Recommendation:

Option #1

Title: Virtual Citizen Comments During County Commission Meetings

June 13, 2023

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Attachments:

1. Revised Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners
2. September 14, 2021 Agenda Item

Board of County Commissioners Leon County, Florida

Policy No. 01-05

Title: Rules of Procedure for Meetings of the Leon County Board of County Commissioners

Date Adopted: ~~January 24, 2023~~ June 13, 2023

Effective Date: ~~January 25, 2023~~ June 14, 2023

Reference: *Robert's Rules of Order Revised*

Policy Superseded: Policy No. 92-11, "Citizen Inquiry Processing" adopted September 8, 1992; Policy No. 01-05, "Rules of Procedure for Meetings of the Leon County Board of County Commissioners" adopted May 29, 2001; revised September 17, 2002; January 13, 2004; December 14, 2004; March 28, 2006; January 9, 2007; December 8, 2009; March 13, 2012; June 16, 2020; May 11, 2021; ~~March 8, 2022~~; January 24, 2023

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 01-05 "Rules of Procedure for Meetings of Leon County Board of County Commissioners" amended on ~~March 8, 2022~~ January 24, 2023, is hereby further amended, and a revised policy is hereby adopted in its place, to wit:

It is the policy of the Leon County Board of County Commissioners that these Rules of Procedure shall govern all meetings of the Board of County Commissioners. The members of the Board, County Administrator, County Attorney, staff, and the public shall adhere to these rules.

I. Rules of Parliamentary Procedure.

The Leon County Board of County Commissioners, otherwise known as the Board, shall determine its own procedures, rules, and order of business, so long as they do not conflict with any provision of law that applies to the Board. In promulgating the procedures, rules, and order of business, the Board shall follow simplified parliamentary procedures and be guided by *Robert's Rules of Order Revised*. No action taken by the Board shall be deemed void or invalid because of a failure to adhere to *Robert's Rules of Order Revised*.

II. Open to the Public.

A. Meetings Open to Public. All meetings of the Board shall be open to the public in accordance with the Florida Government in the Sunshine Law, Section 286.011, Florida Statutes (F.S.). Being open to the public may be accomplished through hybrid communications media technology ("CMT"). CMT, for purposes of this Policy, shall include, but is not limited to, electronic transmission of printed matter, audio, full-motion video, freeze-frame video, compressed video, and digital video which meets the intent of permitting attendance at public meetings.

Rules of Procedure for Meetings of the Board of County Commissioners
Policy No. 01-05

- B. Exempt Meetings. The exception to the opening meeting requirement shall be those meetings statutorily exempt, such as executive collective bargaining sessions, Section 447.605(1), F.S., meetings regarding risk management claims, Section 768.28(16)(c), F.S., and litigation meetings pursuant to Section 286.011(8), F.S. The Board shall comply with all statutory requirements for exempt meetings.
- C. Seating Capacity. Due to the need to comply with seating capacity requirements of the Fire Code, there may be occasions when entrance by the public to the Commission Chambers or other meeting rooms shall be limited. When the seating capacity in Commission Chambers or other meeting room has been met, the County shall endeavor to accommodate overflow seating elsewhere in the meeting vicinity.
- D. Accessibility. All Board meetings will be conducted in a publicly accessible building.
- E. Signs, Placards, Banners. For public safety purposes, no signs or placards mounted on sticks, posts, poles or similar structures shall be allowed in Commission Chambers or other meeting rooms. Other signs, placards and banners shall not disrupt meetings or interfere with others' visual rights.

III. Quorum.

- A. Quorum. A majority, meaning more than half, of the entire Board shall constitute a quorum.
- B. Remaining in Chambers. During a Board meeting, Commissioners should remain in the Commission Chambers or other meeting room at all times unless an emergency or illness occurs. Commissioners present in the meeting should not absent themselves for a particular item.
- C. Participation by Absent Commissioner. Upon the determination by a majority of the Commissioners present in the Commission Chambers or other meeting room and voting, that extraordinary circumstances exist to justify the absence of any Commissioner from said meeting, and assuming a quorum of the Board is otherwise present, the Board may allow the participation of the physically absent Commissioner. The decision of the Board shall take place prior to or at the beginning of the subject meeting and shall be based upon the facts and circumstances of each request. The physically absent Commissioner may not vote on any motion authorizing such participation. The physically absent Commissioner must take all steps necessary to provide an interactive communication between the meeting location and the location of the physically absent Commissioner, and at a minimum must provide interactive voice communication, but should also endeavor to provide interactive video communication whenever possible. In instances in which the physically absent Commissioner participates in the meeting, this Commissioner shall also be allowed to cast his/her vote, but only to the extent that the physically absent Commissioner's vote does not break a tie vote of those Commissioners present in Commission Chambers or other meeting room and voting.

- D. Conflict of Interest. Any Commissioner who announces a conflict of interest on a particular matter pursuant to Section 112.3143 or Section 286.012, F.S., and refrains from voting or otherwise participating in the proceedings related to that matter, shall be deemed present for the purpose of constituting a quorum.
- E. Loss of Quorum. In the event that quorum is lost after a meeting has commenced because a Commissioner leaves the Commission Chambers or other meeting room temporarily, or a Commissioner is required to depart a Board meeting prior to adjournment that causes a loss of quorum, no further official action may be taken until or unless a quorum is restored, other than adjournment.
- F. No Quorum. If the Board is unable to constitute a quorum within 30 minutes after the hour appointed for the meeting, the Chair, the Vice Chair, or in their absence, another Commissioner, in order of seniority, shall adjourn the meeting. The Clerk shall record in the minutes the names of the members present and their action at such meeting.

IV. Presiding Officer.

- A. Chair. The Presiding Officer is the Chair of the Board. The Chair presides at all meetings. The Chair's responsibilities shall include, but not be solely limited to:
 - 1. Open the meeting at the appointed time and call the meeting to order, having ascertained that a quorum is present.
 - 2. Announce the business to come before the Board, in accordance with the prescribed order of business.
 - 3. Recognize all Commissioners, the County Administrator, and the County Attorney, who seek the floor under correct procedure. All questions and comments are to be directed through the Chair and restated by him or her, and he or she declares all votes. The Chair shall repeat every motion and state every question coming before the Board and announce the decision of the Board on all matters coming before it.
 - 4. Preserve decorum and order, and in case of disturbance or disorderly conduct in the Commission Chambers or other meeting room, may cause the same to be cleared or cause any disruptive individual to be removed.
 - 5. Call to order any Commissioner who violates any of these rules and, when presiding, decide questions of order, subject to a majority vote on a motion to appeal.
 - 6. Expedite business in every way compatible with the rights of the Commissioners.

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7. The Presiding Officer is required to remain objective. For the Chair to make a motion, the gavel must be relinquished. The gavel shall be relinquished in the following order:
 - (a) to the Vice Chair;
 - (b) to other Commissioners based upon seniority.

The Presiding Officer who relinquishes the chair should not return to it until the pending main question has been disposed of, since he or she has shown himself or herself to be partisan about the particular item. The Presiding Officer may otherwise second a motion and engage in debate and shall not be deprived of any of the rights and privileges of a Commissioner by reason of being the Presiding Officer.

8. Declare the Board meeting adjourned when all agenda items have been introduced and disposed of by the Board, or at any time in the event of an emergency affecting the safety of those present.
- B. Vice Chair. In the absence of the Chair or in the event of the Chair's inability to serve by reason of illness or accident, the Vice Chair shall perform the duties and functions of the Chair until the Chair is available and able to resume the responsibilities of the Presiding Officer.

V. Order of Business.

- A. Official Agenda. There shall be an official agenda for every Board meeting, which shall determine the order of business conducted at the meeting. All proceedings and the order of business at all meetings shall be conducted in accordance with the official agenda.
- B. Agenda Form; Availability; Support Information. The agenda shall be prepared by the County Administrator in appropriate form approved by the Board. The County Administrator shall make available to the Commissioners a copy of the agenda before the meeting. All support information for agenda items shall be available no later than the morning of the business day before the meeting. If the support information is not available by the morning of the business day before the meeting, the agenda item shall be removed from the agenda and considered at a later meeting.
- C. Agenda Format for Regular Meeting. The agenda format for a regular Commission meeting shall be in substantially the form as set forth below:
 1. Call to Order, Invocation and Pledge of Allegiance
 2. Awards and Presentations
 3. Citizens to be Heard on Consent & Non-Agendaed Items (first)
 4. Consent
 - (a) Procurements
 - (b) Status Reports
 5. Consent Agenda Items Pulled for Discussion
 6. General Business

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7. Scheduled Public Hearings, 6:00 p.m.
 8. Citizens to be Heard on Non-Agendaed Items (second)
 9. County Attorney
 10. County Administrator
 11. Discussion Items by Commissioners
 12. Adjourn
- D. Invocation Procedures. The following procedures are not intended and shall not be implemented or construed in any way to affiliate the Board with, nor express the Board's preference for, any particular faith or religious denomination, and shall be utilized for the scheduling and offering of invocations at Board meetings.
1. The County Administrator, or designee, shall compile a list of religious congregations and assemblies in Leon County. The list shall be compiled from information reasonably available from a variety of sources, such as the Internet, and the local chamber of commerce. The list should be updated on an annual basis.
 2. Each Commissioner, on a rotational basis, shall offer the invocation or extend an invitation to a leader of a religious congregation or assembly on the list or otherwise choose a person to offer the invocation, making every reasonable effort to ensure that individuals from a variety of faiths and beliefs are scheduled.
 3. Should the individual scheduled to offer the invocation not be present at the meeting, the invocation may be offered pursuant to the Chair's invitation.
 4. The invocation should be limited to not more than 3 minutes.
 5. Invocations shall be nonsectarian and shall avoid advancing one faith or belief.
 6. Participation in the invocation by persons in attendance at meetings is voluntary.
- E. Citizens to be Heard on Consent & Non-Agendaed Items (first). On the portion of the agenda designated "Citizens to be Heard on Consent & Non-Agendaed Items" (3-minute limit; non-discussion by the Board), there shall be no debate and no action by the Board.
- F. Consent Agenda. All items in the portion of the agenda designated as "Consent" may be voted on with one motion. Consent items are considered to be routine in nature, are typically non-controversial and do not deviate from past Board direction or policy. However, any Commissioner, the County Administrator, or the County Attorney may withdraw an item from the consent agenda, provided that such request is made in writing 24 hours (excluding holidays) before the subject meeting, and it shall then be voted on individually.

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- G. General Business. General business items are items of a general nature that require Board direction or pertain to Board policy.
- H. Scheduled Public Hearings, 6:00 p.m. Prior to placing a matter on the agenda that requires a public hearing, the consent of the Board is required pursuant to Section V, Subsection L. (Placing Items on Agenda) of this policy. Public hearings shall be held as required to receive public comments on matters of special importance or as prescribed by law. For regular Board meetings, public hearings shall be heard at 6:00 p.m., or as soon thereafter as is possible. This time designation is intended to indicate that an item will not be addressed prior to the listed time. Individual speakers are encouraged to adhere to a three (3) minute time limit when speaking on issues scheduled for public hearing. The Chair has the discretion to either extend or reduce time limits, based on the number of speakers.
- I. Citizens to be Heard on Non-Agendaed Items (second). On the portion of the agenda designated near the end of the meeting as the “Citizens to be Heard on Non-Agendaed Items” (3-minute limit), there may be debate by the Board, but the Board shall take no policy action except to agenda the topic for a later date or by a unanimous vote of the Commissioners present and eligible to vote.
- J. Discussion Items by Commissioners. On the portion of the agenda designated as “Discussion Items by Commissioners,” no assignments shall be given to the County Administrator or County Attorney except by the affirmative vote of a majority of the Commissioners present and eligible to vote. The Board shall take no policy action without an agenda item unless the policy action is taken by a unanimous vote of the Commissioners present and eligible to vote. The remarks of each Commissioner during his or her “discussions items” time shall be limited to no more than three (3) minutes unless the Chair extends the time.
- K. Departure from Order of Business. Any departure from the order of business set forth in the official agenda shall be made only upon majority vote of the Commissioners present and eligible to vote.
- L. Placing Items on Agenda. With the consent of the majority Commissioners present and eligible to vote, matters may be placed on the agenda by any Commissioner. When a Commissioner wishes to place a matter on the agenda, the Commissioner shall raise the matter at a regular Board meeting and seek the Board’s consent for inclusion of the matter on the next available regular agenda. A Commissioner may not unilaterally add a matter to an agenda without the Board’s prior approval.

The Administrator and County Attorney may place an item on the agenda at any time for Board consideration.

Prior to placing a matter on the agenda that requires a public hearing, the consent of the Board is required, except as provided below. A request to schedule the public hearing shall be placed on the Consent Agenda for consideration by the Board. Upon the Board’s approval of the request to schedule a public hearing, the public

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hearing shall then be scheduled for inclusion on the next available regular agenda. In addition, the Commission may direct the scheduling of a matter that requires a public hearing by a majority vote.

This rule of procedure does not apply to the following matters:

1. Zoning and site and development plan approvals, which are placed on the agenda by staff pursuant to County Code and general law;
 2. Matters that are recurring and/or routine or that are determined by the County Administrator and County Attorney to be time-sensitive.
- M. Additions, Deletions, or Corrections to Agenda. Deletions or corrections to the agenda may be considered by the Board and adopted by the passage of a single motion. Non-agendaed matters shall be confined to items that are informational only.

“Add On” agenda items (items that missed the deadline for agenda preparation for the meeting) should be considered by the Board only in exigent circumstances, for issues that are time critical or cost sensitive to the County. For such matters, the Chair, County Administrator and County Attorney will be consulted in advance of the meeting to approve the “Add On” agenda item. If the “Add On” agenda item is approved, the Agenda Coordinator will modify and reprint the agenda table of contents for redistribution to all persons who received the initial agendas. Furthermore, the County’s web site will be updated to reflect the new agenda. For matters of extreme emergency, a special Board meeting may be called by the Chair upon adequate notice being provided under Section 286.011, F.S.

- N. Announcing Agenda Items. The Chair shall announce each item on the agenda. The County Administrator or County Attorney shall then present the item to the Board.

VI. Parliamentarian.

The County Attorney shall act as parliamentarian and shall advise and assist the Chair in matters of parliamentary law. In the absence of a Rule of Procedure as provided for by these Rules, the parliamentarian shall refer to *Robert’s Rules of Order Revised* for guidance on all rulings.

VII. Rules of Debate.

- A. Decorum.
1. Every Commissioner desiring to speak will address the Chair, and once recognized by the Chair, confine discussion to the question under debate, avoiding all personalities and indecorous language.
 2. Commissioners shall refrain from: attacking a Commissioner’s motives; speaking adversely on a prior motion not pending; speaking while the Chair

or other Commissioners are speaking; speaking against their own motions; and disturbing the Board.

3. A Commissioner once recognized cannot be interrupted when speaking unless the Commissioner is being called to order. The Commissioner is required to then cease speaking until the question of order is determined, without debate, by the Chair. If in order, said Commissioner shall be at liberty to proceed.
4. A Commissioner will be deemed to have yielded the floor when he or she has finished speaking. A Commissioner may claim the floor only when recognized by the Chair.

B. Motions.

1. A motion and a second to the motion are to precede any action on an agenda item unless there are speakers to be heard on the agenda item.
2. All motions shall be made and seconded before debate.
3. When a motion is presented and seconded, it is under consideration and no other motion shall be received thereafter, except: to adjourn, to lay on the table, to postpone, to substitute, or to amend until the question is decided. These motions shall have preference in the order in which they are listed.
4. Any Commissioner may move to close debate and call the question on the motion being considered which shall be nondebatable. A successful vote on the motion to close debate will end discussion of the item.
5. If the Chair wishes to put forth a motion, he or she shall relinquish the gavel to the Vice Chair until the main motion, on which he or she spoke, has been disposed. The Chair may second any main motion made by another Commissioner.
6. The following motions are not debatable: to adjourn; to lay on the table; to take from the table; to call the question.

C. Motions to Amend. An amendment to a motion must be germane, that is, the amendment must relate to the substance of the main motion. An amendment may not introduce an independent question, and an amendment may not serve as the equivalent of rejecting the original motion. A Commissioner may amend the main motion in either of the following two ways:

1. **By Consent of the Commissioners.** The Chair, or another Commissioner through the Chair, may ask for certain changes to be made to the main motion. If there are no objections from the maker of the motion, the motion shall stand as amended.
2. **Formal Amendment.** An amendment may be presented formally by moving to amend the motion in some way. If it is in the form of a formal motion to amend, a second shall be required and discussion shall follow on the amendment. If an amendment passes, the main motion shall be the motion as amended. If an amendment fails, the motion shall be the motion as it was before the amendment was presented.

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VIII. Voting.

- A. Voice Vote. Unless otherwise directed by the Chair, all votes shall be taken by voice.
- B. Tabulating the Vote. The Chair shall tabulate the votes and announce the results. Upon any roll call, there shall be no discussion by any Commissioner prior to voting, and each Commissioner shall vote “yes” or “no.”
- C. Voting. Every Commissioner who is in the Commission Chambers or other meeting room when the question is put must give his or her vote, unless the Commissioner has publicly stated that he or she is abstaining from voting due to a conflict of interest pursuant to Sections 112.3143 or 286.012, F.S. If any Commissioner declines to vote “yes” or “no” by voice, his or her silence shall be counted as an “yes” vote.
- D. Absent for Vote; Changing Vote. Any Commissioner momentarily absent for a vote on a particular item may record his or her vote, and any Commissioner may change his or her vote before the next item is called for consideration, or before a recess or adjournment is called, whichever occurs first, but not thereafter, except with the consent of all the Commissioners who voted on the item.
- E. Voting Conflict. No Commissioner shall vote on an item when the Commissioner has a voting conflict of interest as specified in Section 112.3143 or Section 286.011, F.S. A Commissioner abstaining from voting due to a conflict shall announce the conflict prior to discussion on the matter. Within fifteen (15) days following that Board meeting, the Commissioner shall file with the Clerk a Form 8B “Memorandum of Voting Conflict” which describes the nature of the interest in the item. Each Form 8B shall be received by the Clerk and incorporated into the meeting minutes as an exhibit.
- F. Majority Vote; Extraordinary Vote; Tie Vote. The passage of any motion, policy, ordinance or resolution shall require the affirmative vote of a majority of the Commissioners present and eligible to vote unless an affirmative vote of more than a majority vote of the Commissioners present and eligible to vote is required by this policy or law. If a vote greater than a majority is required by the Florida Statutes or this policy, the parliamentarian will identify the basis for the voting requirement and the number of affirmative votes required. In the case of a tie in votes on any item, the item fails.

IX. Citizen Input: Addressing the Board of County Commissioners.

- A. Citizen Input. The Board recognizes the importance of protecting the right of all citizens to express their opinions on the operation of County government and encourages citizen participation in the local government process. The Board also recognizes the necessity for conducting orderly and efficient meetings in order to complete County business in a timely manner. Opportunities for citizen input may be provided through CMT, if available. Comment offered by the public attending

through CMT will be given as much weight and consideration as comment offered by members of the public attending a meeting in person.

- B. Non-Agendaed Inquiries. At regularly scheduled meetings, the Board provides two comment periods for citizens to speak on non-agendaed items. These public comment periods are denoted on the agenda as “Citizens to be Heard on Non-Agendaed Items.” The remarks of each citizen at the initial comment period shall be limited to no more than three (3) minutes unless the Chair extends the time.

Any citizen who did not speak during the first citizen comment period shall have the opportunity to speak during the second comment period. The remarks of each citizen at the second comment period shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce time limits, based on the number of speakers.

- C. Citizen Input on a Matter Pending Before the Board. Each citizen who addresses the Board on an agenda item pending before the Board shall either complete the designated form for providing comments using CMT or complete an input card and submit the card to the Chair to provide comments in person. The remarks of each citizen shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce the time limits, based on the number of speakers.

- D. Citizen Input at Workshops. Citizen input at Board workshops is not permitted unless an individual is called upon by the Chair. In such case, each person who addresses the Board shall complete an input card and submit the card to the Chair. The remarks of each speaker shall be limited to no more than three (3) minutes. The Chair has the discretion to either extend or reduce the time limits, based on the number of speakers. The Board itself may also vote to allow public input on an item during the Board workshop.

- E. Addressing the Board.

1. When the citizen’s name is called, the citizen ~~shall step up to the speaker’s lectern and~~ shall give the following information in an audible tone of voice for the minutes:

- (a) name;
- (b) place of residence or business address;
- (c) if requested by the Chair, the citizen may be required to state whether the citizen speaks for a group or a third party, if the citizen represents an organization, whether the view expressed by the citizen represents an established policy or position approved by the organization, and whether the citizen is being compensated by the organization.

2. All remarks shall be addressed to the Board as a body and not to any Commissioner specifically.

3. No citizen, other than a Commissioner, and the citizen having the floor, may be permitted to enter into any discussion, either directly or through a Commissioner, without permission of the Chair. No question may be asked except through the Chair.
4. Speakers should make their comments concise and to the point and present any data or evidence they wish the Board to consider. No citizen may speak more than once on the same subject unless specifically granted permission by the Chair.

F. Decorum.

1. Order must be preserved. No person shall, by speech or otherwise, delay or interrupt the proceedings or the peace of the Board, or disturb any person having the floor. No person shall refuse to obey the orders of the Chair or the Board. Any person making irrelevant, impertinent, or slanderous remarks or who becomes boisterous while addressing the Board shall not be considered orderly or decorous. Any person who becomes disorderly or who fails to confine remarks to the identified subject or business at hand shall be cautioned by the Chair and given the opportunity to conclude remarks in a decorous manner and within the designated time limit. Any person failing to comply as cautioned shall be barred from making any additional comments during the meeting by the Chair, unless permission to continue or again address the Board is granted by a majority vote of the Commissioners present and eligible to vote.
2. If the Chair or the Board declares an individual out of order, he or she will be requested to relinquish the ~~podium~~floor. If the person is attending the meeting in person and does not do so, he or she is subject to removal from the Commission Chambers or other meeting room and may be arrested by the Sheriff subject to Section 810.08(1), F.S. If the person is attending the meeting via CMT, the Chair may direct that the person be removed from the CMT meeting site.
3. Any person who becomes disruptive or interferes with the orderly business of the Board may be removed from the Commission Chambers or other meeting room, or the CMT meeting site if participating in the meeting using CMT, for the remainder of the meeting.

X. Adjournment.

No meeting should be permitted to continue beyond 11:00 p.m. without the approval of a majority of the Board. A new time limit must be established before taking a vote to extend the meeting. In the event that a meeting has not been closed or continued by a majority vote of the Board prior to 11:00 p.m., the items not acted on are to be continued to 9:00 a.m. on the following day, unless state law requires taking up the items at a different time,

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or the Board, by a majority vote of Commissioners present and eligible to vote, determines otherwise.

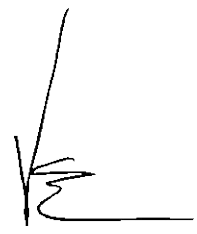
| *Revised ~~1/24/2023~~06/13/2023*

Leon County Board of County Commissioners

Agenda Item #34

September 14, 2021

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Virtual Citizen Comments During Commission Meetings and Select Committee Meetings

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Heather Peeples, Special Projects Coordinator

Statement of Issue:

As requested at the Board's July 13, 2021 meeting, this item presents an analysis and fiscal impact of continuing to allow virtual citizen comment during County Commission meetings and select committee meetings. Additionally, in light of the resurgence of the COVID-19 virus related to the delta variant, this item seeks Board consideration of temporarily continuing virtual citizen comment and assessing a return to pre-pandemic meeting procedures when Leon County is no longer designated as an area of substantial or high transmission by the Center for Disease Control and Prevention (CDC).

Fiscal Impact:

This item has a fiscal impact. The estimated fiscal impact for continuing virtual citizen comments at County Commission meetings and select committee meetings is approximately \$3,500 per month or \$42,000 per year. Funding is included in the FY 2022 tentative budget to cover these costs.

Staff Recommendation:

Option #1: Temporarily continue virtual citizen comment for County Commission meetings and select committee meetings, and direct staff to prepare an agenda item assessing a return to pre-pandemic meeting procedures when Leon County is no longer designated as an area of substantial or high transmission by the CDC.

Report and Discussion

Background:

As requested at the Board's July 13, 2021 meeting, this item presents an analysis and fiscal impact of continuing to allow virtual citizen comment during County Commission meetings and select committee meetings. Additionally, in light of the resurgence of the COVID-19 virus related to the delta variant, this item seeks Board consideration of temporarily continuing virtual citizen comment and assessing a return to pre-pandemic meeting procedures when Leon County is no longer designated as an area of substantial or high transmission by the CDC.

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 CDC'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 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 Board 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 that time, the Board voted to modify current procedure to allow for real time citizen participation on all agenda items beginning with

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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 resumed.

- **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 that 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.

Consistent with state law and previous Board direction, all temporary modifications to meeting procedures are no longer in place, with the exception of virtual citizen comments. During the July 13, 2021 meeting, the Board voted to continue allowing both virtual and in-person comments during the September 14, 2021 meeting and directed staff to prepare the following analysis and fiscal impact of continuing this practice during County Commission meetings and select committee meetings.

Analysis:

At the July 13, 2021 meeting, the Board was presented with a status update on Leon County's emergency declaration and related procedures for County Commission meetings that the Board adopted while under a declared local state of emergency due to the COVID-19 pandemic. In accordance with previous Board direction, the item also recommended allowing the continuing proclamation declaring a local state of emergency to expire and thus return to pre-pandemic meeting procedures. At that time, the Board voted to allow the emergency declaration to expire on July 16, 2021. The Board also directed staff to provide an analysis and fiscal impact of continuing to allow virtual citizen comment during County Commission meetings and select committee meetings.

However, in the weeks following the meeting, the CDC designated all Florida counties as areas of substantial or high transmission of the delta variant of the COVID-19 virus. As a result, this item recommends temporarily continuing virtual citizen comment and assessing a return to pre-pandemic meeting procedures when Leon County is no longer designated as an area of substantial or high transmission. According to the CDC, a county's level of transmission is based on two metrics measured weekly: (1) new COVID-19 cases per 100,000 population and (2) the COVID-19 positivity rate.

In areas of substantial or high transmission, the CDC is recommending that fully vaccinated people wear a mask in public indoor settings. Currently, all attendees at County Commission meetings will be required to wear a mask in accordance with the Chief Judge's administrative order requiring all persons in a Leon County courthouse or court facility to wear a face mask that properly covers the nose and mouth. However, this requirement does not apply to any Board or committee meetings that are held outside of the courthouse. To help reduce the spread of the delta variant in

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Leon County, it is recommended that the County continue offering the option for virtual citizen comments at both Board meetings and committee meetings.

Administering the technological aspects of Board meetings and workshops as well as County committee meetings requires an additional 55 staff hours a month by a team of three employees from the Office of Information & Technology and Administration. The County must also maintain several Zoom accounts to facilitate these meetings. Including the costs of both staff time and Zoom subscriptions, the estimated fiscal impact for continuing virtual citizen comments is approximately \$3,500 per month or \$42,000 per year. Funding is included in the FY 2022 tentative budget to cover these costs.

Should the Board wish to temporarily continue virtual citizen comment for County Commission meetings and select committee meetings, staff will bring back an agenda item assessing a return to pre-pandemic meeting procedures when Leon County is no longer designated as an area of substantial or high transmission by the CDC. The item will include an analysis of citizen comments provided virtually versus in-person, available options for providing input to the Board, as well as an updated fiscal impact including any additional resources needed to address technology and security issues.

Options:

1. Temporarily continue virtual citizen comment for County Commission meetings and select committee meetings and direct staff to prepare an agenda item assessing a return to pre-pandemic meeting procedures when Leon County is no longer designated as an area of substantial or high transmission by the CDC.
2. Return to pre-pandemic procedures for County Commission meetings and committee meetings.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #20

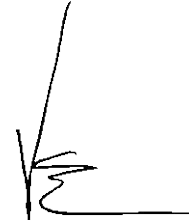
Leon County Board of County Commissioners

Agenda Item #20

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Full Board Appointments to the Advisory Committee for Quality Growth, Board of Adjustment & Appeals, CareerSource Capital Region Board, Council on Culture & Arts, and the Planning Commission

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

Statement of Issue

This item seeks the full Board's consideration of the appointment of citizens to the Advisory Committee for Quality Growth, Board of Adjustment & Appeals, CareerSource Capital Region Board, Council on Culture & Arts, and the Tallahassee-Leon County Planning Commission.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Provided on the following page.

Title: Full Board Appointment to the Advisory Committee for Quality Growth, Board of Adjustment & Appeals, CareerSource Capital Region Board, Council on Culture & Arts, and the Planning Commission

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Staff Recommendation:

- Option #1: Reappoint two citizens, Bill Kimberl and Antonio Jefferson, to the Advisory Committee for Quality Growth for three-year terms ending May 31, 2026.
- Option #2: Appoint two citizens, Darryl Williams and Susanne Ryan, to the Board of Adjustment and Appeals for three-year terms ending June 30, 2026.
- Option #3: Appoint two citizens, Monique Ellsworth and Princess Ousley, to the CareerSource Capital Region Board for three-year terms ending June 30, 2026.
- Option #4: Appoint one COCA nominated citizen to the Council on Culture & Arts for the remainder of the unexpired term ending September 30, 2025. The eligible nominees are: Neil Mooney, Giavona Williams, and Reenee Williams
- Option #5: Appoint one COCA nominated citizen, Brinda Pamulapati, as recommended by the Mayor of the City of Tallahassee, to the Council on Culture & Arts for the remainder of the unexpired term ending September 30, 2025.
- Option #6: Appoint one citizen to the Tallahassee-Leon County Planning Commission for a three-year term ending on June 30, 2026. The eligible applicants are: Jason Naumann and Jo Laurie Penrose.
- Should the Board choose to appoint Mr. Naumann, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #17) by a two-thirds affirmative vote.*
- Option #7: Reappoint one citizen, LaRoderick McQueen selected by the School Board, to the Tallahassee-Leon County Planning Commission for a three-year term ending on June 30, 2026.

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:

Advisory Committee for Quality Growth (ACQG)

Purpose: The Advisory Committee for Quality Growth serves as a standing advisory committee made up of development industry professionals and community stakeholders to provide continuous feedback and guidance to the Department of Development Support and Environmental Management (DSEM) on process improvements, service enhancements, and regulatory policies which support the highest quality growth and development attainable for our community. The ACQG is staffed by the Chief Development Resources Officer and charged with providing feedback and input on the overall customer experience at DSEM including proposed process improvements, customer service and desired regulatory enhancements. The responsibilities of the ACQG place a great emphasis on proactive input and feedback for all development review and approval matters.

Composition: The ACQG has sixteen (16) members appointed by the full Board: nine (9) are nominated by local organizations/associations and the remaining seven (7) do not require a nomination. The members serve three-year terms. The eligibility for each seat is as follows:

- Seat 1: a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Tallahassee Builders Association.**
- Seat 2: a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Big Bend Contractors Association.**
- Seat 3: a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the National Association of Women in Construction.**
- Seat 4: a person who is engaged in providing construction development, planning or environmental-related services, **nominated by the Associated Builders and Contractors of North Florida.**
- Seat 5: a person who is employed by the university or local school system, no nomination required.
- Seat 6: a person who serves on a neighborhood association board or represents a neighborhood-based organization, **nominated by the Council of Neighborhood Associations.**
- Seats 7 & 8: persons employed by or who represents, a community-based, environment-related organization, no nomination required.
- Seats 9, 10 & 11: residents of Leon County, no nomination required.

Title: Full Board Appointment to the Advisory Committee for Quality Growth, Board of Adjustment & Appeals, CareerSource Capital Region Board, Council on Culture & Arts, and the Planning Commission

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- **Seat 12:** a person who represents a business association or organization, **nominated by the Greater Tallahassee Chamber of Commerce.**
- **Seat 13:** a person who represents a business association or organization, **nominated by the Big Bend Minority Chamber of Commerce.**
- **Seat 14:** a person who represents a business association or organization, **nominated by the Network of Entrepreneurs & Business Advocates.**
- **Seat 15:** a person who represents a business association or organization, **nominated by the Capital City Chamber of Commerce.**
- **Seat 16:** an archaeologist, no nomination required.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
16	4	Male - 9 Female - 3	White - 8 Black -4

Vacancies: The terms of ACQG members Bill Kimberl (Building Industry Association of the Big Bend nominee) and Antonio Jefferson (Big Bend Minority Chamber of Commerce nominee) expired on May 31, 2023. Mr. Kimberl and Mr. Jefferson are seeking reappointment, and their application and attendance records are included in Attachments #1 and #2. All nominated eligible applicants are listed in Table #1.

Table #1. Advisory Committee for Quality Growth

Vacancy / Category <i>Term Status</i>	Term Expiration	Eligible Applicant (Application Attachment #)	Gender - Race	Recommended Action
Seat #1 – Building Industry Association of the Big Bend nominee				
Bill Kimberl <i>Served two full term Seeking reappointment</i>	5/31/2023	1. Bill Kimberl	Male - White	Reappoint one eligible applicant for a three-year term ending May 31, 2026.
Seat #13 - Big Bend Minority Chamber of Commerce nominee				
Antonio Jefferson <i>Served two full terms Seeking reappointment</i>	5/31/2023	2. Antonio Jefferson	Male – Black	Reappoint one eligible applicant for a three-year term ending May 31, 2026.

Title: Full Board Appointment to the Advisory Committee for Quality Growth, Board of Adjustment & Appeals, CareerSource Capital Region Board, Council on Culture & Arts, and the Planning Commission

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Board of Adjustment and Appeals (BOAA)

Purpose: The Tallahassee-Leon County BOAA is a County/City joint board that 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, seven (7) members plus two (2) alternates. Three (3) members are appointed by the County, three (3) members are appointed by the City and one (1) member is alternately appointed by the County and the City Commissions. In addition, both the County and the City Commissions may appoint one (1) alternate member, who serves in the event that their presence is needed to constitute a quorum. The members serve 3-year terms 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	3	Female – 2 Male – 4	White – 2 African American - 3 Hispanic - 1

Vacancies: The terms of Board-appointed members, Lamont Nelson and Darryl Williams, are due to expire on June 30, 2023. Mr. Nelson is not seeking reappointment. Mr. Williams is eligible for and is seeking reappointment. Ms. Susanne Ryan, the County Alternate BOAA member is seeking to fill the permanent seat vacated by Mr. Nelson. Their applications and attendance records are included as Attachments #3 and #4. The eligible applicants are listed in Table #2.

Table #2: Board of Adjustments and Appeals

Vacancies <i>Term Status</i>	Term Expiration	Eligible Applicant Application Attachment #	Gender- Race	Recommended Action
Darryl Williams <i>Seeking reappointment</i>	6/30/2023	3. Darryl Williams 4. Susanne Ryan*	Male – Black Female – White	Appoint two eligible applicants for a 3-year terms ending June 30, 2026.
Lamont Nelson <i>Not seeking reappointment</i>	6/30/2023			

* Susanne Ryan is the current County alternate BOAA member.

Title: Full Board Appointment to the Advisory Committee for Quality Growth, Board of Adjustment & Appeals, CareerSource Capital Region Board, Council on Culture & Arts, and the Planning Commission

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CareerSource Capital Region Board (CSCR)

Purpose: CareerSource Capital Region connects employers with qualified, skilled and talented Floridians with employment and career development opportunities to achieve economic prosperity in Gadsden, Leon and Wakulla counties. The CSCR Board develops the region’s strategic workforce development plan; identifies occupations for which there is a demand in the area and selects training institutions that may provide training; solicits the input and participation of the local business community in the provision of services for the residents of the region; provides policy guidance and procedures for programs established by CareerSource Capital Region; and provides oversight and monitoring activities.

Composition: The CSCR Board has twenty-three (23) voting members, including seven (7) private sector representative members appointed by the full Board. Nominations for the private sector seats are submitted by local business organizations including local chambers of commerce, downtown merchants’ associations, area business associations, etc., and must be compliant with the Workforce Innovation and Opportunity Act (WIOA) and Florida Statutes. Nominees are representative of the business community in optimal business leadership positions, such as CEOs, VPs of HR, General Managers, Presidents and executives of firms that require a large workforce to maintain their business. The members serve a three-year term and members representing business can serve up to three rotations (for a total of up to nine (9) years) and then must sit off the CSCR Board for a minimum of one (1) year. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Board-Appointed Membership:

Total Seats	Vacant Seats	Gender	Race
7	1	Female – 6 Male – 0	White – 5 Black – 1

Vacancies: Board appointed CSCR member Stephen Copper-Butler has resigned. His term was due to expire on June 30, 2023. The Chamber has nominated, and CareerSource Capital Region has recommended, the appointment of Monique Ellsworth to fill this vacancy. Her application, nomination letter and letter of recommendation from CareerSource Capital Region are included as Attachment #5. The term of Board-appointed member Princess Ousley is also due to expire on June 30, 2023. Ms. Ousley is eligible for and is seeking reappointment. Her application, nomination letter, letter of recommendation from CareerSource Capital Region, are included as Attachment #6. The recommended applicants are listed in Table #3.

Title: Full Board Appointment to the Advisory Committee for Quality Growth, Board of Adjustment & Appeals, CareerSource Capital Region Board, Council on Culture & Arts, and the Planning Commission

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Table #3: CareerSource Capital Region

Vacancies <i>Term Status</i>	Term Expiration	Eligible Applicants Application Attachment #	Gender - Race	Recommended Action
Stephen Copper-Butler <i>Resigned</i>	6/30/2023	5. Monique Ellsworth	Female - White	Appoint one eligible, recommended applicant for a 3-year term ending June 30, 2026.
Princess Ousley <i>Seeking reappointment (served 1 partial term)</i>	6/30/2023	6. Princess Ousley	Female - Black	Reappoint one eligible, recommended applicant for a 3-year term ending June 30, 2026.

Council on Culture & Arts (COCA)

Purpose: The responsibility of COCA is to stimulate greater awareness and appreciation of the importance of the arts; encourage and facilitate greater and more efficient use of governmental and private resources for the development and support of the arts; promote the development of resident artists, art institutions, community organizations sponsoring art activities and audiences.

Composition: COCA is comprised of 15 members appointed by the Board per Section 265.32, Florida Statutes. On October 14, 2003 the Board authorized the Mayor of the City of Tallahassee, to recommend 7 COCA members in consideration for the City’s contribution to COCA, and for the COCA bylaws to be amended to reflect the change. The membership includes: eight (8) members appointed by the Board, seven (7) members recommended by the Mayor of the City of Tallahassee, and appointed by the Board, and two ex officio members: one (1) County Commissioner and one (1) City Commissioner. In addition, there are five (5) nonvoting ex officio members serving as liaisons, including representatives from FSU, FAMU, TCC, Leon County Schools, and the Tourist Development Council.

Currently, County Commissioner Brian Welch is serving as the Board’s representative on COCA.

The County appoints a member representing the following categories: Business/ Economic Development, Historic Preservation/ Ethnic Heritage, Practicing Artist, Marketing, Tourism industry, Community Volunteerism, and two (2) at-large members. The City selects a member representing Business/ Economic Development, Historic Preservation/ Ethnic Heritage, Practicing Artist, Finance and three (3) at-large members.

Per Florida Statutes, members are appointed for a four-year term and no Council member may serve more than two full terms. Members must be qualified electors residing in the County. In filling a vacancy, the replacement Council member shall be selected by the Board from a list of three candidates submitted by the remaining members of the Council. The Council considers suggestions or recommendations made by members of the public; representative civic, labor, and cultural associations; and groups concerned with encouraging the development and appreciation

Title: Full Board Appointment to the Advisory Committee for Quality Growth, Board of Adjustment & Appeals, CareerSource Capital Region Board, Council on Culture & Arts, and the Planning Commission

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of the arts before submitting the list of candidates to the Board. In the event that none of the three candidates suggested by the Council meets Board approval, the Council shall submit another and entirely different list for Board consideration to fill the vacancy.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
22	2	Female – 14 Male – 6	White – 14 Black – 5 Asian - 1

Vacancies: County member, Kati Schardl, who filled the County-Business/ Economic Development seat, has resigned. Her term was due to expire on September 30, 2025. City member, April Fitzpatrick, who filled the City-Practicing Artist seat, has resigned. Her term was due to expire on September 30, 2025. COCA has submitted a letter recommending three nominees for the County Business/Economic Development seat (Attachment #7). COCA has submitted a letter to the City with three nominations for the City-Practicing Artist seat (Attachment #8), and the Mayor of the City of Tallahassee has selected Brinda Pamulapati. The COCA nominated applicants are listed in Table #4.

Table #4: Council on Culture & Arts

Vacancies / Category	Term Expiration	Nominees (Application Attachment #)	Gender - Race	Recommended Action
Kati Schardl <i>County - Business/ Economic Development seat resigned</i>	9/30/2025	9. Neil Mooney 10. Giavona Williams 11. Reenee Williams	Male-White Female – Black Female – N/A	Appoint one nominated applicant for the remainder of the unexpired term ending 9/30/2025.
April Fitzpatrick <i>City – Practicing Artist seat resigned</i>	9/30/2025	12. Brinda Pamulapati* 13. April Cluess 14. Kelly Goddard	Female – White Female – White Female – White	Appoint one nominated applicant, Brinda Pamulapati, as recommended by the Mayor of Tallahassee, for the remainder of the unexpired term 9/30/2025.

*Nominee recommended by the Mayor of the City of Tallahassee

Title: Full Board Appointment to the Advisory Committee for Quality Growth, Board of Adjustment & Appeals, CareerSource Capital Region Board, Council on Culture & Arts, and the Planning Commission

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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 full terms per Policy No. 03-15. Vacancies are filled for the remainder of the unexpired term.

Diversity of Current Membership:

Total Seats	Vacant Seats	Gender	Race
7	0	Male – 4 Female – 3	African American 4 White – 3

Vacancies: The term of School Board selected, and City and County Commission appointed member, LaRoderick McQueen, is due to expire on June 30 2023. The School Board has approved the reappointment of Mr. McQueen at its April 25, 2023 meeting (Attachment #15), and both the City and County Commissions' approval is needed to confirm the reappointment. It is anticipated that the City Commission will approve the reappointment of Mr. McQueen at its June 14th meeting. The term of Board appointed member Jamie Coleman is also due to expire on June 30, 2023. Ms. Coleman is not seeking reappointment. The eligible applicants are listed in Table #5.

Title: Full Board Appointment to the Advisory Committee for Quality Growth, Board of Adjustment & Appeals, CareerSource Capital Region Board, Council on Culture & Arts, and the Planning Commission

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Table #5: Planning Commission

Vacancy	Term Expiration	Eligible Applicant Application Attachment #	Gender - Race	Recommended Action
LaRoderick McQueen <i>Seeking reappointment</i>	6/30/2023	16. LaRoderick McQueen	Male – Black	Reappoint one eligible applicant selected by the School Board, for a 3-year term ending June 30, 2026
Jamie Coleman <i>Not seeking reappointment</i>	6/30/2023	17. Jason Naumann* 18. Jo Laurie Penrose	Male – White Female – White	Appoint one eligible applicant for a 3-year term ending June 30, 2026.

* Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachment #17). Should the Board choose to appoint Mr. Naumann, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.

In addition, appointed advisory board members must abstain from voting on a measure which would inure to his or her special private gain or loss and must file Form 8B, Memorandum of Voting Conflict, with the person responsible for recording the minutes of the meeting.

Options:

1. Reappoint two citizens, Bill Kimberl and Antonio Jefferson, to the Advisory Committee for Quality Growth for three-year terms ending May 31, 2026.
2. Appoint two citizens, Darryl Williams and Susanne Ryan, to the Board of Adjustment and Appeals for three-year terms ending June 30, 2026.
3. Appoint two citizens, Monique Ellsworth and Princess Ousley, to the CareerSource Capital Region Board for three-year terms ending June 30, 2026.
4. Appoint one COCA nominated citizen to the Council on Culture & Arts for the remainder of the unexpired term ending September 30, 2025. The eligible nominees are: Neil Mooney, Giavona Williams, and Reenee Williams
5. Appoint one COCA nominated citizen, Brinda Pamulapati, as recommended by the Mayor of the City of Tallahassee, to the Council on Culture & Arts for the remainder of the unexpired term ending September 30, 2025.
6. Appoint one citizen to the Tallahassee-Leon County Planning Commission for a three-year term ending on June 30, 2026. The eligible applicants are: Jason Naumann and Jo Laurie Penrose.

Should the Board choose to appoint Mr. Naumann, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #17) by a two-thirds affirmative vote.

7. Reappoint one citizen, LaRoderick McQueen selected by the School Board, to the Tallahassee-Leon County Planning Commission for a three-year term ending on June 30, 2026.

Title: Full Board Appointment to the Advisory Committee for Quality Growth, Board of Adjustment & Appeals, CareerSource Capital Region Board, Council on Culture & Arts, and the Planning Commission

June 13, 2023

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8. Board direction.

Recommendation:

Options #1 through #7

Attachments:

1. Kimberl application and attendance
2. Jefferson application and attendance
3. Williams D. application and attendance
4. Ryan application, resume and attendance
5. Ellsworth application, resume, Chamber nomination letter and CSCR recommendation letter
6. Ousley application, resume and CSCR recommendation letter
7. COCA County nomination letter
8. COCA City nomination letter
9. Mooney application and resume
10. Williams G. application and resume
11. Williams R. application and resume
12. Pamulapati application, resume and City letter
13. Cluess application
14. Goddard application
15. McQueen LCSB recommendation letter
16. McQueen application and resume
17. Naumann application, resume and Disclosure Form 4A
18. Penrose application and resume



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE FOR QUALITY GROWTH**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mr. William (Bill) Calhoun KIMBERL IV		Date: 5/6/2023 9:36:25 AM	
Home Address:	1970 BUSHY HALL RD TALLAHASSEE, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 251-6273	Do you own property in the Tallahassee City Limits?	Yes
Email:	kimberlconstruction@gmail.com	How many years have you lived in Leon County?	50

(EMPLOYMENT INFORMATION)

Employer:	Bill Kimberl LLC / Self	Work Address:	1970 BUSHY HALL ROAD TALLAHASSEE, FL 32309
Occupation:	Contractor		
Work/Other Phone:	(850) 755-4222		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	M	Age:	60
District:		Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Professor Chuck Erhardt	Name:	Linn Glass
Address:	1113 Brookwood Dr	Address:	Formerly at TBA
Phone:	(850) 570-2704	Phone:	(850) 933-2801

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? *ACQG and Citizens Advisory Council for Leon County Sherriff Office, Tallahassee Chamber of Commerce, Florida Home Builders Association as Area 1 VP*

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

If Yes, on what Committee(s) have you served? *Acqg 2 terms*

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Members must meet one of the membership eligibility criteria. Please indicate your area of expertise:

- Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
Name of nominating organization: *Tallahassee Builders Association*
- Employed by a university or local school system.
- Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- Employed by or represents, a community-based, environment-related organization.
- Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- Archaeologist
- Resident of Leon County

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

Signature: *Mr. William (Bill) Calhoun* KIMBERL IV

The application was electronically sent: 5/6/2023 9:36:25 AM

***LEON COUNTY ADVISORY COMMITTEE ON QUALITY GROWTH
ATTENDANCE REPORT***

Committee Name: Advisory Committee on Quality Growth

Committee Member Name: Bill Kimberl IV

Appointment Date: June 1, 2020

End Term: May 31, 2023

12/21/20	4/19/21	9/20/21	12/20/21	2/21/22	3/21/22	4/18/22	11/21/22	01/30/23
X	X	A	X	A/E	A/E	X	X	X



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
ADVISORY COMMITTEE FOR QUALITY GROWTH**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mr. Antonio Jefferson		Date: 5/30/2023 2:01:02 PM	
Home Address:	██████████ ██████████	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	██████████	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	██████████	How many years have you lived in Leon County?	23

(EMPLOYMENT INFORMATION)

Employer:	City of Gretna	Work Address:	Post Office Box 220 Gretna, FL 32303
Occupation:	City Management	Work Email:	ajefferson@mygretna.com
Work/Other Phone:	(850) 856-5257		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	Black or African American	Gender:	M	Age:	57
District:	District V	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Sean Pittman	Name:	Dana Dudley
Address:	1028 E. Park Avenue	Address:	1028 E. Park Avenue
Phone:	(850) 216-1002	Phone:	(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?* **Yes**

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

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **Yes**

To exempt your information from County records, you MUST complete the [Leon County Government Public Records Exemption Request](#).

Members must meet one of the membership eligibility criteria. Please indicate your area of expertise:

- Provider of construction development, planning or environmental-related services. (THIS SEAT REQUIRES A NOMINATION.)
- Employed by a university or local school system.
- Serves on a neighborhood association board or represents a neighborhood-based organization. (THIS SEAT REQUIRES A NOMINATION BY THE COUNCIL OF NEIGHBORHOOD ASSOCIATIONS.)
- Employed by or represents, a community-based, environment-related organization.
- Represent a business association or organization. (THIS SEAT REQUIRES A NOMINATION.)
- Archaeologist
- Resident of Leon County

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

Signature: *Mr. Antonio Jefferson*

The application was electronically sent: 5/30/2023 2:01:02 PM

ANTONIO JEFFERSON

OBJECTIVE

To be an effective and an efficient public sector manager in a progressive public sector organization. To be a promoter of common-sense government, which focuses on making government accessible and responsive to the needs of the community. To administer a public sector organization in a fair and impartial manner, recognizing statutory authority and the constitutional rights of all people.

EDUCATION & CERTIFICATIONS

Master of Business Administration University of Phoenix

Bachelor of Public Administration Barry University

Certification in Corrections and Law Enforcement, Pat Thomas Law Enforcement Academy

PROFESSIONAL EXPERIENCE

City Manager City of Gretna, Florida August 2006-Present

- *Direct and manage the City's Utility Business Unit (Water, Sewer, Garbage), Public Works, and Public Safety Departments*
- *Prepare and manage the City's operational and capital improvement budgets*
- *Prepare the City Financial Statements*
- *Research, prepare, and manage grant applications to federal, state, and private sector entities*
- *Serve as the City's chief economic development officer*

Highlights

- *Lead the City's resources in resolving a 14-year old consent order with the Florida Department of Environmental Protection within 12 months of being hired.*
- *Created and published the City 1st Economic Development Plan*
- *Researched, prepared, secured, and managed over \$7 million in grants for recreation facilities, water, and wastewater system construction and renovations.*
- *Lead the City in annexing nearly 2800 additional acres into the corporate limits*
- *Lead the City in the updating of its Comprehensive Plan, and complete rewrite of the City's Land Development Code*
- *Secured the services of the City's first primary service physician to provide indigent health care*
- *Secured the donation of over 30 acres of property for the location of City owned facilities to include a City Civic and Agriculture Center*

Purchasing Director City of Quincy, Florida January 2005 – August 2006

- *Develop purchasing procedures, policies and methods, interprets purchasing policy in controversial situations.*
- *Direct the maintenance of records pertaining to specifications, cost of commodities and purchasing activities.*
- *Insure the purchase of top-quality merchandise for the most favorable price in accordance with policy and procedures.*
- *Direct and coordinate the preparation of complex specifications and legal advertisements and secure formal bid invitations conveying a wide variety of supplies, materials, and equipment.*

Area Director Boys & Girls Clubs of the Big Bend August 2003 – January 2005

- *Developed and implemented strategic plans for Tallahassee area Boys and Girls Clubs.*
- *Provided leadership and direction to Site Coordinators in the management of their designated clubs.*
- *Developed and manage club budgets to included grant writing and grant management.*
- *Recruited, selected, managed and provided career development opportunities for club staff and volunteers.*
- *Developed collaborative partnerships with public, civic groups and social agencies within the community.*

Police Chief City of Gretna, Florida January 2000 to January 2002

- *Managed a staff of police officers and support personnel*
- *Directed community-oriented police service activities*
- *Prepared and managed department budget*
- *Conducted internal investigation*
- *Developed and managed police policy and procedures*

- *Oversaw training of new officers*
- *Conducted Employee Evaluation*
- *Developed and Evaluated Policies and Procedures*
- *Prepared and presented presentation on police matters to City Council*
- *Prepared and conducted media information releases*

Law Enforcement Investigator Florida Department of Insurance Bureau of Fire and Arson August 1998 to January 2000

- *Conducted extensive fire scene investigation to determine cause and origin of fires*
- *Conducted follow-up investigation, interviewing witnesses and interrogating suspects*
- *Collected and preserved evidence*
- *Conducted background investigation on potential employees*
- *Trained and instructed law enforcement officers and fire personnel on current state laws and rules involved in fire investigations*

Chief of Police City of Midway Police Department May 1997 to August 1998

- *Managed a staff of police officers and support personnel*
- *Directed community-oriented police service activities*
- *Prepared and managed department budget*
- *Conducted internal investigation*
- *Developed and manage police policy and procedures*
- *Oversaw training of new officers*
- *Conduct Employee Evaluation*
- *Develop and Evaluate Policies and Procedures*
- *Prepared and presented presentation on police matters to City Council*
- *Prepared and conducted media information releases*

Deputy Sheriff Leon County Sheriff's Department May 1992 to May 1997

*1995-1997 **Sergeant** Uniform Patrol Division*

- *Supervised activities of 27 Uniform Patrol Deputies*
- *Reviewed and Approved Reports*
- *Investigated citizen complaints and made referral to internal investigations when necessary*
- *Evaluated employee performance and completed written employee evaluations*
- *Made patrol assignments*

*1994-1995 **Detective** Crimes Against Person Unit*

- *Conducted homicide investigations*
- *Conducted sex crimes investigations*
- *Conducted domestic violence and child abuse investigations*
- *Prepared criminal cases for prosecution*
- *Testified in criminal cases*
- *Conducted follow-up investigation, interviewing witnesses and interrogating suspects*
- *Collected and preserve evidence*

*1993-1994 **Detective** Special Investigations Unit*

- *Investigation of street level narcotics crimes*
- *Investigation of prostitution*
- *Conducted drug interdiction operations in mass transit facilities*
- *Prepared criminal cases for state and federal prosecution*
- *Testified in criminal cases*
- *Conducted follow-up investigation, interviewing witnesses and interrogating suspects*
- *Collected and preserved evidence*

*1992-1993 **Deputy Sheriff** Uniform Patrol Division*

- *Responded to calls for assistance in non-criminal and criminal matters*
- *Completed reports of non-criminal and criminal activities*
- *Made arrest of individual for violations of statutes and ordinances*
- *Investigated traffic accidents and prepared related report*

- *Testified in criminal cases*
- *Collected and preserved evidence*

Correctional Officer Florida Department of Corrections November 1988-May 1992

- 1990-1992 **Correctional Sergeant** *Franklin Work Camp-Apalachicola, Florida*
- *Trained and supervised 7 Correctional Officers and 10 civilian employees in utilization of inmates in community work programs*
 - *Recorded and reported work performed in man-hours*
 - *Organized community inmate work projects*
- 1989-1990 **Correctional Officer** *Tallahassee Road Prison-Tallahassee, Florida.*
- *Supervised inmates performing road beautification projects*
 - *Supervised inmate recreation activities*
 - *Supervised inmate activity in housing area*
 - *Made recommendation for discipline*
 - *Evaluated inmate's abilities to perform away from facility*
- 1988-1989 **Correctional Officer** *A.C.I. Apalachee Correctional Institute-Sneads, Florida*
- *Supervised inmate recreation activities*
 - *Supervised inmate activity in housing area*
 - *Made recommendations for discipline*
 - *Evaluated inmate's abilities to perform away from facility*
 - *Counseled youthful offenders on anger management*

United States Marine Corps

- 1998-2001 **Staff Sergeant** *(Training Chief) Marine Corps Reserve West Palm Beach, Florida*
- *Developed and implemented yearly training plans*
 - *Conducted mission-oriented training*
 - *Performed readiness inspections*
- 1997-1998 **Staff Sergeant** *(Training Chief) Marine Corps Reserve Albany, Georgia*
- *Developed and implemented yearly training plans*
 - *Conducted mission-oriented training*
 - *Performed readiness inspections*
- 1987-1992 **Sergeant** *(Tank Commander) Marine Corps Reserve Tallahassee, Florida*
- *Directed activities of a tank crew in proper deployment of tanks.*
 - *Served in Operation Desert Storm/Shield*
- 1984-1987 **Lance Corporal** *Active Duty-Colts Neck, New Jersey*
- *Provided security at military weapon facility*

PROFESSIONAL AFFILIATIONS

Member International City and County Managers Association
Member Florida City and County Managers Association
Member International Economic Development Council

***LEON COUNTY ADVISORY COMMITTEE ON QUALITY GROWTH
ATTENDANCE REPORT***

Committee Name: Advisory Committee on Quality Growth

Committee Member Name: Antonio Jefferson

Appointment Date: June 1, 2020

End Term: May 31, 2023

12/21/20	4/19/21	9/20/21	12/20/21	2/21/22	3/21/22	4/18/22	11/21/22	01/30/23
X	X	A	X	A	X	A	A	X

X – Member in attendance

A – Member absent

A/E – Member absent/excused



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 and notarized request directly to the public records custodian for the agency to maintain the exemption for the records in its custody. Under Florida law, for certain exemptions this request must state under oath the statutory basis for the individual's exemption request and confirm the individual's status as a party eligible for exempt status. For records in the custody of the Leon County Board of County Commissioners and County Commission Departments, please return this completed form or a written notarized 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. 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): County Admin - Committee Application

Check all that apply:

<input type="checkbox"/> Code Enforcement Officer. Section 119.071(4)(d)2.i, F.S.	<input type="checkbox"/> County Tax Collector. Section 119.071(4)(d)2.n, F.S.
<input type="checkbox"/> Depart. of Business and Prof. Reg. investigators or inspectors. Section 119.071(4)(d)2.m, F.S.	<input checked="" type="checkbox"/> Law enforcement personnel, including correctional officers and correctional probation officers. Section 119.071(4)(d)2.a, F.S.
<input type="checkbox"/> Dept. of Children and Family Services personnel whose duties involve investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities. Section 119.071(4)(d)2.a, F.S.	<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). Section 119.071(4)(d)2.g, F.S.
<input type="checkbox"/> Dept. of Health personnel whose duties support the investigations of child abuse or neglect. Section 119.071(4)(d)2.a, F.S.	<input type="checkbox"/> Emergency medical technicians or paramedics certified under chapter 401, F.S. Section 119.071(4)(d)2.q, F.S.
<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. Section 119.071(4)(d)2.o, F.S.	<input type="checkbox"/> 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. Section 119.071(4)(d)2.r, F.S.
<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. Section 119.071(4)(d)2.b, F.S.	<input type="checkbox"/> Dept. of Revenue personnel or local government personnel whose duties include revenue collection and enforcement or child support enforcement. Section 119.071(4)(d)2.a, F.S.
<input type="checkbox"/> Prosecutor (state attorney, assistant state attorney, statewide prosecutor, assistant statewide prosecutor). Section 119.071(4)(d)2.f, F.S.	<input type="checkbox"/> Public defenders and criminal conflict and civil regional counsel (includes assistant public defenders, assistant criminal conflict and assistant civil regional counsel). Section 119.071(4)(d)2.l, F.S.
<input type="checkbox"/> Impaired practitioner consultant, retained by an agency, whose safety to practice licensed profession (includes consultant's employees). Section 119.071(4)(d)2.p, F.S.	<input type="checkbox"/> Justice of Florida Supreme Court; or judge of district court of appeal, circuit court, or county court. Section 119.071(4)(d)2.e, F.S.

<p>□ Firefighter certified in compliance with s. 633.408, F.S. Section 119.071(4)(d)2.d, F.S.</p>	<p>□ Guardian ad litem as defined in s. 39.820, F.S. Section 119.071(4)(d)2.j, F.S.</p>
<p>□ 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 and 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. Section 119.071(4)(d)2.k, F.S.</p>	<p>□ 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. Section 119.071(4)(d)2.h, F.S.</p>
<p>□ Directors, managers, supervisors, and clinical employees of a child advocacy center that meets the standards of s. 39.3035(2), F.S. and fulfills the screening requirement of s. 39.3035(3), F.S. and the members of a Child Protection Team as described in s. 39.303, F.S. whose duties include supporting the investigation of child abuse or sexual abuse, child abandonment, child neglect, and child exploitation or to provide services as part of a multidisciplinary case review team. Section 119.071(4)(d)2.t, F.S.</p>	<p>□ Directors, managers, supervisors, nurses, and clinical employees of an addiction treatment facility. The term “addiction treatment facility” means a county government, or agency thereof, that is licensed pursuant to s. 397.401, F.S. and provides substance abuse prevention, intervention, or clinical treatment, including any licensed service component described in s. 397.311(26), F.S. Section 119.071(4)(d)2.s, F.S.</p>
<p>□ Member of U.S. Armed Forces, reserve component of U.S. Armed Forces, or National Guard who served after 9/11/2001. † ‡ The exemption set forth at Section 119.071(5)(k), F.S. (2020) has been repealed and therefore applies only to records created before October 2, 2020.</p>	<p>□ 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. ‡ Section 119.071(2)(j), F.S.</p>
<p>□ U.S. Attorney, Assistant U.S. Attorney, U.S. circuit judge, U.S. district judge, or U.S. magistrate judge. † ‡ Section 119.071(5)(i)2, F.S.</p>	<p>(Intentionally Left Blank)</p>

Printed name: Antonio Jefferson Date of Birth: [REDACTED] Phone No.: [REDACTED]

Home Address: [REDACTED]

Signature (and Title, if app.) of Requester: *Antonio Jefferson* Date: 2/6/2026

† If specifically 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.

‡ Oath, affidavit and confirmation of status not required.

I, Antonio Jefferson, do solemnly swear that the statutory basis for my exemption request as set forth herein above is true and correct, under the pain and penalty of perjury.

Antonio Jefferson

STATE OF FLORIDA
COUNTY OF Gadsden

Sworn to and subscribed before me by means of physical presence or online notarization, this 1st day of June, 2023, by Antonio Jefferson, who is personally known to me or produced _____ as identification.

Dianne Formman

Print Name: Dianne Formman
Notary Public, State of Gadsden
My Commission Expires: 2/6/2026



Attach confirmation of your status as a party eligible for exempt status.



**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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mr. Darryl Williams		Date: 5/18/2023 5:26:22 PM	
Home Address:	2843 Botany Place Tallahassee, FL 32301	Do you live in Leon County?	Yes
Home Phone:	(850) 766-3948	Do you live within the City limits?	Yes
Primary Email:	willdryl@aol.com	Do you own property in Leon County?	Yes
		Do you own property in the Tallahassee City Limits?	Yes
		How many years have you lived in Leon County?	-20

(EMPLOYMENT INFORMATION)

Employer:	Retired	Work	NA
Occupation:	NA	Address:	NA 32301
Work/Other Phone:		Work Email:	

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	Black or African American	Gender:	M	Age:	
District:		Disabled?			

(RESUME AND REFERENCES)

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

Name:	Nathaniel Maxwell	Name:	Gloria Randolph
Address:	Po Box 554 Woodville, FL 32362	Address:	1412 Maude St Tallahassee, FL 32310
Phone:	(850) 294-5387	Phone:	(352) 275-9617

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.

Worked for several federal agencies from law enforcement to transportation. Received bachelors degree in business from Barry University.

(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? **BOAA**

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

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

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?* **Yes**

If yes, please explain **Leon County Schools**

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?* **Yes**

If yes, prior to or at the time of submission of any bid for county business, a [Florida Commission on Ethics Form 3A](#) must be filed.

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **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: *Mr. Darryl Williams*

The application was electronically sent: 5/18/2023 5:26:22 PM

Board of Adjustment and Appeals Attendance Record

Committee Name: Board of Adjustment and Appeals

Committee Member Name: Darryl Williams (7/1/2020)

10/8/20	11/12/20	12/10/20	1/14/21	2/11/21	3/11/21	4/8/21	5/13/21	6/10/21	7/8/21	8/12/21	9/9/21	10/14/21	11/11/21	12/9/21	1/13/22	2/10/22	3/10/22	4/14/22
A	MC	X	X	X	X	X	X	MC	MC	X	X	X	MC	X	MC	X	X	X
5/12/22	6/9/22	7/14/22	8/11/22	9/8/22	10/13/22	11/10/22	12/8/22	1/12/23	2/9/23	3/9/23	4/13/23	5/11/23						
X	X	X	X	X	A	X	X	X	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:



**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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Mrs. Susanne M Ryan		Date: 8/5/2022 10:50:44 AM	
Home Address:	4116 ALPINE WAY TALLAHASSEE, FL 32303	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(321) 720-2207	Do you own property in the Tallahassee City Limits?	No
Email:	sryan25@icloud.com	How many years have you lived in Leon County?	1

(EMPLOYMENT INFORMATION)

Employer:	Retired	Work Address:	
Occupation:	City Planner (retired)		
Work/Other Phone:			

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	F	Age:	65
District:	District III	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Christie Anderson	Name:	Dennis Robbins
Address:	2 S Orlando Av, Cocoa Beach, FL 32932	Address:	1101 Cheyenne Dr, Indian Harbour Beach, FL 32937
Phone:	(321) 868-3280	Phone:	(321) 779-2040

Resume Uploaded?	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 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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **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. Susanne M Ryan*

The application was electronically sent: 8/5/2022 10:50:44 AM

Susanne Ryan
321-720-2207, sryan25@icloud.com

EDUCATION

Masters, Public Administration

University of Central Florida, May 2013

B.S., Business Administration-Management Information Systems

University of Central Florida, December 2001

B.S., Elementary Education

University of Central Florida, May 1990

EMPLOYMENT

City Planner

City of Cocoa Beach Development Services, December 2015 – May 2021

Managed daily operations within the City Planning Division, including writing updates to the land development regulations and the Comprehensive Plan, reviewing building permit applications with respect to zoning compliance, managing the administrative duties for the Board of Adjustment and Planning Board, and meeting with developers and citizens to review development proposals and answer zoning related questions

GIS Administrator

City of Cocoa Information Technology Division, January 2010 – December 2015

Managed, updated and expanded the citywide GIS database to a level that allowed city employees and citizens to access critical organizational data through static and interactive maps, graphs, and tables

Utilities Engineering Assistant

City of Titusville Water Resources Department, May 2006 – January 2010

Assisted the utility engineer with duties that included the review of development project plans, the update and maintenance of the citywide maps for the water and sewer infrastructure system, and the development of procedures for electronic storage and retention of department documents

Elementary Educator

Brevard Public Schools, August 1990 – May 2003

Enterprise Charter School, August 2004 – May 2006

Provided instruction to students in all subject areas, evaluated student progress, developed and implemented strategic plans for curriculum development and student instruction, created educational documents for student use, and communicated with students, parents and administrators relative to student education

Board of Adjustment and Appeals Attendance Record

Committee Name: Board of Adjustment and Appeals

Committee Member Name: Susanne Ryan (9/13/2022)

10/13/22	11/10/22	12/8/22	1/12/23	2/9/23	3/9/23	4/13/23	5/11/23	
X	X	X	X	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:



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CAREERSOURCE CAPITAL REGION 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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Ms. Monique R Ellsworth		Date: 5/22/2023 10:41:52 AM	
Home Address:	1559 Fernando Dr TALLAHASSEE, FL 32303	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(941) 545-0812	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	monique@fightinghunger.org	How many years have you lived in Leon County?	13

(EMPLOYMENT INFORMATION)

Employer:	Second Harvest of the Big Bend	Work Address:	4446 ENTREPOT BLVD TALLAHASSEE, FL 32303
Occupation:	Executive	Work Email:	monique@fightinghunger.org

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	F	Age:	34
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Elizabeth Emmanuel	Name:	
Address:	300 W. Pensacola St. Tallahassee FL 32301	Address:	
Phone:	(850) 345-7162	Phone:	

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

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**

Members are nominated by a local business organization (Chambers of Commerce, Downtown Merchant Associations, area business associations, etc.) Nominations for the Board shall be representative of the business community in optimal business leadership positions, such as CEO's, VP's of HR, General Managers, Presidents and C Suite executives of firms that require a large workforce to maintain their business.

Have you been nominated by a local business organization? **No**

Applicants must complete the [CSCR membership application.](#)

Have you completed the CSCR Membership Application and emailed to Smachm@leoncountyfl.gov.? **Yes**

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

Signature: *Ms. Monique R Ellsworth*

The application was electronically sent: 5/22/2023 10:41:52 AM

MONIQUE R. ELLSWORTH, MSW
1559 FERNANDO DRIVE
TALLAHASSEE, FL 32303
MONIQUE.ELLSWORTH@GMAIL.COM

PROFESSIONAL EXPERIENCE

- 2019- Present **Chief Executive Officer**
Second Harvest of the Big Bend, Tallahassee, FL
Oversee a regional food bank and its impact on hunger and charitable food distribution in a 16-county service area. Responsibilities to Second Harvest include implementation of policies, and procedures for new and existing programs. Identify and apply for grant funding in coordination with the Chief Development Officer. Supervise administrative duties such as payroll and general budgeting in coordination with the Chief Finance Officer. Present at community events and to elected leaders. Report to the Board of Directors. Focus on capacity building, strategic partnerships and company solvency.
- 2015-2019 **Chief Executive Officer**
CESC, Inc. (New name for Renaissance Community Center), Tallahassee, FL
Oversee four primary programs; The Kearney Center, an emergency shelter; Westgate, a transitional housing program; The Dwellings, a tiny house development; and CESC Health Services, a no-cost clinic to assist with physical, mental, and dental health needs.
- 2013-2015 **Assistant Director of Services**
Renaissance Community Center, Tallahassee FL
Develop service schedule. Attend and present at community events as agency representative
Manage the development of services and partnerships with new organizations. Oversee agency-community communication. Supervise the internship program and oversee volunteers.
- 2011-2013 **Service Coordinator**
Renaissance Community Center, Tallahassee FL
Oversee agency-community communication. Supervise the internship program and oversee volunteers. Attend community events as agency representative. Provide direct client assistance.

PRESENTATIONS

- | | | |
|---------------|--------------|---|
| July 2022 | Co-Presenter | Annual United Partners for Human Service Conference, <i>UPHS</i> |
| July 2019 | Presenter | Design Thinking Deep Dive, Innovation Hub, <i>Florida State University</i> |
| May 2019 | Co-Presenter | Florida Health IT Summit, <i>Healthcare Innovation</i> |
| May 2019 | Panelist | 5 th Annual Community Summit on Children, <i>Whole Child Leon</i> |
| March 2019 | Panelist | Homelessness and Poverty, <i>Florida State University</i> |
| February 2019 | Co-Presenter | Poverty in America: Critical Perspectives on Causes, Effects, and Possible Solutions, <i>Florida State University</i> |
| May 2018 | Co-Presenter | Annual United Partners for Human Service Conference, <i>UPHS</i> |
| March 2018 | Panelist | 5 th Annual Women in Leadership Conference, <i>Florida State University</i> |

EDUCATION

Master of Social Work

Florida State University, College of Social Work, Tallahassee, FL

Bachelor of Arts

University of Florida, College of Public Health and Health Professions

Major: Health Sciences

MEMBERSHIPS

2017- Present	Leadership Tallahassee Class 35
2019- Present	Club 25 (Tallahassee's 25 Women You Need to Know)

COMMUNITY VOLUNTEERISM

<u>Tenure</u>	<u>Current Role</u>	<u>Organization</u>
2019- Present	Board Secretary	Feeding Florida
2019- Present	Board Member	United Partners for Human Service
2018- Present	Committee Chair	Word of South, Starting Sustainer
2014- Present	Committee Member	Truman Scholars Review Committee, Florida State University

TEACHING EXPERIENCE

Year	Semester	Role	Detail
2022	Spring Summer	Online Mentor	Florida State University, School of Social Work Course: Substance Abuse and Misuse (SOW 5712) Instructor: Jane Dwyer Lee, MSW
2023	Spring	Instructor	Florida State University, School of Social Work Course: Legislative Advocacy (SOW 5282)
2022	Fall	Instructor	Florida State University, School of Social Work Course: Social Work Professions (SOW 5034)
2022	Spring Summer Fall	Online Mentor	Florida State University, School of Social Work Course: Substance Abuse and Misuse (SOW 5712) Instructor: Jane Dwyer Lee, MSW
2022	Spring	Instructor	Florida State University, School of Social Work Course: Homelessness in America: People, Programs and Policies (SOW 4247)
2021	Spring, Summer, Fall	Online Mentor	Florida State University, School of Social Work Course: Substance Abuse and Misuse (SOW 5712) Instructor: Jane Dwyer Lee, MSW
2020	Fall	Instructor	Florida State University, School of Social Work Course: Social Work Professions (SOW 5034)
2020	Spring	Instructor	Florida State University, School of Social Work Course: Homelessness in America: People, Programs and Policies (SOW 4247)
2020	Spring, Summer, Fall	Online Mentor	Florida State University, School of Social Work Course: Substance Abuse and Misuse (SOW 5712) Instructor: Jane Dwyer Lee, MSW
2019	Spring, Summer, Fall	Online Mentor	Florida State University, School of Social Work Course: Substance Abuse and Misuse (SOW 5712) Instructor: Jane Dwyer Lee, MSW
2019	Spring	Instructor	Florida State University, School of Social Work Course: Homelessness in America: People, Programs and Policies (SOW 4247)
2015		Teaching Assistant	Florida State University, School of Social Work Course: Family Violence (SOW 4615) Instructor: Vicky Verano, MSW
2015		Instructor	Florida State University, School of Social Work Course: Social Work Professions (SOW 3203)
2015		Teaching Assistant	Florida State University, School of Social Work Course: Theories and Practice of Crisis Intervention (SOW 5367) Instructor: Jennifer Barr, MSW
2015		Online Mentor	Florida State University, School of Social Work Course: Theories and Practice of Crisis Intervention (SOW 5367) Instructor: Margret Ashmore, MSW
2014		Teaching Assistant	Florida State University, School of Social Work Course: Social Work Professions (SOW 3203)

May 23, 2023

Honorable Nick Maddox
Chairman
Leon County Board of County Commissioners
Leon County Courthouse
301 S. Monroe Street
Tallahassee, FL 32301

Dear Chairman Maddox:

Based on the requirement that the Greater Tallahassee Chamber of Commerce shall generate nomination requests for individuals to serve on the CareerSource Capital Region Board of Directors, we would ask that you consider the following member to serve for the term listed.

Monique Ellsworth, Chief Executive Officer, Second Harvest of the Big Bend will serve a three-year term through June 30, 2026.

We appreciate your consideration.

Sincerely,



Sue Dick
President/CEO
Greater Tallahassee Chamber of Commerce

EXECUTIVE COMMITTEE:

- Terrie Ard
Chair
- Rob Clarke
Chair-Elect
- Sammie Dixon
Immediate Past Chair
- Richard Darabi
Treasurer
- Sue Dick
President/CEO
- Philip Browning
- Andrew Gay
- Jason Hollister
- Sha'Ron James
- Eddie Gonzalez Loumiet
- Dan McGrew
- Heidi Otway



May 23, 2023

Honorable Nick Maddox
Chairman
Leon County Board of County Commissioners
Leon County Courthouse
301 S. Monroe Street
Tallahassee, FL 32301

Dear Chair Maddox:

CareerSource Capital Region is pleased to support the appointment of Monique Ellsworth to the CSCR Board Member for a 3-year term to end on June 30, 2026. She replaces Stephen Cooper-Butler who moved to South Florida last fall.

Monique Ellsworth

Ms. Ellsworth is the Chief Executive Officer for Second Harvest. She has agreed to serve as one of our CareerSource Capital Region Board of Directors. We humbly request your review and consideration to nomination Ms. Monique Ellsworth to serve on the CareerSource Capital Region Board of Directors for a 3-year term through June 30, 2026.

Should you have any questions, please do not hesitate to contact me at (850) 559-3860.

Sincerely,

DocuSigned by:


BE36038D15A74CE...

Jim, McShane, CEO
CareerSource Capital Region



CareerSource Capital Region
Workforce Board
Membership Application
(See Job Description &
qualifications on Pages 3-4)

Name: Monique Ellsworth

E-mail: Monique@fightinghunger.org

Company Name: Second Harvest of the Big Bend

Company URL: FightingHunger.org

Company Address:
4446 Entrepot Blvd.

Home Address:
1559 Fernando Dr.

City: Tallahassee

City: Tallahassee

State: FL Zip: 32310

State: FL Zip: 32303

Business Phone: 850-532-3033

Home/Mobile Phone: 941-545-0812

1. Type of Business: non-profit food bank

2. Approximate number of local employees? 48

3. What is your official position and what do you do at your organization? _____

I am the Chief Executive Officer

4. What do you think are the critical workforce issues for our region? _____
Limits to employment options due to criminal background,
Limits to family financial stability due to low-wage work available,
Skill development opportunities are limited.

5. What would you bring to the CSCR Workforce Investment Board (e.g., talent, experience, resources, knowledge, networks, and passion)? _____
Network and passion.

6. What value do you hope to get out of your participation on the CSCR WIB? _____
Determine ways for the food bank to contribute to or support workforce development in our community.

7. Additional thoughts? _____

Local Workforce Board Member Job Description

The mission of CareerSource Capital Region (Region 5) is to lead a system that produces a high quality workforce capable of meeting the changing needs of employers in Leon, Gadsden and Wakulla Counties. Activities of the Board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong regional workforce development system; convening groups of businesses, training providers, and other organizations to develop solutions to local workforce development challenges and overseeing the network of CareerSource Capital Region (CSCR) Career Centers. While the CSCR Board has governance control of multiple grants and implements the policies of State and Federal government to achieve measurable outcomes, it contracts with a service provider to perform the day-to-day services at the career center. The board staff are to carry out the oversight, monitoring, and quality expectations to meet the common measures outlined in the Workforce Innovation and Opportunity Act of 2014.

Qualifications

- The desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and job seekers.
- A commitment to devote time, talent and resources to working with other board members, staff, employers, public officials, and public and private sector partner organizations to improve the quality of the workforce talent.
- **Must be a senior-level decision-maker in your organization.**
- Must have an interest in working to enlarge the labor pool with qualified applicants.

Expectations

- Regularly attend Board and committee meetings.
- Participate actively in at least one Board committee.
- Be prepared for Board meetings by staying informed about Board matters and reviewing materials sent in advance of the meetings.
- Get to know and respect other Board members, building collegial relationships that contribute to effective decision-making.
- Act and vote on behalf of the long-term interests of the Board and the community and not on the interest of a single constituency.
- Avoid conflicts of interest. If a conflict on a particular issue is unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.
- Understand and observe the respective roles of the board members, board staff, service provider staff, and the chief elected officials.

If you run out of room, feel free to use additional paper

3

- Take advantage of opportunities to become more educated about the Local Workforce Development Board (LWDB) and the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.
- Help identify and recruit additional Board members.
- Board members will engage in discussion and dialogue related to workforce issues
- Board members will tour the Career Center at least once per term
- Board members are encouraged to ask questions and share observations related to workforce issues
- Board members will have a Consent Agenda where a board committee and then the executive committee have already vetted the recommended action. While Board members can pull any consent agenda item for further discussion, members are encouraged to respect the work of their peers and if there is a consistent concern in a certain area, say finance, join that committee and strengthen its engagement.
- Possess a business demeanor and contribute expertise to help in the success of the LWDB

Time Requirements

- The Board meets quarterly with meetings lasting no more than ninety minutes.
- Committees meet quarterly.
- Committee meetings last no more than one hour and a half.
- Average time commitment for members is approximately three - four hours per quarter. Time commitment is greater for those who serve on more than one committee, or serve on leadership.
- Individuals are appointed for three-year terms. If you are replacing a board member, your board service will pick up where the position left off when it became vacant.
- Maximum service – 9 years



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CAREERSOURCE CAPITAL REGION BOARD**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Mrs. Princess Ousley		Date: 12/13/2021 7:35:37 PM	
Home Address:	5828 Doonesbury Court Tallahassee, FL 32303	Do you live in Leon County?	Yes
Home Phone:	(850) 519-5939	Do you live within the City limits?	No
Email:	Princess.Ousley@ebsleaders.com	Do you own property in Leon County?	Yes
		Do you own property in the Tallahassee City Limits?	Yes
		How many years have you lived in Leon County?	14

(EMPLOYMENT INFORMATION)

Employer:	Elite Business Strategies, LLC	Work	
Occupation:	President & CEO	Address:	
Work/Other Phone:	(850) 320-6108 Ext.101		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	Black or African American	Gender:	F	Age:	
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Marvin Scott	Name:	Antonio Jefferson
Address:	191 Cotillion Circle, Tallahassee, FL 32312	Address:	914 Railroad Ave, Suite 32, Tallahassee, FL 32310
Phone:	(850) 556-8641	Phone:	(850) 519-0681

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?* **Yes**

If yes, prior to or at the time of submission of any bid for county business, a [Florida Commission on Ethics Form 3A must be filed.](#)

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

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**

Members are nominated by a local business organization (Chambers of Commerce, Downtown Merchant Associations, area business associations, etc.) Nominations for the Board shall be representative of the business community in optimal business leadership positions, such as CEO's, VP's of HR, General Managers, Presidents and C Suite executives of firms that require a large workforce to maintain their business.

Have you been nominated by a local business organization? **Yes**

Name of nominating organization: ***Big Bend Minority Chamber of Commerce***

Applicants must complete the [CSCR membership application.](#)

Have you completed the CSCR Membership Application and emailed to Smachm@leoncountyfl.gov.? **Yes**

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

Signature: *Mrs. Princess Ousley*

The application was electronically sent: 12/13/2021 7:35:37 PM

Princess Ousley, M.B.A

ELITE BUSINESS STRATEGIES, LLC

EDUCATION

Florida Agricultural and Mechanical
University
Bachelor of Science Education and
Psychology Degree

American InterContinental University
Masters of Business Administration
Specialization: Organizational
Psychology and Development

TECHNICAL EXPERTISE

Program Management
Regulatory Compliance
Financial Management
Grant Accounting
Policy and Procedure Development

FEMA CERTIFICATIONS

IS-100, IS-200,
IS-700, IS-800, IS-703

DISASTERS

MAJOR DISASTER DECLARATIONS

1840 - Severe Storms, Flooding,
Tornadoes and Straight-line Winds
1831 - Severe Storms, Flooding,
Tornadoes and Straight-line Winds
1806 – Hurricane Gustav
1785 – Tropical Storm Fay
1680 – Severe Storms, Tornadoes and
Flooding
1609 – Hurricane Wilma
1602 – Hurricane Katrina

EMERGENCY DECLARATIONS

3293-Hurricane Ike
3288-Tropical Storm Fay
3259-Tropical Storm Rita
3220-Hurricane Katrina Evacuation

FIRE MANAGEMENT ASSISTANCE DECLARATIONS

2902 – Slope Fire
2819 - Martin County Fire Complex
2765 - Brevard Fire Complex
2696 – Okeechobee Fire Complex
2692 – Caloosahatchee Fire Complex
2690 – Black Creek Fire
2689 – Suwannee Fire Complex
2687 – Deland Fire Complex
2684 - 53 Big Pine Fire
2638 – Volusia Fire Complex

PROFESSIONAL PROFILE

Prior to establishing Elite Business Strategies, LLC, Ms. Ousley served as manager over Florida's Domestic Preparedness Program within the Division of Emergency Management. In this role, she was responsible for the implementation of the Department of Homeland Security Grant Program, which is comprised of five interconnected grants: State Homeland Security Program, Urban Areas Security Initiative, Operation Stonegarden, Metropolitan Medical Response System, and the Citizen Corps Program. During her tenure, Ms. Ousley managed over \$255 million in federal preparedness funding appropriated by Congress. As a part of her duties, Ms. Ousley facilitated long-range planning activities; coordinated staffing matters, audits, and accreditation; assisted in the preparation of the Division's Annual Legislative Budget Request as it related to Domestic Preparedness; and ensured operational procedures were carried out accurately and effectively.

Ms. Ousley has also served as a Senior Advisor in the Office of Policy, Planning and Budget. There, she was instrumental in negotiating national partnerships, integrating activities, and improving efficiency by supporting the realignment of responsibilities among FEMA directorates and the state of Florida's community preparedness efforts. Nationally acknowledged for her contributions in emergency management and community preparedness, Ms. Ousley has been recognized by former President George W. Bush, and was appointed to President Obama's Building Diverse Communities Taskforce. During this time, Ms. Ousley also led in the expansion of Florida's State Emergency Response Team through creative partnerships with Voluntary, Faith-based and Non-Government Organizations.

As a member of the State Emergency Response Team, she has served as the Deputy Officer for External/Public Affairs, where she directed Governor-appointed staffers in the Emergency Operations Center, Emergency Support Function 14-Public Information office. Her duties included the development and implementation of both communications plans and external outreach activities. Ms. Ousley was also responsible for media relations through her role as the press spokesperson. As the Human Services Branch Director, she was able to coordinate mass care needs throughout the state of Florida. She served in these leadership positions while working over 30 state emergencies, including the initiation of response and recovery efforts for 22 major presidentially-declared disasters in her six years with the state of Florida.

Ms. Ousley has been a member of many taskforces and committees to address community development needs. She has worked with Florida's Recovery and Mitigation office to address community development needs by working to reduce or eliminate long-term risks to human life and property from disasters. Through these efforts, she has coordinated initiatives that help rebuild both lives and communities impacted by major disasters. Most notably, Ms. Ousley led in providing Community Emergency Response Training to the citizens of Haiti through a creative partnership with the Haitian Resource Development Foundation (HRDF). Ms. Ousley offered technical assistance in developing a CERT program in Haiti that included the development of an academic and practical curriculum; a training process; and a methodological and operational CERT program that was integrated into the Haitian Civil Protection System for Disaster Preparedness.

EXPERIENCE

2011 – Present – Elite Business Strategies, LLC, *President & Chief Executive Officer*

Ms. Ousley is responsible the strategic direction and daily operations of Elite Business Strategies (EBS). EBS is a Florida-based professional services consulting firm that has been an established and trusted provider to government entities for over 8 years. Elite's core competencies include Administrative and Professional Staffing; Professional Consulting Services; Training and Exercises. Experiencing success, Elite launched a new product and commodities division, Elite Office & Business Solutions. Through an online ecommerce platform, myEliteProducts.com, Elite is a value added reseller in the Healthcare, Food Service, Hospitality, Government/Education, Building Services and Private Sector Industries.

2014 – 2016 – New York State Governor's Office of Storm Recovery, *Contract Manager*

EBS provided program management services in support of the Housing and Urban Development (HUD) homeowner assistance program. EBS performed construction administration services to accomplish the ultimate goal of achieving construction completion and closeout of applications for homeowners impacted by Superstorm Sandy. The project included the integration of construction management, data management, environmental mitigation, and administration of field activities.

2013 – 2014 – New York State Hazard Mitigation Plan, *Risk Analyst/Mitigation Planner*

Ms. Ousley served on the hazard mitigation team responsible for the successful completion of the 2014 State Hazard Mitigation Plan update. Served as a technical writer and ensured compliance with the DMA 2000, Unified Hazard Mitigation Guidance, and other applicable federal guidance as required. Ms. Ousley coordinated all internal and external outreach to stakeholders and interested parties. In addition, Ms. Ousley developed and implemented the quality assurance and quality control review procedure utilized throughout the planning process.

2010 – 2012 – Florida Department of Education, *Office of Emergency Management, Program and Security Manager*

Responsibilities included developing and overseeing the implementation of various security activities for 1400 employees, which involved the management of security personnel and the maintenance of building access functions. Ms. Ousley's responsibilities included the coordination of emergency management budget requests, developing spending plans, tracking program expenditures and providing quarterly updates to the Department of Homeland Security. She served as one of the department representatives for Domestic Security Committees, Task Forces, and Working Groups related to K- 20 Education and the Campus Security community. She provided support to the development of the State of Florida Hazard Mitigation Plan, including drafting the Strategic Plan portion. In addition, Ms. Ousley was responsible for developing projects to assist Florida's K-12 public schools and institutions of higher education with mitigation strategies.

2008 – 2010 – Florida Division of Emergency Management, *Bureau of Finance and Accounting, Domestic Preparedness Program and Grant Manager*

Supervised and directed a team of 7 employees: 4 full-time workers and 3 other personnel services employees (OPS). Responsible for the administration, outreach, coordination, and operating efficiency of the following Homeland Security Grant Programs: State Homeland Security, the Urban Area Security Initiative, Urban Area Security Initiative for Non - Profits, Citizens Corps, Metropolitan Medical Response System, Transit Security, and the Buffer Zone Protection, which exceeded \$255 million in federal funding annually. In addition, Ms. Ousley was responsible for the annual preparation of the Homeland Security Legislative Budget Request and the accurate submission of Department of Homeland Security (DHS) internal and external reports such as the Biannual Strategic Implementation Reports (BSIR), the Categorical Assistance Progress Reports (CAPR), the Initial Strategy Implementation Plan (ISIP), and the National Incident Management System (NIMS). Served as project lead for the Florida State Preparedness Report which was used to identify assets, assess capabilities and prioritized risks. Reviewed program processes and tools used to aggregate and analyze risk assessment results, established priorities based on risk, and determined protection and continuity initiatives that provided the greatest mitigation of risk. Devised federal grant applications, and created annual program scopes of work for state agencies, local government entities, and private sector recipients. In addition to the assurances made as part of the application, Ms. Ousley implemented program policies to ensure recipients and subcontractors complied with all applicable statutes, regulations, executive orders, OMB Circulars, award terms and conditions, including Federal Environmental and Historical Preservation requirements. Ms. Ousley simultaneously, improved program efficiency, which led to a 95 percent reduction in state audit findings. She was responsible for on-site and desk-top grant and program monitoring of state agencies, local jurisdictions, and non-profit organizations. She served as a key-note speaker throughout the state and has been selected to serve on state and federal panels to promote Florida's Community Preparedness initiatives.

2007 – 2008 - Florida Division of Emergency Management - Bureau of Response and Recovery, Citizen Preparedness Grant and Program Manager

Under Ms. Ousley's direction, Florida became nationally recognized for its citizen preparedness efforts by increasing statewide membership by 45 percent. Evaluated federal and state policy issues and presented the necessary recommendations to leaders at all levels of government. Ms. Ousley reviewed and approved applications from entities requesting to become state recognized programs, and conducted audits to ensure sub-grantees were in compliance with federal and state contract requirements. Ms. Ousley managed a budget that exceeded \$1.2 million, and she supervised the execution of all aspects of contract and grant duties, which included preparing funding agreements, expenditure projections, and monitoring plans in accordance with DHS requirements.

2006 – 2007 - Florida Division of Emergency Management, Legislative and External Affairs, Deputy Officer for External / Public Affairs

Effectively partnered and communicated with stakeholders to establish standards, goals and updated policies for program initiatives to build and ensure ongoing success. Ms. Ousley improved overall internal and external communication, establishing rapport that encouraged community participation and support. She employed her public relations expertise and technology skills to direct the design, creation, training and delivery of a promotional media piece showcasing the diversity and accomplishments of the agency. Ms. Ousley has also written and presented executive-level speeches, and developed graphic presentations for public relations use. Designed and delivered a range of presentations to diverse audiences in multiple forums that utilized research, strategic planning, and disciplined communication skills to develop plans that effectively engaged, informed, persuaded and motivated audiences.



CareerSource Capital Region
Workforce Board
Membership Application
(See Job Description &
qualifications on Pages 3-4)

Name: Princess Ousley

E-mail: princess.ousley@ebsleaders.com

Company Name: Elite Business Strategies, LLC

Company URL: http://www.ebsleaders.com

Company Address: 504 Suite A Capital Circle, SE Home Address: 5828 Doonesbury Court

City: Tallahassee City: Tallahassee

State: FL Zip: 32301 State: FL Zip: 32303

Business Phone: 850-320-6108 Home/Mobile Phone: 850-519-5939

1. Type of Business: Emergency Management, Office Supplies, Construction Management

2. Approximate number of local employees? 3-5

3. What is your official position and what do you do at your organization? For 11 years, I have served as the President & CEO of Elite Business Strategies, LLC and its divisions: myEliteProducts and E3 Construction and Remediation. In this capacity, I'm responsible for the company's overall strategic (see attachment)

If you run out of room, feel free to use additional paper

4. What do you think are the critical workforce issues for our region? Our community is unique in that we have a diverse and expansive talent pool. Ensuring we create economic growth is imperative to captivate and maintain some of the top talents from our colleges and universities within our community. To do so, we must continue to invest in training, cutting-edge technology, and community development.
-

5. What would you bring to the CSCR Workforce Investment Board (e.g., talent, experience, resources, knowledge, networks, and passion)? _____
As the only minority woman-owned firm to hold the State Term contract for Office Supplies and Consumables, and as the Region 4 Dept of Defense Prime Contractor of the Year awardee, I believe my perspective on how to successfully compete on multiple levels of government is unique. (see attachment)

6. What value do you hope to get out of your participation on the CSCR WIB? _____
It is my hope that work done on the CSCR Board will lead to thriving local businesses that are resilient and competitive not just locally but globally.
-
-

7. Additional thoughts? _____
-
-

If you run out of room, feel free to use additional paper

Local Workforce Board Member Job Description

The mission of CareerSource Capital Region (Region 5) is to lead a system that produces a high quality workforce capable of meeting the changing needs of employers in Leon, Gadsden and Wakulla Counties. Activities of the Board include gathering and disseminating information about the area's labor market and businesses' employment needs; building a strong regional workforce development system; convening groups of businesses, training providers, and other organizations to develop solutions to local workforce development challenges and overseeing the network of CareerSource Capital Region (CSCR) Career Centers. While the CSCR Board has governance control of multiple grants and implements the policies of State and Federal government to achieve measurable outcomes, it contracts with a service provider to perform the day-to-day services at the career center. The board staff are to carry out the oversight, monitoring, and quality expectations to meet the primary indicators of performance outlined in the Workforce Innovation and Opportunity Act of 2014.

Qualifications

- The desire to make a positive contribution to the region's economy by helping shape a workforce development system that meets the needs of employers and job seekers.
- A commitment to devote time, talent and resources to working with other board members, staff, employers, public officials, and public and private sector partner organizations to improve the quality of the workforce talent.
- **Must be a senior-level decision-maker in your organization.**
- Must have an interest in working to enlarge the labor pool with qualified applicants.

Expectations

- Regularly attend Board and committee meetings.
- Participate actively in at least one Board committee.
- Be prepared for Board meetings by staying informed about Board matters and reviewing materials sent in advance of the meetings.
- Get to know and respect other Board members, building collegial relationships that contribute to effective decision-making.
- Act and vote on behalf of the long-term interests of the Board and the community and not on the interest of a single constituency.
- Avoid conflicts of interest. If a conflict on a particular issue is unavoidable, disclose the conflict and follow Board policies for removing oneself from discussion and/or vote on that issue.
- Understand and observe the respective roles of the board members, board staff, service provider staff, and the chief elected officials.

- Take advantage of opportunities to become more educated about the Local Workforce Development Board (LWDB) and the region's workforce development system.
- Act as an ambassador of the board with community groups and businesses.
- Help identify and recruit additional Board members.
- Board members will engage in discussion and dialogue related to workforce issues.
- Board members will tour the Career Center at least once per term.
- Board members are encouraged to ask questions and share observations related to workforce issues.
- Board members will have a Consent Agenda where a board committee and then the executive committee have already vetted the recommended action. While Board members can pull any consent agenda item for further discussion, members are encouraged to respect the work of their peers and if there is a consistent concern in a certain area, say finance, join that committee and strengthen its engagement.
- Possess a business demeanor and contribute expertise to help in the success of the LWDB.

Time Requirements

- The Board meets quarterly with meetings lasting no more than ninety minutes.
- Committees meet quarterly.
- Committee meetings last no more than one hour and a half.
- Average time commitment for members is approximately three - four hours per quarter. Time commitment is greater for those who serve on more than one committee, or serve on leadership.
- Individuals are appointed for three-year terms. If you are replacing a board member, your board service will pick up where the position left off when it became vacant.
- Maximum service – 9 years



BOARD OF DIRECTORS

Sean Pittman
Chairman
Pittman Law Group, P.L.

Keith Bowers
Florida SBDC
Florida A&M University

Monesia Brown
Wal-Mart

Dr. Susan Fiorito
Jim Moran School of Entrepreneurship

John Grayson
Grayson Accounting & Consulting, P.A.

Holly Henderson
Duke Energy

Harold Knowles
Knowles & Randolph Law Firm

Walt McNeil
Leon County Sheriff

Jim McShane
Career Source Capital Region

Dr. Jim Murdaugh
President
Tallahassee Community College

John Charles Thomas

Scott Vedder
Northwestern Mutual

Antonio Jefferson
Interim President/CEO

Dr. Elaine Bryant
EWBryant Associates

Peter Boulware
Peter Boulware Toyota

Sha'Ron James
Gunster

December 29, 2021

Chairman William Proctor
Leon County Board of County Commissioners
301 S. Monroe Street
Tallahassee, Florida 32301

RE: Nomination for the Career Source Capital Region Board of Directors

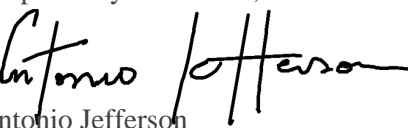
Dear Chairman Proctor:

Please accept this letter as the Big Bend Minority Chamber of Commerce's nomination of Princess Ousley as Leon County's representative on the CareerSource Capital Region Board of Directors. Mrs. Ousley is the President and Chief Executive Officer of Elite Business Strategies based in Leon County. Elite provides professional consulting and training services in the areas of emergency management, program management, medical staffing, organizational development, information technology, public engagement, acquisition support, logistics, and customer relationship management to both public and private sector companies. Princess and Elite are also the 2020 Big Bend Minority Enterprise Development (MED) Week Minority Business Enterprise of the Year. Mrs. Ousley has a Master of Business Administration from Florida Agricultural and Mechanical University.

In closing, it is an honor to nominate Mrs. Ousley to the CareerSource Capital Region Board of Directors. I am sure Mrs. Ousley will utilize her time, talent, and resources to advance the mission of CareerSource Capital Region to connect employers to qualified talent.

If you have any questions concerning this nomination, please contact me at 850-577-0789, or by email at antonio@mybbmc.org.

Respectfully Submitted,


Antonio Jefferson
President



May 11, 2023

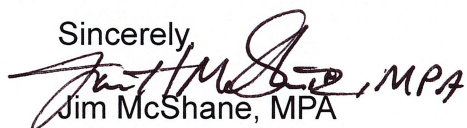
Commissioner Nick Maddox
Leon County Commission
301 South Monroe Street
Tallahassee, FL 32301

Commissioner Maddox,

The CareerSource Capital Region Board would like the Leon County Commission to renew the term of Princess Ousley for another three years. She has been a real asset to this Board with her engagement and expertise as a successful businesswoman. She has expressed that she is willing to serve another term. It will be from July 1, 2023 to June 30, 2026.

Thank you for your support of our local workforce board.

Sincerely,


Jim McShane, MPA
CEO



COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

May 24, 2023

Commissioner Nick Maddox
Chairman, Leon County Commission
Office of the County Commission
301 S. Monroe Street, 5th Floor
Tallahassee, FL 32301

Dear Chairman Maddox,

The Council on Culture & Arts Board of Directors had a vacancy created by the resignation of Ms. Kati Schardl, whose new professional commitments prevented her from fulfilling her term.

As you may recall, COCA is required to put forth three names for each vacancy. As recommended by COCA's Nominating Committee, approved unanimously by COCA's Board of Directors, and in accordance with our organization's bylaws, the Board submits the following individuals for your consideration. Careful thought was given to the skills and influence this appointee will need to compliment both the current membership of the Board, as well as the demographic composition of the Board as a whole.

Business/Economic Development Seat (formerly filled by Kati Schardl)

Neil Mooney, Attorney with the The Mooney Law Firm, Inc
Giovanna (Gio) Williams, President of Grova Creative
Reenee Williams, Rapid Response Coordinator, CareerSource- Capital Region

We look forward to hearing from you soon regarding the Commission's actions. And as always, feel free to contact us if you have any questions.

Sincerely,

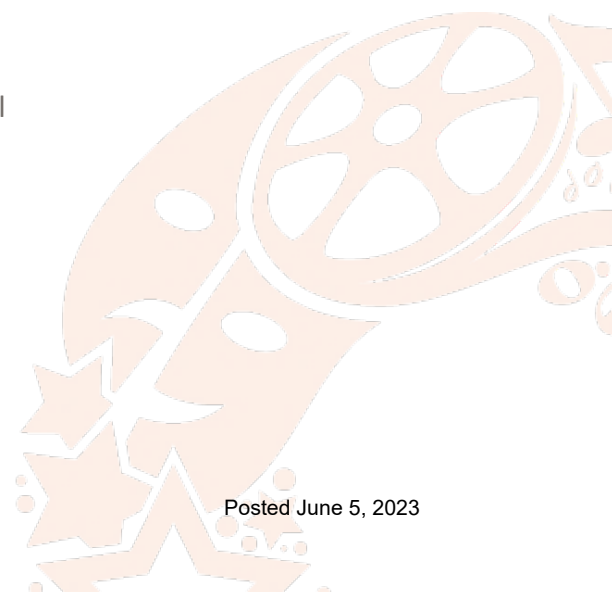
A handwritten signature in black ink, appearing to read 'K. Spehar', with a horizontal line extending to the right.

Kathleen Spehar
Executive Director

cc: Mary Smach, Agenda Coordinator

Council on Culture & Arts (COCA)
816 S. ML King Jr. Blvd.
Tallahassee, FL 32301

(850) 224-2500 office
info@tallahasseearts.org email
tallahasseearts.org website





COUNCIL ON CULTURE & ARTS | TALLAHASSEE/LEON COUNTY

April 4, 2023

The Honorable John Dailey
Office of the Mayor
City of Tallahassee
300 South Adams Street
Tallahassee, FL 32301

Dear Mayor Dailey,

The City-appointed position of Practicing Artist on the Council on Culture & Arts' Board of Directors had become vacant with the resignation of April Fitzpatrick in November of 2022.

As you may recall, we are required to put forth three names for each vacancy. As recommended by COCA's Nominating Committee, approved unanimously by COCA's Board of Directors, and in accordance with our organization's bylaws, the Board submits the following individuals for your consideration.

- April Cluess; Artist; Shop Owner, The Spot; Caucasian/Non-Hispanic; Female
- Kelly A Goddard; Musician, New 76ers; Program Coordinator, Florida Historic Capitol Museum; Caucasian/Non-Hispanic; Female
- Brinda C Pamulapati; Owner/Director, Venvi Art Gallery; Asian or Pacific islander; Female
- Alternate: Lindsey Masterson; Owner/Designer, Pen and Tool, LLC; Caucasian/Non-Hispanic; Female

There was an overwhelming response to this opportunity, and we are encouraged by the number of local professionals who have expressed their interest in serving. Careful thought was given to the skills and influence these appointees will need to compliment both the current membership of the Board, as well as the demographic composition of the Board as a whole.

We look forward to hearing from you soon and, as always, feel free to contact us if you have any questions.

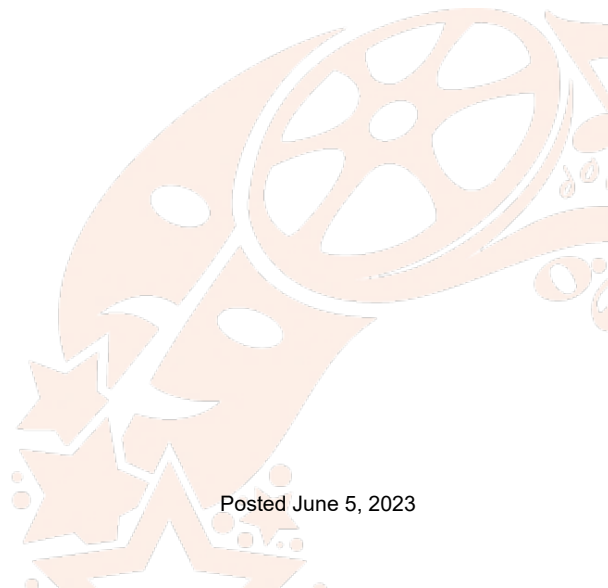
Sincerely,

Kathleen Spehar
Executive Director

cc: Angela Ivy, Administrative Specialist

Council on Culture & Arts (COCA)
914 Railroad Ave
Tallahassee, FL 32310

(850) 224-2500
info@tallahasseearts.org
tallahasseearts.org





**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
COUNCIL ON CULTURE AND ARTS 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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mr. Neil Benedict Mooney		Date: 3/31/2023 1:35:05 PM	
Home Address:	2717 Neuchatel Drive Tallahassee, FL 32303	Do you live in Leon County?	Yes
Home Phone:	(850) 980-6345	Do you live within the City limits?	No
Email:	neilmooney@yahoo.com	Do you own property in Leon County?	Yes
		Do you own property in the Tallahassee City Limits?	No
		How many years have you lived in Leon County?	27

(EMPLOYMENT INFORMATION)

Employer:	None	Work Address:	
Occupation:	Retired attorney		
Work/Other Phone:			

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	M	Age:	68
District:	District III	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Howard Pardue	Name:	Bill Berlow
Address:	809 Madiera Circle Tallahassee, FL 32312	Address:	2201 Ten Oaks Drive Tallahassee, FL 32312-4549
Phone:	(850) 567-2078	Phone:	(850) 566-4549

Resume Uploaded?	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 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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Per section 265.32 Florida Statutes, each council member will be charged with the responsibility of serving the best interests of the arts in the county and no council member shall view his or her role as that of representing any particular geographic area of the county, interest group, arts institution, community organization, or audience. No individual committed to, or owing allegiance to, any particular arts faction shall be eligible to serve on the council.

If appointed, I agree to comply with the above statutory regulation. **Yes**

All members must be qualified electors residing in Leon County.

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

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

Business/Economic Development

Please explain: *I have been a successfully self-employed person since 1984. I have founded and owned businesses employing up to 30 people at a time with turnover exceeding thirty million of dollars annually. I was involved in city promotion efforts for Miami-Dade County as a director of the British-Florida Chamber of Commerce and as President of the Florida Customs Brokers and Forwarders Association. As a former entrepreneur and currently an attorney, I frequently provide counsel with regard to business matters, corporate formation, and government regulation.*

Historic Preservation / Ethnic Heritage

Please explain: *One of my undergraduate degrees is a bachelor's in History. I have studied historical and ethnic matter throughout my life. A non-Jew, I have extensively studied the Holocaust and Jewish immigrant life in this country. I have visited Jewish ghettos in the United States and Europe. Being of Irish ancestry, last month I visited Ireland and spent several days there researching my grandmother and grandfather there. They were born in different towns in Ireland which I visited after weeks of research here first. A white man, I am a member of the NAACP and when traveling in the USA make efforts to visit black historical sites and trails. For example, in January I went to the Civil Rights Museum in Birmingham, Montgomery's Peach and Justice Center (lynching memorial), and in August I visited the home of martyr Medgar Evers in Jackson, Mississippi. I am an active member of the Tallahassee Historical Society.*

Marketing

Practicing Artist

Tourism Industry

Community Volunteerism

Please explain: *I have extensive volunteer experience. I served as President of the Unitarian Universalist Church of Tallahassee and on many committees thereof. I established and guided a 4H club at my children's elementary school in Leon County. I volunteered for Big Brothers and Sisters in Leon County and served actively. I volunteered with Habitat for Humanity in Tallahassee. I am a speaker and volunteer Judge at the FSU College of Law. I am a member and volunteer with the Florida Trail Association. I am presently on the Collections Committee of the Gadsden Arts Center and Museum, and will start serving on its Board of Directors in the next term. I contribute to the Tallahassee Museum, the LeMoyne Art Center, and Second Harvest of the Big Bend.*

Resident of Leon County (At-large seat)

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

Signature: *Mr. Neil Benedict Mooney*

The application was electronically sent: 3/31/2023 1:35:05 PM

NEIL B. MOONEY

2717 NEUCHATEL DRIVE TALLAHASSEE FL 32303
PH (850) 583 1552 CELL (850) 980 6345

COMMUNITY SERVICE

I moved to Leon County from Miami-Dade County in 1996. Since then, I have joined, served, or participated in the following volunteer/non-profit organizations, among others:

- LeMoyné Art Gallery
- Gadsden County Art Center and Museum
 - Big Brothers and Sisters of Leon Co.
 - 4-H Leader Leon Co.
 - Tallahassee Scientific Society
 - President, Center for Inquiry
- City of Tallahassee International Citizen's Advisory Council
 - President, Unitarian Universalist Church of Tallahassee
 - Florida Trail Assn. of the Big Bend
- Director, British – Florida Chamber of Commerce Coral Gables, FL
 - Florida Customs Brokers and Forwarders Association, Doral, FL

RECIPIENT

December 1998 Juris Doctorate with Honors Florida State University College of Law

May 1976 Binghamton University B.A. with Honors, dual Political Science and History

Hall of Fame Inductee 2017 Florida Customs Brokers and Forwarders Association Miami, FL

PURPOSE OF APPLICATION TO “COUNCIL ON CULTURE AND ARTS”

Having lived in Leon County for 27 years I am always abashed when confronted with how smaller locales such as Valdosta, Gainesville, Ocala, and Montgomery have vastly superior Art and Cultural performance facilities. The personal pleasure derived from our local options is matched only by the contributions they make to the Tallahassee/ Leon County economic and cultural scene. I would like to offer my organizational and management skills to the community in hopes of improving its cultural offerings, for the benefit of the people and the standing of Leon County.

LANGUAGE

Proficient in Spanish - seven years formal schooling, extensive utilization



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
COUNCIL ON CULTURE AND ARTS**

**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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Mrs. Giavona Williams		Date: 7/27/2022 3:56:28 PM	
Home Address:	3416 Clifden Drive Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(814) 882-1641	Do you own property in the Tallahassee City Limits?	Yes
Email:	g@grovacreative.com	How many years have you lived in Leon County?	11

(EMPLOYMENT INFORMATION)

Employer:	Grova Creative	Work Address:	522 E Park Ave Suite 201 Tallahassee, FL 32309
Occupation:	President		
Work/Other Phone:	(850) 296-8363		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	Black or African American	Gender:	F	Age:	35
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Kristi Kreitlow	Name:	Travis Sparkman
Address:	500 Capital Cir SE Suite B1, Tallahassee, FL 32301	Address:	1134 W. Orange Avenue, Tallahassee, FL 32310
Phone:	(850) 443-4848	Phone:	(850) 879-3200

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?* **Yes**

If yes, please explain *My company is a subcontractor for Leon County Schools, and we help them with creative marketing.*

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Per section 265.32 Florida Statutes, each council member will be charged with the responsibility of serving the best interests of the arts in the county and no council member shall view his or her role as that of representing any particular geographic area of the county, interest group, arts institution, community organization, or audience. No individual committed to, or owing allegiance to, any particular arts faction shall be eligible to serve on the council.

If appointed, I agree to comply with the above statutory regulation. **Yes**

All members must be qualified electors residing in Leon County.

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

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

Business/Economic Development

Please explain: *As a business owner in Tallahassee, I know firsthand what it takes to develop a business. I have turned Grova Creative into a marketing powerhouse in just a few years. We recently celebrated six years in business and looking forward to many more years!*

Historic Preservation / Ethnic Heritage

Marketing/Finance

Please explain: *I chose this option because I have marketing experience, and running a business has taught me to be very familiar with finances. I own and operate a creative marketing agency headquartered in Tallahassee. We help clients with marketing efforts such as strategy, branding, inbound marketing, digital, and advertising. I have been in the advertising and marketing business for 13 years, and my company has been around for the last six years.*

Practicing Artist

Please explain: *I am a graphic designer.*

Tourism

Please explain: *I am a founding board member of the Tallahassee Soccer Club (semi-pro soccer team). For the last three years, I have worked with the other board members and the community to help build this grassroots soccer team. Our efforts have helped bring visitors to watch the games, helping build Tallahassee as a destination within surrounding areas. With my marketing background and the board's vision, we average 650 attendees per game in our first year. Furthermore, I founded Tallahassee Bike Fest last year. In the first motorcycle rally this past May, we brought in just over 2500 riders throughout the U.S., ranging from Texas, Ohio, Missouri, etc. We were also picked up in 3 national magazines, and one magazine sent a writer to cover our rally. Excited for year 2! In short, I have experience with Tallahassee market research and what drives people to our city/county. I can use this knowledge to help inspire ideas, experiences, etc.*

Volunteer

Resident of Leon County

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

Signature: *Mrs. Giarona Williams*

The application was electronically sent: 7/27/2022 3:56:28 PM

GIAVONAWILLIAMS

EXPERIENCE

Grova Creative (July 2016–Present)

Owner + President

Own and operate a creative Agency that focuses on graphic design, brand strategy, advertising, websites, messaging, media buying, digital, and social media.

- Manages business development
- Oversees staffing and management
- Supervises all work completed by the creative team
- Leads planning and strategy of advertisements, marketing plans, and campaigns
- Manages daily operations, assign project workload, and monitor deadlines and budgets
- Drives sales and marketing contracts/accounts
- Evaluate trends and keep up-to-date with the latest marketing techniques

Sachs Media Group (Sept. 2015–July 2016)

Senior Designer + Art Director

- Designed and led production of print campaigns
- Designed websites and worked with developer on code and UI/UX
- Managed jobs with tight deadlines in fast paced environment
- Conducted photo and photographer research for cross-media campaigns
- Collaborated with copywriter and Creative Director on conception of campaigns
- Supervised and guided junior design staff
- Art directed photo and video shoots

BowStern Marketing and Communications (Nov. 2014–Sept. 2015)

Senior Designer

- Team Leader
- Assigned projects to design team via Wrike (project management system)
- Assisted Creative Director with conception, strategy, and completion of projects
- Worked with Account Managers to ensure that finished work delivered the intended message
- Guided the design team with appropriate training via tutorials, seminars, and conferences to maintain creative relevance

Continued on next page

TEL 814.882.1641

EMAIL g@grovacreative.com

WORK SAMPLES behance.net/giavona

SOCIAL [in](#) [f](#) [p](#) [B&](#) [i](#) [t](#)

ACCOLADES

- **2017:** Gold Creativity International Award, 5 Addy Awards,
- **2018:** Gold ADDY, 2 Silver ADDYs, 3 International Davey Awards, Silver American Advertising District 4 Award
- **2019:** Grova Awarded Small Agency of the Year; 4 Gold International Davey Awards, Gold ADDY, 2 Silver ADDYs
- **2020:** Grova Awarded Small Agency of the Year; Gold and 7 Silver ADDYs
- **2021:** 2 Gold and 6 Silver ADDY Awards, 2 Silver American Advertising District 4 Awards
- **2021:** Awarded "Women Who Mean Business Rockstar" Award
- **2021:** Best of Show Award at the Florida Angel Awards
- JMI Small Business Executive Program Class XIV

EDUCATION

Syracuse University (2009)

Bachelor of Arts: Graphic Design, African American Studies, and Spanish

United States Navy

Honorable Discharge, 2011



Hello. My given name is Giavona, but everyone calls me "G!"

Florida Assoc. of Insurance Agents (FAIA) (Dec. 2011–Nov. 2014)

Creative Manager: Promoted from Lead Designer in September 2013

- Team leader
- Created concepts, strategies, and designs for collateral materials, including direct mail, email marketing, advertisements, print and digital banners, brochures, programs, signs, invitations, catalogs and flyers
- Managed brand identity for FAIA (non-profit) and FMS (for-profit)
- Maintained print budgets and deadlines
- Directed and edited production of webcasts and promotional video
- Rebranded Florida Association of Insurance Agents (FAIA) and partner company FAIA Member Services (FMS)

O, The Oprah Magazine (May 2008–September 2008)

Photo Intern

Assisted at various photo shoots; researched models; booked studio time; staged photo areas; and arranged and purchased props.

VOLUNTARY SERVICE

American Advertising Federation (2014–Present)

Local Tallahassee Club Experience & Positions Held

- Public Service Chair, 2014-2015
- Incoming President, 2015-2016
- ADDY Chair, 2015-2018
- President 2016-2018;
- Immediate Past President, 2019

District (Florida State & Caribbean) Experience & Positions Held

- President Council Co-Chair, 2017-2018
- Public Service Advocate, 2018-2019
- Executive Committee: Secretary, 2019-2020
- Executive Committee: Treasurer, 2020-2021
- Executive Committee: Incoming Governor, 2021-2022
- **Executive Committee: Governor, Present**

Women Empowering Each Other, Inc. (WEE) (2017)

An organization that plays a vital role in addressing the consequences of poverty and their effects on women and children.

Tallahassee Soccer Club (2017–Present)

Founding Board Member

#ThisMessageMatters (2020)

Founded and organized a campaign that provided a free platform to bring awareness to the fight against the social injustice black people are facing today.

FUN FACTS!

- Member of Tallahassee Soccer Association (Adult Soccer League)
- Motorcycle enthusiast
- Navy Veteran
- Climbed and hiked over 20 miles on the Fitz Roy Trek in the Patagonia
- Loves to travel

QUICK BIO

Giavona packs so much into everything she does that she goes by one letter — G. Over the last decade, G has worked on creative for brands such as Atlanta Bread Company, World of Beer, Cooper Tires, Urban Plates, Dollywood, and the Cayman Islands. Before starting her agency, Grova Creative, in 2016, she previously worked at O, The Oprah Magazine, Sachs Media Group, BowStern Marketing and Communications, and served in the United States Navy. G's award-winning work has covered everything from print, T.V., radio, digital, and social. Her agency was awarded "Agency of the Year" in 2019 and 2020 in the Tallahassee area. She holds a B.S. degree in graphic design from S.I. Newhouse School of Public Communications at Syracuse University. Additionally, she also has a B.A. degree in African American Studies and Spanish from Syracuse. G is an avid soccer player, rides her motorcycles, spends time with her family, and volunteers with AAF outside of working hours.



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
COUNCIL ON CULTURE AND ARTS 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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mrs. Reenee Williams		Date: 3/30/2023 10:05:06 PM	
Home Address:	P.O. Box 2053 Tallahassee, FL 32316	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(850) 567-9897	Do you own property in the Tallahassee City Limits?	No
Email:	fitnesswreenee@gmail.com	How many years have you lived in Leon County?	20

(EMPLOYMENT INFORMATION)

Employer:	CareerSource Capital Region	Work Address:	2035 E. Paul Dirac Drive Tallahassee, FL 32316
Occupation:	Rapid Response Coordinator		
Work/Other Phone:	(850) 617-4616		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:		Gender:	F	Age:	
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Keith Kennedy	Name:	Dr. Gabrielle Gabrielli
Address:	Tallahassee, FL	Address:	3035 Eliza Rd Tallahassee, FL 32308
Phone:	(850) 294-8421	Phone:	(850) 321-8222

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?* **Yes**

If yes, please explain *Our Business Employer Solution team assists with job postings.*

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **No**

Per section 265.32 Florida Statutes, each council member will be charged with the responsibility of serving the best interests of the arts in the county and no council member shall view his or her role as that of representing any particular geographic area of the county, interest group, arts institution, community organization, or audience. No individual committed to, or owing allegiance to, any particular arts faction shall be eligible to serve on the council.

If appointed, I agree to comply with the above statutory regulation. **Yes**

All members must be qualified electors residing in Leon County.

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

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

Business/Economic Development

Please explain: *I was an Account Executive for CareerSource Capital Region helping employers, recruit, train and retain local talent for IT, Professional Services, Education, Government and Nonprofit, and now serve as the Rapid Response Coordinator assisting businesses with proactive strategies to prevent and minimize employee layoffs and business closures.*

- Historic Preservation / Ethnic Heritage
- Marketing
- Practicing Artist
- Tourism Industry
- Community Volunteerism
- Resident of Leon County (At-large seat)

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

Signature: *Mrs. Reenee Williams*

The application was electronically sent: 3/30/2023 10:05:06 PM

Reenee Williams

Rw.jrconsulting@gmail.com

P.O. Box 2053 Tallahassee, FL 32316 ♦ (850) 339-6869

Creative, budget conscious, detailed-oriented, Marketing and Sales Manager, with over 8+ years of Sales, Public Relations and Event & Meeting Planning experience. Possessing excellent communication and problem solving skills, I have a proven track record for developing a strong team and consistently delivering exceptional client experiences, while maintaining business retention and effectively growing revenue month and year over year.

Relevant Experience

YouFit Health Clubs, Tallahassee, FL

April 2016 - May 2019

General Manager

(December 2017 - May 2019)

- Responsible for managing a team of 15 + employees as well as overseeing all club departments, club managers, and club equipment
- Oversee administrative responsibilities including club revenue generation, employee evaluations, daily deposits, daily recap, scheduling, and budgeting
- Contributed to a \$2,000,000 + revenue generation between 2 Tallahassee clubs
- Responsible for achieving daily production goals and month over month draft growth

Operations Manager & Fitness Consultant

(April 2016 - December 2017)

- Responsible for managing, hiring, and scheduling all front desk and maintenance staff
- Organize member appreciation days, open houses, company anniversary, and onsite monthly vendor days
- Created a community outreach program to maintain business to business relationships
- Design events focusing on member experience and event objectives to drive business impact and maximize return

Gabrielle Consulting, Tallahassee, FL

December 2016 - May 2017

Meeting Planner (Freelance)

- Assist the CEO with planning, arranging, and organizing corporate meetings and events
- Serve as on-site coordinator and point person for internal and external events
- Assist with day of event management and meeting preparation
- Manage planning and execution of logistics and operations for private meetings, conferences, training meetings, and special events
- Knowledge of intricacies of contracts, audio-visual needs, food and beverage requirements and costs

H&R Block, FL/AL/GA

October 2013 - May 2016

District Marketing Coordinator

- Organized over 63 local marketing events each season, ranging from live televised phone banks, Latino Blitz, nonprofit fundraisers and a celebrity basketball game, to increase product awareness, knowledge of Block services and promote new H&R Block developments
- Implemented street teams and other competitive blocking tactics to increase new client revenue growth by 8.72% and 10.9% within 2 years
- Worked with district managers and office managers to identify, prioritize, organize and budget weekly marketing opportunities for each of the 32 offices throughout the district
- Developed, recommended and implemented marketing plans and programs designed to increase revenues, clients, and profitability.
- Created and delivered press releases, media relations content, corporate newsletter content, social media content, and speaking proposals

Event Experience

BET Hip-Hop Awards/BET Soul Train Awards, Atlanta, GA

November 2011 - November 2015

Production Assistant / Artist Liaison

- Onsite Publicist for Nominees and Award Show presenters
- Managed guest booking, green room traffic, and celebrity guest gifting suites
- Managed the RSVP red carpet process and fulfillment of overall media aspects
- Celebrity stage hand ensuring all artist arrived on time for performances

Relay for Life, Tallahassee, FL

November 2011 - April 2013

Entertainment Director, Stage Manager & Publicist

- Organized and successfully orchestrated a 12-hr event with over 2,000 attendees and participants
- Managed site selection, event budgeting, obtaining sponsors, promotion, audio visual, staging, entertainment, onsite venue management and event committee management
- Booked, secured, and scheduled all entertainment and celebrity guest performances while maintaining attentiveness to time, artist schedules, and set event timeline
- Designed artist pampering suite, consisting of chair massages and complimentary food and beverages

FSU Football Team, Tallahassee, FL

September 2011- December 2013

Fan Zone DJ Booking Agent

- Negotiated and booked Game Day DJs and entertainment for Seminole Fan Zone
- Coordinated with Seminole Boosters to ensure successful pre-game entertainment tailgating activities
- Scheduled all DJ appearances for Florida State Football and Basketball home games
- DJ Publicist for community events

ACHIEVEMENTS.

YouFit Health Clubs

September 2016 - May 2019

- Top 1% Company Team Member

H&R Block

May 2014- May 2015

- Top Marketing Coordinator to grow a district by more than 8%

Leadership Academy

December 2016

- Leadership Academy Graduate

COMMUNITY INVOLVEMENT .

- Volunteer with Read America reading to elementary schools across Leon County
- Currently studies Spanish and Arabic to better communicate Internationally

SUMMARY OF SKILLS.

- Language: Conversational Spanish
- Technical: Proficiencies in Social Media, Websites, Microsoft Office (Word, Excel and Powerpoint)

Application Form

Profile

Applications will remain in active files for two years. It is the citizen's responsibility to keep the information on this form current. Please e-mail, call, or write the City Treasurer-Clerk to advise of any changes.

E-mail:
AdvisoryBoards@talgov.com

Mailing Address:
Office of the City Treasurer-Clerk
City of Tallahassee
300 S. Adams St., Box A-32
Tallahassee, FL 32301

Telephone:
850-891-8215

Date

07/30/2021

Brinda _____ C _____ Pamulapati _____
First Name Middle Initial Last Name

email@venviartgallery.com _____
Email Address

Mobile: (850) 322-0965 _____
Primary Phone Alternate Phone

Preferred Mailing Address

Home Address

A physical address is needed to verify City/County residence eligibility.

6378 Belgrand Drive _____
Home Address Suite or Apt

Tallahassee _____ FL _____ 32312 _____
City State Postal Code

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

No

If you selected "Yes" to the above question regarding exemption from public records disclosure then please select the exempt person's status:

None Selected

Work Address - Address Line 1

2901 E Park Ave Unit 2800

Work Address - Address Line 2

Work Address - City

tallahassee

Work Address - State

FL

Work Address - Postal Code

32301

Venvi Art Gallery

Employer

Art Gallery Owner / Director

Job Title

Business

Occupation

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

Brinda Pamulapati is the artist, owner, and director of Venvi Art Gallery that opened in Tallahassee on November 7, 2015. I had played a team role in several charity events and volunteered in several Indian association performance and Visual arts. I have attached my resume.

Reference 1 (at least one)

Rick Minor 850.606.5363

Reference 2

Dan Taylor 1224 Mitchell Ave Tallahassee FL 32303 (850) 443-1963

Reference 3

Kerry Post 315 S. Calhoun Street Suite 540 Tallahassee, FL 32301 (250) 606-2300

[Resume_Brinda_for_gallery.docx](#)

Upload a Resume

Education:

Florida State University

Degree received

BS & MS in Mathematics

Graduate School Attended

Florida State University

Degree received

MS in Mathematics

Demographics

The City of Tallahassee strives to ensure that all City Boards/Committees are representative of the community's demographic makeup. To assist in this endeavor, please complete the fields regarding ethnicity and gender.

Ethnicity *

Asian or Pacific islander

Gender *

Female

**Identify any potential conflicts of interest that might occur were you to be appointed?
(Please enter None if no conflicts)**

None

Are you a City resident?

Yes No

Are you a City utility customer?

Yes No

Are you a City property owner?

Yes No

Are you a Leon County resident?

Yes No

Are you a Leon County property owner?

Yes No

Can you serve a full three-year term?

Yes No

Can you regularly attend meetings?

Yes No

Schedule Conflicts (Please enter None if no conflicts):

None

A criminal history information screening may be conducted on the top applicant. If your answers to the questions below do not accurately and completely reflect your criminal history, you may be eliminated from further consideration for the vacancy.

If you are not sure or do not remember what happened in a criminal case(s), please contact the appropriate county, state or federal agency so that you can report accurate information on your criminal history. For other Boards/Committees the nature, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered.

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

Yes No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

Yes No

If you answered "Yes" to one of the above questions, please complete the following information for each felony and/or first-degree misdemeanor involving conviction or adjudication of guilt withheld:

Charge, Date of Disposition, County/State

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

I Agree

Brinda Pamulapati

CONTACT INFORMATION

GALLERY

Venvi Art Gallery
2901 E Park Ave. #2800
Tallahassee, FL 32301
Cell: 850.322.0965
www.VenviArtGallery.com

HOME

6378 Belgrand Dr.
Tallahassee, FL 32312
Phone: 850.878.0016
brinda@VenviArtGallery.com

Brinda Pamulapati is the artist, owner, and director at Venvi Art Gallery that opened in Tallahassee on November 7, 2015. The purpose of the gallery is to exhibit exclusive originals of emerging and established artists and bringing museum quality exhibitions to the gallery.

EDUCATION

MS, Florida State University, Tallahassee, 2007
BS, Florida State University, Tallahassee, 2005
BSc, Madras University, India, 1995

SELECTED SHOWS

2021 –“Revitalization” Upcoming on August 6th 2021
2018 “Texture in Colors”, Solo show, Venvi Art Gallery, Tallahassee, FL
2018 Live Auction, Charity Show, Jacksonville, FL
2017 FSU Museum of Fine Arts, Asia Coalition, Invitational Exhibition, Tallahassee, FL
2016 Tall Art, Juried Competition, Tallahassee, FL
Asia Coalition – Experience Asia, Invitational Exhibition, Tallahassee, FL
Creative Tallahassee, Group Show, City Hall, Tallahassee, FL
Yazi Gallery, Fall Group Exhibition, Toronto, Canada
2015 Venvi Art Gallery opening, Group Show, Tallahassee, FL
2014 Mc Donald House, Summer Group Exhibition, Toronto, Canada
2013 Live Auction, *Mother’s Cry*, Charity Show, Jacksonville, FL

PERMANENT COLLECTIONS

Yazi Gallery - Jacob Pichhadze
Randi Zuckerberg

PUBLIC COLLECTIONS

City Hall, Tallahassee, FL

ARTICLES- In the news

[Silk threads have family history in Brinda Pamulapati's 'Saree Series' at Venvi Gallery, July 2021](#)

[10 Artworks From Artnet's Gallery Network That Our Experts Are Loving This Week](#)

[Venvi Art Gallery, Tallahassee Family Magazine, Aug 2018](#)

[Local artist will exhibit abstract acrylics at Venvi Art Gallery: Tallahassee Democrat](#)

[Tallahassee Artist, Gallery Owner Presents 'Texture in Colors' April 6- May 12: Khaasbaat \(Scroll down\)](#)

[A Breath of Fresh Air: Tallahassee Magazine](#)

[Modern Renaissance Women Balancing Profession, Passion and Purpose, Brinda Pamulapati –](#)

[Opening Your Mind, Heart and Soul Through Art : Tallahassee Woman Magazine](#)

[Abstract artist Brinda Pamulapati merges math and Painting: Tallahassee Democrat](#)

Published Columns

[Khaas Baat \(Guest Art Columnist\)](#)

2017

[HOW TO UNDERSTAND ART](#)

2018

[IF YOU DON'T UNDERSTAND ABSTRACT ART, IT'S NOT YOUR FAULT](#)

[PRICING ART](#)

[ART COLLECTING FOR BEGINNERS](#)

[JOURNEY FROM REALISM TO CUBISM](#)

2019

[THE JOURNEY FROM CUBISM TO ABSTRACTION](#)

[COMPOSITION AS PATTERNEXPRESSIONISM](#)

[CONNECTING THE DOTS: MATH, ART AND THE EVERYDAY](#)

[COMPOSITION AND NEGATIVE SPACE](#)

[OPENING OF PICTORIAL SPACE AND SUPREMATISM, Oct 2019](#)

[HANGING ARTWORK, Dec 2019](#)

2020

[STUDIO ART MEETS TEXTILES, Feb 2020](#)

[Continuing to write now...](#)

[DURING CORONAVIRUS LOCKDOWN, ESCAPE INTO THE WORLD OF VIRTUAL ART, April, 2020](#)

[ENTERTAINING CHILDREN WITH ART WHILE SOCIAL DISTANCING, Jun 2020](#)

[ART AS A MEDIUM OF EXPRESSION DURING CRISES, Aug 2020](#)

[FLOWER PAINTINGS: THEN AND NOW, Oct 2020](#)

2021

[THE EVOLUTION OF THE ART MARKET, July 2021](#)

TV

Nov 24, 2016 - Abc27 WTXL – COCA Connection

RADIO

Dec 15, 2015 - Tallahassee Talks With Brien Sorne - Business Spotlight host, Miriam Dady, talks with Brinda Pamulapati of Venvi Art Gallery.

OTHERS

Served as Judge for many local arts organizations, selected few are:

Artist League MOFA 2018, Artopia 2017, 2018,2019, 2021.

Panel discussion in Gadsden Museum of Art.

COCA Cultural Grant Program Panel 2019

Represented Gallery:

Venvi Art Gallery

2901 E Park Ave. #2800

Tallahassee, FL 32301

Cell: 850.322.0965

www.VenviArtGallery.com



Permanent Collection: Yazı Gallery, Jacob Pichhadze



Permanent Collection: Randi Zuckerberg



Public Collection: City Hall, Tallahassee, FL



2017 - Asia Coalition Exhibition, FSU Museum of Fine Art, Tallahassee, FL

The Tall Art project highlights local artists

AMANDA KARIOTH THOMPSON
COUNCIL ON CULTURE & ARTS

The Council on Culture & Arts and the Tallahassee-Leon County Planning Department developed the Tall Art project as a unique opportunity to exhibit local art.

In 1998, a wayfinding signage system was implemented for Downtown Tallahassee. An updated signage system will soon help visitors and residents locate area attractions. The City of Tallahassee will complete the installation of new signs by 2020.

To help avoid any confusion by having two different sign systems, the old green wayfinding signs are scheduled to be removed. Many of the new wayfinding signs will reuse the solid foundation bolts which were set for the original signs back in 1998. To prevent these large bolts from becoming a safety hazard along our sidewalks, the City will leave the old sign poles in place and only remove the sign portion from the top.

The remaining 10 foot tall, six inch diameter pole will help prevent tripping, preserve the pole's foundation for when the new wayfinding sign is installed, and provide an interesting, temporary opportunity to showcase local art.

The Tall Art project provides a high-

ly visible and unique display area for artwork by local artists. Artists were invited to submit artworks for consideration and the selected artworks have been reproduced in full color on a UV treated, fade resistant, weather proof, vinyl wrap that has been installed around the poles throughout Downtown Tallahassee.

Thirteen artists were selected to participate in the Tall Art project and they are Tammy Brown, Sara Chang, Terrie Corbett, Gerald Grow, Anne Hempel, Mary Jane Lord, Will Luck, John E. Metcalfe, Stewart Nelson, Lesley Nolan, Brinda Pamulapati, Daniel McCord Taylor, and Kathleen Wilcox. Their artworks represent a diversity of techniques including painting, photography, digital collage and illustration, glass, enamel, and hand-woven tapestry.

Each Tall Art installation will remain on display until the new sign is installed. Learn more about each artist, their artwork, and how to purchase it at TallahasseeArts.org/TallArt. For details on the new wayfinding signage system, visit talgov.com/planning or call the Planning Department at 891-6400.

COCA, the Council on Culture & Arts, is a nonprofit organization that serves as the facilitator and voice for the arts and cultural industry in Florida's capital area. Visit COCA at www.tallahasseearts.org.



LEFT: Blossoms by Brinda Pamulapati. MIDDLE: Kite Day #2 by Mary Jane Lord. RIGHT: Pink Camellias by Sara Chang

2016 - Tall Art Project – City of Tallahassee, FL



JOHN E. DAILEY
MAYOR

April 14, 2023

Brinda C. Pamulapati
6378 Belgrand Drive
Tallahassee, Fl 32312

Dear Ms. Pamulapati,

It is my pleasure to appoint you to the Council On Culture & Arts Board. I understand the commitment that is needed on our committees and I am thankful that you have volunteered your time to be on this board. Your term of office will expire September 30, 2025.

The Council On Culture & Arts is staffed by Kathleen Spehar, who can be contacted at 850-224-2500.

The contributions that you and your fellow members on this board are making are so vital to the upward mobility to the Tallahassee community and I'm thankful for your service. I know that you will find serving on this board to be a wonderful experience.

Thank you again.

Sincerely,

A handwritten signature in cursive script that reads "John E. Dailey".

John E. Dailey
Mayor, City of Tallahassee

cc: Angela Ivy, Treasurer Clerk
Kathleen Spehar

Application Form

Profile

Applications will remain in active files for two years. It is the citizen's responsibility to keep the information on this form current. Please e-mail, call, or write the City Treasurer-Clerk to advise of any changes.

E-mail:
AdvisoryBoards@talgov.com

Mailing Address:
Office of the City Treasurer-Clerk
City of Tallahassee
300 S. Adams St., Box A-32
Tallahassee, FL 32301

Telephone:
850-891-8215

Date

7/19/2021

April _____ Cluess _____
First Name Middle Initial Last Name

cluessa.artist@gmail.com _____
Email Address

Home: (850) 322-9673 _____
Primary Phone Alternate Phone

Preferred Mailing Address

Home Address

A physical address is needed to verify City/County residence eligibility.

2308 Cypress Cove Dr _____
Home Address Suite or Apt

Tallahassee _____ FL _____ 32310 _____
City State Postal Code

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

No

If you selected "Yes" to the above question regarding exemption from public records disclosure then please select the exempt person's status:

None Selected

Work Address - Address Line 1

618 McDonnell Drive

Work Address - Address Line 2

C2

Work Address - City

Tallahassee

Work Address - State

FL

Work Address - Postal Code

32310

The Spot

Employer

Shop Owner

Job Title

Artist

Occupation

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

My academic background includes a BA in Psychology (SUNY New Paltz) and a BFA in Studio Art. I've just been accepted into the Public Interest Media & Communications MA at FSU. I'm a part-time artist and have worked with Cat Family Records as Art Director for 2+ years, working to curate events, produce publications, and assist with marketing materials. My contributions to the committee would include not only an intimate understanding of the Tallahassee art community, but a critical perspective -- a drive to push Tallahassee forward (becoming more inclusive, facilitate important discussions about the community, etc.). I've worked with 621 installing artworks, planning and executing events, and reviewing art applications. I have strong administrative skills as well as a creative eye.

Reference 1 (at least one)

Scott Bell, (850) 405-3910

Reference 2

Lauren Baker, (239) 994-6631

Reference 3

Carrie Ann Baade, (302) 897-8126

[A.Cluess_Resume.pdf](#)

Upload a Resume

Education:

Florida State University

Degree received

BFA Studio Art

Graduate School Attended

Florida State University

Degree received

current

Demographics

The City of Tallahassee strives to ensure that all City Boards/Committees are representative of the community's demographic makeup. To assist in this endeavor, please complete the fields regarding ethnicity and gender.

Ethnicity *

Caucasian/Non-Hispanic

Gender *

Prefer not to say

**Identify any potential conflicts of interest that might occur were you to be appointed?
(Please enter None if no conflicts)**

None

Are you a City resident?

Yes No

Are you a City utility customer?

Yes No

Are you a City property owner?

Yes No

Are you a Leon County resident?

Yes No

Are you a Leon County property owner?

Yes No

Can you serve a full three-year term?

Yes No

Can you regularly attend meetings?

Yes No

Schedule Conflicts (Please enter None if no conflicts):

Work during the day/Monday evenings

A criminal history information screening may be conducted on the top applicant. If your answers to the questions below do not accurately and completely reflect your criminal history, you may be eliminated from further consideration for the vacancy.

If you are not sure or do not remember what happened in a criminal case(s), please contact the appropriate county, state or federal agency so that you can report accurate information on your criminal history. For other Boards/Committees the nature, severity, and date of the offense(s) in relation to the duties of the position for which you are applying are considered.

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

Yes No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

Yes No

If you answered "Yes" to one of the above questions, please complete the following information for each felony and/or first-degree misdemeanor involving conviction or adjudication of guilt withheld:

Charge, Date of Disposition, County/State

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

I Agree

April Cluess

<https://cluessa.com/>

2308 Cypress Cove Dr
Tallahassee, FL 32310
(850) 322-9673
april.cluess@gmail.com

EXPERIENCE

Cat Family Records, Tallahassee, FL – Art Director

July 2019 - current

My responsibilities include hiring interns, managing interns, delegating tasks, and overseeing creative projects. This position includes curation of pop-up art exhibitions in alternative venues and making connections within the community. I assist with installation and deinstallation of artworks and communication with artists. Graphic design tasks are occasionally necessary, most specifically designing flyers for events.

Rent30A, Remote– Customer Service/Sales/Data Entry

July 2020 - current

My responsibilities include maintaining rental listings, coordinating with property managers, answering customer emails, and answering phones. The sales position includes answering inquiries and communicating with in-house or outside vendors to complete orders. Transactions are conducted through quickbooks. Internet research helps provide customers information.

Caribya, Tallahassee, FL – Internet Researcher, Graphic Design

May 2018 - current

My responsibilities include collecting data from the internet and placing it into the database of the website. I also assist with web design brainstorming sessions and creating images for web pages using photoshop and illustrator. Minor code editing assistance, utilizing CSS, Javascript, and HTML.

621 Gallery, Tallahassee, FL -- Marketing Manager

April 2018 - August 2018

My responsibilities included installing/uninstalling artwork and assisting exhibiting artists. Occasionally, I photographed events, managed social media and created graphics to advertise for events. I also assisted with intern scheduling, event planning and maintaining a clean & organized space.

SKILLS

Adobe Suite: Illustrator, Premier Pro, Photoshop, InDesign

Sketchup

Unity

Processing

HTML

Basic woodworking

Basic metal work

Write proposals/reports

Projection Mapping

Basic Quickbooks

Video Production

Planning/Coordination

INTERESTS

Psychology

Digital Art

Posthuman Research

Animation

Psychology

Sculpture

Home Instead Senior Care, Tallahassee, FL — HHA

Oct 2016 - May 2018

My responsibilities mainly included companionship. In the clients home, I would perform light housekeeping, meal preparation, bathing assistance and ensure a safe environment. I received Home Health Aide training and certification from the company.

LANGUAGES

English

Italian (fair)

The Pandorica, Beacon, NY — Busser/Hostess

May 2014 - June 2015

My responsibilities included greeting customers, communicating with staff and maintaining a clean environment. Keeping inventory was only an occasional task of mine. The entire staff took part in opening/closing the shop.

ABM Industries, Manhattan, NY — Porter

June 2013 - Jan 2014

My responsibilities included maintaining a clean environment for corporate offices. Daily tasks were collecting office garbage, vacuuming, dusting and cleaning windows. This job taught me the importance of a professional attitude.

EDUCATION

Roy C. Ketcham High, Wappingers Falls, NY - Diploma

Graduated June 2010

Dutchess Community College, Poughkeepsie, NY — Associate's of Arts, GPA 2.87

Graduated Dec 2012

-Dean's List (spring 2011)

SUNY New Paltz, New Paltz, NY — Bachelor's of Psychology, GPA 3.17 // upper division GPA 3.46

Graduated May 2016

-Dean's List (fall 2015, spring 2016)

-Minors: Art Studio
Evolutionary Studies

Florida State University, Tallahassee, FL — Bachelor's of Fine Art: Studio Art, GPA 3.71

In Progress

-Dean's List (fall 2017, spring 2018)

-Ann Kirn Scholarship (spring 2018, spring 2019)

-Focus area: Digital + Form

REFERENCES

AVAILABLE UPON REQUEST

Application Form

Profile

Date

1/30/2023

Kelly

First Name

A

Middle Initial

Goddard

Last Name

moonlovinchild@gmail.com

Email Address

Preferred Mailing Address

Home Address

2201 Monticello Drive

Home Address

Tallahassee

City

FL

State

32303

Postal Code

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? *

No

Work Address - Address Line 1

400 S Monroe Street

Work Address - Address Line 2

Room B-06

Work Address - City

Tallahassee

Work Address - State

FL

Work Address - Postal Code

32399

Florida Historic Capitol Museum

Employer

Program Coordinator

Job Title

Administrative

Occupation

Which Boards would you like to apply for?

Council On Culture & Arts: Submitted

Interests & Experiences

Please provide biographical information about yourself and also include a resume. Identify previous experience on other boards/committees, charitable/community activities and skills or services you could contribute to this board/committee.

I was born here in Tallahassee, Florida and have lived here my whole life. Both of my children were born here, and most of my family is here-- I am a "Tallahassee Lassie". I am an active member of the Tallahassee music community and play in a band with my husband and brother called The New 76ers. If appointed, this would be my first seat on a Board or Committee, but I have experience working with a Board for my day job and I think this experience will serve me, if I am chosen as a Practicing Artist member.

Reference 1 (at least one)

Grant Peeples, (850) 322-6917, Branch Street, Tallahassee, FL 32303

Reference 2

Rachel Basan Porter, (850) 566-3865, Florida Historic Capitol Museum 400 S Monroe St, Room B-06, Tallahassee, FL 32399

Reference 3

Carrie Hamby, (850) 264-6916, Blue Tavern 1206 N Monroe St, Tallahassee, FL 32303

[KG_resume.pdf](#)

Upload a Resume

Education:

Florida State Universit

Degree received

BA in Humanities (Art History)

Demographics

Ethnicity *

Caucasian/Non-Hispanic

Gender *

Female

**Identify any potential conflicts of interest that might occur were you to be appointed?
(Please enter None if no conflicts)**

None

Are you a City resident?

Yes No

Are you a City utility customer?

Yes No

Are you a City property owner?

Yes No

Are you a Leon County resident?

Yes No

Are you a Leon County property owner?

Yes No

Can you serve a full three-year term?

Yes No

Can you regularly attend meetings?

Yes No

Schedule Conflicts (Please enter None if no conflicts):

none

(1) Have you ever been convicted of a felony or a first-degree misdemeanor?

Yes No

(2) Have you ever had the adjudication of guilt withheld for a felony or a first-degree misdemeanor

Yes No

All statements and information provided in this application are true to the best of my knowledge. Please note that Florida has a broad public records law. Your entire application and the information & responses contained therein, including your name, address, email, and phone number, will become a public record upon submission of the application to the City. In limited circumstances, certain public servants who are afforded protections pursuant to Ch. 119, F.S. may elect to have certain information exempted from public disclosure, upon written request.

I Agree

Kelly Allison Goddard
2201 Monticello Drive
Tallahassee, Florida 32303
(850) 528-8698
Email: moonlovinchild@gmail.com

Education

The Florida State University, BA in Humanities, graduated in April 2000
Tallahassee Community College, AA in General Studies, graduated in May 1998
Lincoln High School, Tallahassee, Florida, Diploma, graduated in June 1995

Certifications

Certificate in Volunteer Administration in 2004 from Volunteer LEON, Leon County, FL

Work Experience

Program Coordinator
Florida Historic Capitol Museum
February 2014 to present

As the Program Coordinator at the Florida Historic Capitol Museum, my position is multi-faceted and broad in duties since I am part of a small staff that all work to run the Museum. I provide support for the Museum Director, museum staff and the direct support organization for the Museum, the Florida Historic Capitol Foundation, Inc. In addition, I serve as assistant marketing coordinator and graphic designer for Museum events and exhibits. I help promote events and exhibits online, in print, and on social media. I also assist in the coordination, planning, and procurement for our events and exhibits at every stage. Currently, in addition to my position as Program Coordinator, I am also serving in the vacant position of Office Manager, handling the financial accounting for the Museum on a daily basis, including the use of QuickBooks to create invoices and deposits for the Foundation; as well as working with Legislative accountants on contracts and purchase orders. In addition to financial record keeping, I also help keep our CRM database up to date with our member's and stakeholders current information. Currently, I also serve as the Education Coordinator (another vacant position) for a program called *Legislative Kids*, where I plan activities, stories, crafts, and tours of the Museum for the children of the current Legislators, who are in town during Session. Other random duties include answering the main phone line for the Museum, greeting and introducing visitors at the Visitor Desk, cleaning, catering and planning Museum and other outreach events, and giving tours or speaking with groups when needed.

Senior Administrative Assistant

The Florida Senate, Office of the Senate Secretary-Administration
August 2011 to January 2014

This position, located in the Office of the Senate Secretary, serves as the Administrative arm of the Florida Senate. In this position, I act as the liaison between the Office of Legislative Services (Human Resources) and all Senate employees. I am responsible for preparing and sending out correspondence relating to all areas of employment; assisting Senators and all Senate staff with any issues of employment, benefits, purchasing, budget and travel. I serve as the assistant to the Director of Administration, who is also the Secretary of the Senate, and work independently to fulfill the duties of Senate Administration, making sure issues are handled in a timely manner. In addition, I assist with any special events for Organization Session and Opening Day of Session. I also assist with front office duties, such as answering main line telephones and covering the reception area when needed.

Senior Administrative Assistant

The Florida Senate, Senate Budget Office
July 2010 to August 2011

This position was located in the Senate President's office. This was a multi-faceted position in that I not only served as the administrative support for the Senate Budget Office under the Director, Craig Meyer, but also for the President's office when Session was not in. During Session, I worked closely with the Senate Budget Committee staff and assisted with bills that were in the Committee, in terms of tracking them and making sure they went through the process smoothly. In addition, I served as primary contact for scheduling for Craig Meyer, as well as, assisted with requests from the Budget Chairman and other Senators and their aides in regards to Budget questions or bills. This position was a high-pressure and fast-paced job during session, in addition, it was a position in which I deal with a lot of different people who wanted to see or meet with the President, Budget Chairman or Director of the Budget Committee. It required excellent organizational skills, ability to timely meet critical deadlines, be very flexible and to demonstrate excellent customer service skills.

Personal Secretary

Florida Department of Agriculture and Consumer Services

June 2006 to June 2010

This position was located in the Office of the Commissioner. I served as the personal assistant to Deputy Commissioner Craig Meyer. This was a highly responsible position, requiring the utmost in professionalism, discretion and teamwork. In addition to serving as personal assistant to Deputy Commissioner Meyer, I also provided administrative support to the other managerial staff in the office, including the Commissioner and Assistant Commissioner. My duties included making travel arrangements, submitting travel requests and approving travel from Divisions using our automated AIMS travel system, keeping files up to date, assisting with telephone and front desk duties when needed, receiving correspondence from Division offices and moving it through the approval process, serving as the P-Card Approver for the Office of the Commissioner which included approving p-card charges, printing reports in FLAIR (State purchasing system) and keeping files updated and ready for audits.

Senior Word Processing Systems Operator/Administrative Assistant I

Florida Department of Agriculture and Consumer Services

February 2005 to June 2006

This position was located in the Bureau of Agricultural Dealers Licenses, Division of Marketing. I was responsible for issuing licenses for Dealers in Agricultural Products using a computer database, I dealt with customers on the telephone and in written correspondence regarding their licensing requirements, updated filing system with new license information, collaborated with IT staff to create a new licensing database using Oracle, a system in which I helped to customize based upon the needs of our Bureau. This new system allowed our Bureau to print our own licenses instead of sending them to the old mainframe printer used by the Department. In addition I wrote the training manual for the new system and trained colleagues on how to use it. In November 2005, I was promoted within the Bureau to an Administrative Assistant I position.

OPS Education Specialist and Volunteer Coordinator

Florida Department of State, Mission San Luis

November 2003 to February 2005

My duties as an Education Specialist included giving guided tours of the site, participating in Living History programs, opening and closing of the historic buildings and of the site, general upkeep of historic buildings and gardens, answering phones and greeting visitors at the front desk when needed, helping out with historical wardrobe for staff and volunteers, helping out with children's camp programs when needed, prepare necessary paperwork to request purchasing for the site (including office supplies, furniture, etc.), participate in educational outreach programs at local and regional schools and community events to educate public about the site and its significance to our community and state.

In my position as the Volunteer Coordinator, I was responsible for the supervising and scheduling of volunteers to work on program days. I was also responsible for creating and mailing out the monthly volunteer newsletter and calendar to all of the volunteers. Other Volunteer Coordinator duties included planning and conducting monthly volunteer meetings, planning volunteer appreciation dinners and activities, planning activities and staffing the Downtown Market outreach programs each month, organizing the volunteer and staff library, developing an updated version of the Volunteer Handbook, provided training, recruitment and placement for new volunteers and securing funding and donations for special events.

OPS Senior Clerk

Tallahassee Community College

August 2003 to November 2003

This position was located in the Office of the Vice President for Academic Affairs. My duties included answering phones, circulating mail, and general administrative office work. I also received requests from Student Organizations for excusal from class for an activity and once approved by the Vice President, I sent notice to each of the students' teachers to advise them of this release.

Server and Entertainment Coordinator

Bella's Italian Restaurant

September 2000 to May 2003

This position started out as a part-time job, developed into a full-time position after October 2001. My duties included greeting and seating the customers, taking orders and giving them exceptional service while dining. I was also charged with coordinating the weekly entertainment, which included scouting, calling and scheduling musicians to play. In addition, I was also responsible for handling the day-to-day operations, such as, inventory of stock (wine, coffee, tea, paper goods, etc.), cleaning the restaurant and restrooms, setting up the tables, prepping for lunch and dinner, as well as training new employees.

Personnel Technician I

Florida Department of Agriculture and Consumer Services

July 2001 to October 2001

This position was a promotion within the Bureau of Personnel Management. My duties included adding new Career Service and OPS employees into the COPES and SAMAS systems, as well as terminating OPS employees from both systems and doing this in a timely manner due to payroll deadlines. I was also responsible for signing up new Career Service employees on our automated sign-up system, while orienting them on the Department's policies and benefits.

Personnel Aide

Florida Department of Agriculture and Consumer Services

August 2000 to July 2001

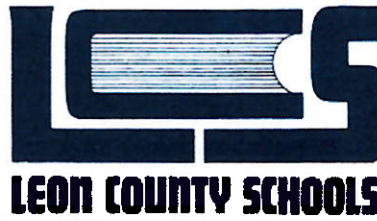
This position was located in the Bureau of Personnel Management, Office of Insurance and Benefits. My duties included answering phones, verifying employment using COPES, distributed mail, filing, faxing, made copies from personnel files upon request, learned the new scanning system for online personnel files, scheduled new employee benefits orientation, assisted benefits section with Open Enrollment inquiries, updated changes made to employee W-4 cards in COPES and SAMAS systems, as well as added new employee W-4 cards into SAMAS, created and updated new and terminating employee files.

OPS Senior Clerk
Florida Department of Health
September 1998 to August 2000

This position was located in the Bureau of Personnel Management. I worked in the file room and duties included verifying employment using COPES system, filed paperwork and timesheets in personnel files in a timely manner, made new employee packets and sent them out to offices within the Department, made copies, answered phones, responsible for making new employee and terminated employee files, prepped terminated employee files over 6 months old to be sent to State Archives, maintained listing of all files sent to State Archives.

BOARD CHAIR
Alva Swafford Smith

BOARD VICE CHAIR
Rosanne Wood



BOARD MEMBERS Attachment #15
Laurie Lawson Cox Page 1 of 2
Marcus Nicolas
Darryl Jones

SUPERINTENDENT
Rocky Hanna

May 18, 2023

Tallahassee/Leon County Planning Department
435 North Macomb Street
Tallahassee, FL 32301

Dear Tallahassee/Leon County Planning Commission Chair;

On Tuesday, April 25, 2023, the Leon County School Board held its regularly scheduled 2nd Tuesday business meeting. Under the consideration section of the agenda (Item #19.13) was unanimously approved (4-0) by the four (4) present School Board members to support Superintendent Rocky Hanna's recommendation to re-appoint Mr. LaRoderick E. McQueen to represent the Leon County School District on the Tallahassee/Leon County Planning Commission. Specifically, Mr. McQueen's second term will start July 1, 2023 and end June 30, 2026.

We continue to look forward to supporting the growth and expansion of our community. If any additional information is needed, please do not hesitate to contact me at 850-487-7177 or by email at gaylem@leonschools.net.

Sincerely,

A handwritten signature in black ink that reads 'Dr. Michelle Gayle'.

Dr. Michelle Gayle, Deputy Superintendent
Leon County School Board

2757 W. Pensacola Street, Tallahassee, FL 32304 • Phone (850) 487-7100 • 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), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status, or genetic information."

Building the Future Together



Agenda Item Details

Meeting	Apr 25, 2023 - Business Meeting
Category	19. Items for Consideration
Subject	19.13 The Superintendent recommends the appointment of LaRoderick McQueen to serve as the Leon County School Board representative on the Tallahassee-Leon County Planning Commission for the period of July 2023 – June 2025.
Type	Action

STAFF MEMBER REPORTING THIS ITEM/PHONE: Dr. Michelle Gayle and Danny Allbritton (487-7177)

ACTION REQUESTED: The Superintendent recommends the appointment of LaRoderick McQueen to serve as the Leon County School Board representative on the Tallahassee-Leon County Planning Commission for the period of July 2023 – June 2025.

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.

To that end, the Superintendent recommends the appointment of LaRoderick McQueen to serve as the Leon County School Board representative on the Tallahassee-Leon County Planning Commission for the period of July 2023 – June 2025.

WILL SUBMITTER BE DELIVERING SIGNATURE DOCUMENTS TO BOARD SECRETARY? No

Strategic Plan Pillar IV



**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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mr. LaRoderick E. McQueen		Date: 5/1/2023 5:06:39 PM	
Home Address:	[REDACTED]	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	[REDACTED]	Do you own property in the Tallahassee City Limits?	No
Email:	mcqueenl@leonschools.net	How many years have you lived in Leon County?	53

(EMPLOYMENT INFORMATION)

Employer:	Leon County School Board	Work Address:	2757 West Pensacola Street
Occupation:	Certified Building Official/Director		
Work/Other Phone:	(850) 617-5912		Tallahassee, FL 32303

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	Black or African American	Gender:	M	Age:	53
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Rocky Hanna	Name:	Darryl Jones
Address:	2757 West Pensacola Street Tallahassee, FL 32303	Address:	324 Chastain Lane Tallahassee, FL 32305
Phone:	(850) 487-7147	Phone:	(850) 528-5241

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? *Planning Commission*

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

If Yes, on what Committee(s) have you served? *Planning Commission*

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **Yes**

To exempt your information from County records, you MUST complete the [Leon County Government Public Records Exemption Request](#).

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: 5/1/2023 5:06:39 PM

LaRoderick E. McQueen



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.

References Provided Upon Request



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 and notarized request directly to the public records custodian for the agency to maintain the exemption for the records in its custody. Under Florida law, for certain exemptions this request must state under oath the statutory basis for the individual's exemption request and confirm the individual's status as a party eligible for exempt status. For records in the custody of the Leon County Board of County Commissioners and County Commission Departments, please return this completed form or a written notarized 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. 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): County Admin - Committee Application

Check all that apply:

<input checked="" type="checkbox"/> Code Enforcement Officer. Section 119.071(4)(d)2.i, F.S.	<input type="checkbox"/> County Tax Collector. Section 119.071(4)(d)2.n, F.S.
<input checked="" type="checkbox"/> Depart. of Business and Prof. Reg. investigators or inspectors. Section 119.071(4)(d)2.m, F.S.	<input type="checkbox"/> Law enforcement personnel, including correctional officers and correctional probation officers. Section 119.071(4)(d)2.a, F.S.
<input type="checkbox"/> Dept. of Children and Family Services personnel whose duties involve investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities. Section 119.071(4)(d)2.a, F.S.	<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). Section 119.071(4)(d)2.g, F.S.
<input type="checkbox"/> Dept. of Health personnel whose duties support the investigations of child abuse or neglect. Section 119.071(4)(d)2.a, F.S.	<input type="checkbox"/> Emergency medical technicians or paramedics certified under chapter 401, F.S. Section 119.071(4)(d)2.q, F.S.
<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. Section 119.071(4)(d)2.o, F.S.	<input type="checkbox"/> 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. Section 119.071(4)(d)2.r, F.S.
<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. Section 119.071(4)(d)2.b, F.S.	<input type="checkbox"/> Dept. of Revenue personnel or local government personnel whose duties include revenue collection and enforcement or child support enforcement. Section 119.071(4)(d)2.a, F.S.
<input type="checkbox"/> Prosecutor (state attorney, assistant state attorney, statewide prosecutor, assistant statewide prosecutor). Section 119.071(4)(d)2.f, F.S.	<input type="checkbox"/> Public defenders and criminal conflict and civil regional counsel (includes assistant public defenders, assistant criminal conflict and assistant civil regional counsel). Section 119.071(4)(d)2.l, F.S.
<input type="checkbox"/> Impaired practitioner consultant, retained by an agency, whose safety to practice licensed profession (includes consultant's employees). Section 119.071(4)(d)2.p, F.S.	<input type="checkbox"/> Justice of Florida Supreme Court; or judge of district court of appeal, circuit court, or county court. Section 119.071(4)(d)2.e, F.S.

<p><input type="checkbox"/> Firefighter certified in compliance with s. 633.408, F.S. Section 119.071(4)(d)2.d, F.S.</p>	<p><input type="checkbox"/> Guardian ad litem as defined in s. 39.820, F.S. Section 119.071(4)(d)2.j, F.S.</p>
<p><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 and 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. Section 119.071(4)(d)2.k, F.S.</p>	<p><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. Section 119.071(4)(d)2.h, F.S.</p>
<p><input type="checkbox"/> Directors, managers, supervisors, and clinical employees of a child advocacy center that meets the standards of s. 39.3035(2), F.S. and fulfills the screening requirement of s. 39.3035(3), F.S. and the members of a Child Protection Team as described in s. 39.303, F.S. whose duties include supporting the investigation of child abuse or sexual abuse, child abandonment, child neglect, and child exploitation or to provide services as part of a multidisciplinary case review team. Section 119.071(4)(d)2.t, F.S.</p>	<p><input type="checkbox"/> Directors, managers, supervisors, nurses, and clinical employees of an addiction treatment facility. The term "addiction treatment facility" means a county government, or agency thereof, that is licensed pursuant to s. 397.401, F.S. and provides substance abuse prevention, intervention, or clinical treatment, including any licensed service component described in s. 397.311(26), F.S. Section 119.071(4)(d)2.s, F.S.</p>
<p><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. † ‡ The exemption set forth at Section 119.071(5)(k), F.S. (2020) has been repealed and therefore applies only to records created before October 2, 2020.</p>	<p><input type="checkbox"/> 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. † Section 119.071(2)(j), F.S.</p>
<p><input type="checkbox"/> U.S. Attorney, Assistant U.S. Attorney, U.S. circuit judge, U.S. district judge, or U.S. magistrate judge. † ‡ Section 119.071(5)(i)2, F.S.</p>	<p>(Intentionally Left Blank)</p>

Printed name: LaRODERICK [REDACTED]
MCQUEEN

Signature (and Title, if app.) of Requester: [Signature] Date: 5/2/23
CERTIFIED BUDG OFFICIAL

† If specifically 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.

‡ Oath, affidavit and confirmation of status not required.

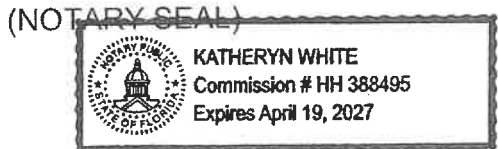
I, LaRODERICK MCQUEEN, do solemnly swear that the statutory basis for my exemption request as set forth herein above is true and correct, under the pain and penalty of perjury.

[Signature]

STATE OF FLORIDA
COUNTY OF Leon

Sworn to and subscribed before me by means of physical presence or online notarization, this 2nd day of May, 2023 by LaRoderick McQueen who is personally known to me or produced as identification.

Katheryn White
Print Name:
Notary Public, State of Florida
My Commission Expires:
April 19, 2027



Attach confirmation of your status as a party eligible for exempt status.



**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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mr. Jason C. Naumann		Date: 4/4/2023 10:55:02 AM	
Home Address:	1410 Betton Road Tallahassee, FL 32308	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 933-0328	Do you own property in the Tallahassee City Limits?	Yes
Email:	jason@naumanngroup.com	How many years have you lived in Leon County?	30

(EMPLOYMENT INFORMATION)

Employer:	The Naumann Group Real Estate	Work Address:	2050 Capital Circle NE Tallahassee, FL 32308
Occupation:	Broker/Owner		
Work/Other Phone:	(850) 325-1681		

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	M	Age:	48
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Andrew Power	Name:	Kimberly Smiley
Address:	4775 Highgrove Road Tallahassee, FL	Address:	1953 Thomasville Road Tallahassee, FL
Phone:	(850) 544-5332	Phone:	(850) 570-0251

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)* **Yes**

If yes, please explain *I am a developer in the area and would recuse myself if a project I am involved in were on an agenda for consideration.*

Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County?* **Yes**

If yes, please explain *I am a developer in Leon County.*

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **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. Jason C. Naumann*

The application was electronically sent: 4/4/2023 10:55:02 AM

2050 Capital Circle NE
Tallahassee, FL 32308
850-933-0328
www.NaumannGroup.com
Jason@NaumannGroup.com

JASON NAUMANN

PROFESSIONAL EXPERIENCE	THE NAUMANN GROUP REAL ESTATE, INC. Tallahassee, FL Broker / Owner 2001 - Present Owner and managing broker of four offices, serving five counties extending from Tallahassee to the Emerald Coast. Areas of expertise include but are not limited to: Residential and Commercial Real Estate Sales, Lots & Land Sales, Community Development, On-Site Sales Management, Asset Management & Consulting. BLUE CHIP REALTY Tallahassee, FL Realtor / Sales 1998 - 2001 Residential real estate sales with a focus on new construction and on-site sales. Residential development. TURNER HERITAGE HOMES Tallahassee, FL Realtor / Sales 1994 - 1998 New construction consultant and on-site sales representative.
EDUCATION	FLORIDA STATE UNIVERSITY Tallahassee, FL Bachelor of Arts Graduation: 1997
LEADERSHIP EXPERIENCE & MEMBERSHIPS	NATIONAL ASSOCIATION OF REALTORS FLORIDA ASSOCIATION OF REALTORS TALLAHASSEE BOARD OF REALTORS EMERALD COAST ASSOCIATION OF REALTORS REALTORS ASSOCIATION OF FRANKLIN & GULF COUNTIES SOUTHERN LIVING CUSTOM BUILDER GREATER TALLAHASSEE CHAMBER OF COMMERCE APALACHICOLA CHAMBER OF COMMERCE WALTON COUNTY CHAMBER OF COMMERCE CHOOSE TALLAHASSEE YOUNG LIFE CITY CHURCH

PROFESSIONAL
REFERENCES

KIMBERLY SMILEY, CENTENNIAL BANK

Market President

850-570-0251

ksmiley@my100bank.com

SUSAN THOMPSON, SMITH, THOMPSON, SHAW, COLON, & POWER, P.A.

Managing Partner / Owner

850-893-4105

susant@stslaw.com

LEONARD HAMILTON, FLORIDA STATE UNIVERSITY

Men's Basketball Head Coach

850-544-3012

jaleham@gmail.com

FORM 4A DISCLOSURE OF BUSINESS TRANSACTION, RELATIONSHIP OR INTEREST

LAST NAME - FIRST NAME - MIDDLE INITIAL Naumann, Jason C.			OFFICE / POSITION HELD
MAILING ADDRESS 1410 Betton Road			AGENCY OR ADVISORY BOARD
CITY Tallahassee	ZIP 32308	COUNTY Leon	ADDRESS OF AGENCY

HOW TO COMPLETE AND FILE THIS FORM:

Parts A and B of this form serve two different purposes. Part A is for advisory board members who wish to use an exemption in the ethics laws that is applicable only to advisory board members. Part B is for public officers and employees who wish to use a separate exemption that is applicable when the business entity involved is the sole source of supply within the political subdivision. In order to complete and file this form:

- **Fill out** Part A or Part B, as applicable.
- **Sign** and date the form on the reverse side.
- **File Part A** with the appointing body or person that will be waiving the restrictions of 112.313(3) or (7), Fla. Stat., prior to the waiver.
- **File Part B** with the governing body of the political subdivision in which the reporting person is serving, prior to the transaction.

PART A - DISCLOSURE OF TRANSACTION OR RELATIONSHIP CONCERNING ADVISORY BOARD MEMBER**WHO MUST COMPLETE THIS PART:**

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, including persons serving on advisory boards. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes, permits the appointing official or body to waive these requirements in a *particular instance* provided: (a) waiver by the appointing body must be upon a two-thirds affirmative vote of that body; or (b) waiver by the appointing person must be effected after a public hearing; *and* (c) in either case the advisory board member must fully disclose the transaction or relationship which would otherwise be prohibited by Subsections (3) of (7) of Section 112.313, Florida Statutes. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable* to an advisory board member.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - The reporting person;
 - The spouse of the reporting person, whose name is Carly Naumann (1% partner); or
 - A child of the reporting person, whose name is _____.
2. The particular transaction or relationship for which this waiver is sought involves [check applicable space]:
 - Supplying the following realty, goods, and/or services: _____.
 - Regulation of the business entity by the governmental agency served by the advisory board member.
3. The following business entity is doing business with or regulated by the governmental agency:

Camellia Oaks, LLC, Vason Lane Holdings, LLC,
4. The relationship of the undersigned advisory board member, or spouse or child of the advisory board member, to the business entity transacting this business is [check applicable spaces]:
 - Officer; Partner; Associate; Sole proprietor; Stockholder; Director; Owner of in excess of 5% of the assets of capital stock in such business entity; Employee; Contractual relationship with the business entity;
 - Other, please describe:

PART B - DISCLOSURE OF INTEREST IN SOLE SOURCE OF SUPPLY

WHO MUST COMPLETE THIS PART:

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain employment and business relationships on the part of public officers and employees. See Part III, Chapter 112, Florida Statutes, and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees" for more details on these prohibitions. However, Section 112.313(12)(e), Florida Statutes, provides an exemption from the above-mentioned restrictions in the event that the business entity involved is the only source of supply within the political subdivision of the officer or employee. In such cases the officer's or employee's interest in the business entity must be fully disclosed to the governing body of the political subdivision. This Part of Form 4A has been prescribed by the Commission on Ethics for such disclosure, *if and when applicable*.

PLEASE COMPLETE THE FOLLOWING:

1. The partnership, directorship, proprietorship, ownership of a material interest, position of officer, employment, or contractual relationship which would otherwise violate Subsection (3) or (7) of Section 112.313, Florida Statutes, is held by [please check applicable space(s)]:
 - () The reporting person;
 - () The spouse of the reporting person, whose name is _____; or
 - () A child of the reporting person, whose name is _____.


2. The following are the goods, realty, or services being supplied by a business entity with which the public officer or employee, or spouse or child of such officer or employee, is involved is:

3. The business entity which is the only source of supply of the goods, realty, or services within the political subdivision is:

(NAME OF ENTITY) (ADDRESS OF ENTITY)

4. The relationship of the undersigned public officer or employee, or spouse or child of such officer or employee, to the business entity named in Item 3 above is [check applicable spaces]:
 - () Officer; () Partner; () Associate; () Sole proprietor; () Stockholder; () Director; () Owner of in excess of 5% of the assets or capital stock in such business entity; () Employee; () Contractual relationship with the business entity;
 - () Other, please describe:

SIGNATURE

SIGNATURE	DATE SIGNED	DATE FILED
	5/4/2023	

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES s. 112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.



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

Name: Ms. Jo Laurie Penrose		Date: 1/3/2022 9:38:21 AM	
Home Address:	280 John Knox Road #165 Tallahassee, FL 32303	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
Home Phone:	(850) 273-2885	Do you own property in Leon County?	No
		Do you own property in the Tallahassee City Limits?	No
Email:	jolauriepenrose@gmail.com	How many years have you lived in Leon County?	63

(EMPLOYMENT INFORMATION)

Employer:	NA--Retired	Work	
Occupation:	Previously transportation/urban planner	Address:	
Work/Other Phone:			

(OPTIONAL)

Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.

Race:	White	Gender:	F	Age:	68
District:		Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Gary Sokolow	Name:	Randy Zepp
Address:	Abbiegale Drive, Tallahassee	Address:	Faith Presbyterian Church, 2200 Meridian Road, Tallahassee
Phone:	(850) 322-1107	Phone:	(850) 385-6151

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 applying for this seat on the Planning Commission because I will bring extensive knowledge and experience in urban planning and understanding comprehensive plan amendments.

(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? *Advisory Committee on Quality Growth, term expires May 2022, not seeking reappointment. Focus groups member, Citizens N. Monroe St. Corridor, group sunset in late January 2022.*

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

If Yes, on what Committee(s) have you served? *Some kind of environmental committee, staffed by Steve Hodges, don't recall the name.*

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**

Is your personal information exempt from public records disclosure in accordance with FS 119.071(2)(j)1 or FS 119.071(4)? **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: *Ms. Jo Laurie Penrose*

The application was electronically sent: 1/3/2022 9:38:21 AM

Jo Laurie Penrose, AICP
280 John Knox Road #165
Tallahassee, FL 32303
850-273-2885, mobile
jolauriepenrose@gmail.com

Experience:

Volunteer experience (retired) between 2016 and current: Appointed to Leon County task force on N. Monroe St. corridor, 2021. Advocated for stronger infrastructure improvements to the corridor. Engaged with StarMetro on improving transit stops and service in the area. Assisted staff with editing task force report. Interviewed twice by local television station.

Advocacy and bill analysis in the 2021 legislative session on SB 100, which would repeal MCORES. Bill analysis, engagement with state legislators, writing and advocating for amendments, tracking bill through Senate and House committees.

APA FL legislative policy committee, review, analysis and reporting on 2021 legislative session bills that would affect local governments in Florida.

Writing personal blog covering topics in urban and transportation planning. Most recent blog post linked here: <https://issuu.com/futuremodes/marchblogpost.docx>

Planning consultant, Tallahassee, FL October 2015-current (part-time) – Full-time editor for House Journal during 2019 legislative session, verifying live copy during House floor sessions. Mentored younger staff in legislative concepts and attention to detail.

Transportation research, planning and analysis for nonprofit organizations and a private land development studio. Plan amendment and land use compatibility analysis and recommendations for 1000 Friends of Florida for the Avenir development in Palm Beach Gardens. Analyzed and interpreted land use plan and traffic study and compared to Palm Beach Gardens' comprehensive plan. Made recommendations for permitting and site plan review.

Land use plan amendment and compatibility policy review for community development in Walton County for private land studio.

Transportation coordinator, City of St. Augustine, July-October 2015-Policy analysis of growth management goals, objectives, and policies to make recommendations for investing in bike and pedestrian facilities.

Coordinated with stakeholders and interest groups to create a more walkable city with shared mobility and numerous modes. Collaborated with neighborhood groups to simplify parking access. Worked with FDOT District 2 on project to ease congestion on a main north-south route. Technical assistance to North Florida TPO.

ETDM project planner, IE Division, URS Corporation, Tampa, FL, Aug. 2014-October 2014 –planner and analyst for FDOT’s Efficient Transportation Decision Making process. Analyzed transportation projects for compatibility with existing land use and future land use maps and data sets. Researched social and cultural data in the Florida Geographic Data Library and Florida Natural Areas Inventory. Revised District 1 Implementation Handbook chapter on Preliminary Environmental Discussion in ETDM screening. Also wrote Handbook chapter on Alternative Corridor Evaluation.

MPO planning coordinator, Greenville, NC, February 2012-Aug. 2014. – managed 2014 update of Long-Range Transportation Plan and prioritization process for selecting projects for the TIP. Managed collecting proprietary data on area employment for update to travel demand model. Managed stakeholder involvement on short range transit plan. Researched potential policies for new transit service in the industrial area.

Technical assistance and MPO input for land use analysis and design of intermodal transit center. Assistant director for coalition of smaller and rural MPOs advocating for additional funding.

Transportation policy analyst, Florida Dept. of Economic Opportunity (formerly Community Affairs), March 2009-July 2011— Analyzed Community Planning Act of 2011 for effects on local government planning. Supervisor of ETDM consultant and provided technical assistance on social, cultural and land use effects of proposed transportation projects. DCA liaison to CUTR study on mobility fees for transportation projects. Analysis and technical assistance to review committee.

Reviewed MPO long-range plans and UPWPs for adherence to comprehensive plan policies, including land use effects on transportation networks to recommend goals, objectives, and policies for adherence.

Transportation analyst, Marion County Planning, Nov. 2007-July 2008—provided technical assistance on transportation issues in growth management plan amendments, studies for transportation and land use compatibility in site plans, and cumulative impact analysis. Analyzed infrastructure management issues in development review. Liaison to the Ocala-Marion County MPO.

Transportation concurrency administrator (management), Manatee County Planning, May 2006-Nov. 2007—supervised staff of four to implement transportation concurrency management system. Analyzed land use compatibility and access impacts of transportation in development projects and developed changes or mitigation. Recommended multimodal strategies for redevelopment projects. Technical assistance to Sarasota-Manatee MPO on LRTP and TIP.

Transportation manager (management), City of Destin, Feb. 2003-2006—managed all transportation projects and development issues for the city. Implemented multimodal transportation planning by managing LOS and analyzing site plans for effects of land use and design, and adherence to multimodal facilities and design standards. Chairman of Okaloosa-Walton MPO TAC 2004-2005. Technical committee member for MPO's LRTP update. Coordinated on project selection with the MPO, on technical committee for LRTP update.

Education:

Master's in Public Administration, FSU. Specialized in transportation policy.
Bachelor's degree in journalism, University of Florida

American Institute of Certified Planners, current.

Additional education:

Site Planning Online, EdX, begun January 2022
Effective Communication for Program and Project Managers, Stakeholders and Teams (audited), EdX, 2021.
Climate Action Planning track, completed, Planetizen, 2021.
Transportation Planning track, completed, Planetizen 2021.
Form-Based Codes track, completed, Planetizen, 2016.

Knowledge, skills, and abilities:

- extensive knowledge of urban and transportation planning;
- knowledge of developing and interpreting comprehensive plan amendments;
- writing and editing;
- policy analysis;
- speak conversational Spanish.

Additional activities:

Task force member, N. Monroe St. corridor improvement, 2021.

Sustainable Tallahassee transportation committee, 2021.

Leon County Advisory Committee on Quality Growth, 2019-2022

APA FL legislative policy committee, appointed 2021.

Volunteer work for 1000 Friends of Florida, 2021.

Pollwatcher, 2020 primary and general elections.

CRTPA Citizens Multimodal Advisory Committee, 2017-2019.

Church volunteer, Faith Presbyterian Church.

Session presenter, Florida ITE summer conference, 2016.

APA Transportation Planning Division vice-chair for outreach, 2014-2016.

APA Transportation Planning Division editor of division publication On The Horizon, 2016.

APA Transportation Planning Division editor of division publication Ahead of the Curve, 2013. Publication won APA Division Council award for contribution to the planning profession.

Keep Greenville Beautiful, 2012-2014.

Jury panelist for East Carolina University planning student presentations, 2013 and 2014.

APA FL Capital Area Section (Tallahassee) Board of Directors, 2010-2011.

From: [Jo Laurie Penrose](#)
To: [Mary Smach](#)
Subject: Re: Planning Commission Vacancy
Date: Tuesday, February 14, 2023 2:47:30 PM
Attachments: [image001.png](#)

EXTERNAL MESSAGE: Carefully consider before opening attachments or links.

Yes, I would like to be considered for the position. My information is the same.

Jo Laurie Penrose

On Tue, Feb 14, 2023, 12:15 PM Mary Smach <SmachM@leoncountyfl.gov> wrote:

Dear Ms. Jo Laurie Penrose,

The Leon County Board of County Commissioners will be making an upcoming appointment to the [Tallahassee-Leon County Planning Commission](#). We have your 2022 application on file, and were wondering if you are still interested in being considered for an appointment to the Planning Commission. Please let us know, and if you are interested, please review your application (attached) to see if it is still current. If you are interested in being appointed and your application is obsolete, please complete a new online application for consideration.

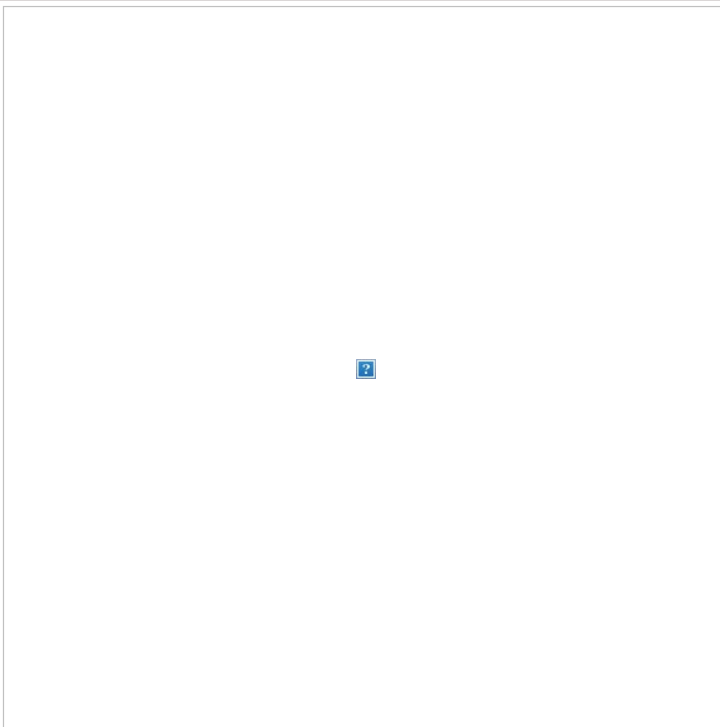
Regards,



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

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**

Notes for Agenda Item #21

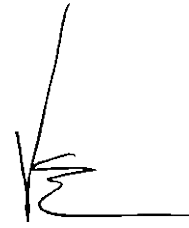
Leon County Board of County Commissioners

Agenda Item #21

June 13, 2023

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Adoption Public Hearing on the 2023 Cycle Comprehensive Plan Text Amendment for the Southside Action Plan

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, Planning, Land Management, and Community Enhancement (PLACE) Artie White, Director, Planning Department
Lead Staff/ Project Team:	Mindy Mohrman, Administrator of Comprehensive Planning

Statement of Issue:

This item provides for the Board's Adoption Public Hearing on the proposed text amendment to the Tallahassee-Leon County Comprehensive Plan for the Southside Action Plan. The purpose of the Public Hearing is to consider adoption of the proposed text amendment.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the public hearing and adopt the proposed Ordinance (Attachment #1), thereby adopting text amendment TTA 2023 009 (Southside Action Plan) to the Tallahassee-Leon County 2030 Comprehensive Plan.

Report and Discussion

Background:

This item provides for the Board's Adoption Public Hearing to consider adoption of the proposed text amendment TTA2023009 (Southside Action Plan) to the Tallahassee-Leon County Comprehensive Plan. The proposed amendment amends *Goal 11 [L] Southern Strategy Area* in the Land Use Element to rename it as the Southside Action Plan, and updates the associated goals, objectives, and policies. Additional updates to the Vision Statement, Utilities Element, Housing Element, and Capital Improvements Element to replace Southern Strategy Area with the adopted Southside Action Plan are included in this amendment.

2023 Comprehensive Plan Amendment Cycle Adoption Hearing

The purpose of the Adoption Public Hearing is to consider adoption of the proposed text amendment. The 2023 Cycle includes one proposed text amendment, TTA 2023 009 (Southside Action Plan). Large-scale amendments and text amendments to the Comprehensive Plan require two public hearings (transmittal public hearing and adoption public hearing). The Transmittal Hearing was held on May 9, 2023, where the Board approved submitting this amendment for review by the State Land Planning Agency and review agencies prior to adoption. In accordance with policy, the City and County Commissions must next vote to adopt this text amendment. For the County, this occurs via Option #1 in this agenda item. For the City, it shall occur on June 14, 2023, at its separate regular meeting. This will be the final steps to approve this text amendment action.

The Tallahassee-Leon County Comprehensive Plan is a joint document adopted by both the City of Tallahassee and Leon County. The Comprehensive Plan includes Goals, Objectives, and Policies intended to guide economic, social, physical, environmental, and fiscal development of the community over the next 20 to 30 years. It is a dynamic document that can be amended on an annual basis. The annual Comprehensive Plan amendment cycle format has been used by the Board and City Commission to amend the Comprehensive Plan since its adoption in 1990. This approach is consistent with Policy 1.8.1 of the Intergovernmental Coordination Element which states, "To promote the efficient use of City and County resources, one Comprehensive Plan amendment cycle will be initiated annually. The Board of County Commissioners or City Commission may approve the initiation of additional Comprehensive Plan amendments outside of the annual cycle." This annual Comprehensive Plan Amendment Cycle approach is intended to make it easier for citizens to monitor and participate in the public review process, and provides for efficient use of staff, outreach, and advertising resources.

Text amendments require approval by both the Leon County Board of County Commissioners and the Tallahassee City Commission. The proposed text amendment was presented to the Board and City Commission at a joint workshop on March 7, 2023. The City Commission transmittal public hearing was held on April 26, 2023, where the City voted unanimously to transmit the proposed text amendment. The Board of County Commissioners transmittal public hearing was held on May 9, 2023, where the Board voted unanimously to transmit the proposed text amendment. This

Title: Adoption Hearing on the 2023 Cycle Comprehensive Plan Text Amendment for the Southside Action Plan

June 13, 2023

Page 3

amendment has been submitted to the State Land Planning Agency and other reviewing agencies in accordance with Section 163.3184, Florida Statutes (F.S.). The Planning Department has received no objections, recommendations, or comments on the proposed amendment. The City Commission adoption hearing for this amendment is scheduled for June 14, 2023.

The overall schedule for the 2023 Comprehensive Plan Amendment Cycle is as follows:

Full 2023 Cycle Amendment Schedule:

Application Cycle	April 2022 – September 23, 2022
Public Open House	December 8, 2022
Local Planning Agency Workshop	January 10, 2023
Additional Public Open House for TMA2023001	January 26, 2023
Local Planning Agency Public Hearing	February 7, 2023
Joint City-County Workshop	March 7, 2023
City Commission Adoption Public Hearing for Small-Scale Map Amendments	March 22, 2023
City Transmittal Public Hearing	April 26, 2023
County Transmittal Public Hearing	May 9, 2023
County Adoption Public Hearing	June 13, 2023
City Adoption Public Hearing	June 14, 2023

The Local Planning Agency (LPA) Public Hearing was held on February 7, 2023. The LPA recommended approval of the proposed text amendment.

If the proposed Ordinance is adopted by both the Board (Option #1) and the City Commission (at its public hearing scheduled for June 14, 2023), the Comprehensive Plan amendment will be considered adopted, and the adopted amendment package will be submitted to the State Land Planning Agency and review agency. The amendment becomes effective 31 days after the State Land Planning Agency notifies the local government that the plan amendment package is complete.

Analysis:

The 2023 Cycle Comprehensive Plan text amendment is as follows:

Joint Text Amendment:

Amendment: TTA 2023 009 – Southside Action Plan

Applicant: Tallahassee-Leon County Planning Department

Jurisdiction: Joint Leon County and City of Tallahassee

Staff: Mindy Mohrman

Synopsis: The proposed amendment amends *Goal 11 [L] Southern Strategy Area* in the Land Use Element to rename it as the Southside Action Plan, and updates the associated goals, objectives,

and policies. Additional updates to the Vision Statement, Utilities Element, Housing Element, and Capital Improvements Element to replace Southern Strategy Area with the adopted Southside Action Plan are included in this amendment.

This proposed amendment advances the County’s FY2022-FY2026 Strategic Initiative:

- *Continue to support updates to the Comprehensive Plan that encourage annexation of southside properties within the Urban Services Area. (2022-41).*

This particular Strategic Initiative aligns with the Board’s Governance Strategic Priority:

- *(G5) Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner.*

The proposed Comprehensive Plan amendment encourages the annexation of southside properties within the Urban Services Area into City limits, by supporting public and private investments and encouraging development, redevelopment, and rehabilitation, which often results in annexation.

Text Amendment: The Southside Action Plan originated with a Tallahassee-Leon County Comprehensive Plan policy adopted in 1998, called the “Southern Strategy Area,” or SSA. The policy was adopted by the City and County Commissions in response to the growing concerns about the unbalanced development happening throughout Tallahassee and Leon County. In 2021, the City and County Commissions revisited the SSA policies after more than 20 years since they were adopted into the Comprehensive Plan, and initiated the Southside Action Plan, or SAP. At the Joint Workshop on April 13, 2021, the County and City Commissions approved the Southside Action Plan approach.

After initiation of the SAP, renewed efforts were made to listen to the southside community about what they wanted to see in the area and what it might take to make it happen. Over a period of several months staff conducted extensive outreach to engage with southside residents, business owners, and other community stakeholders through community conversations, public meetings, neighborhood events, and the Southside Action Plan survey. Through this process community priorities were established and included in the proposed amendment to the Comprehensive Plan to update Goal 11 [L] of the Land Use Element to reflect the goals, objectives, and policies identified by the SAP.

Southside Action Plan Implementation

Following the adoption of the proposed text amendments to the Comprehensive Plan, the next steps are to implement projects that reflect the community priorities of beautification, investment, and engaged and activated citizens. This framework for implementation includes Comprehensive Plan policy updates, strategic objectives and initiatives, and tracking of projects on the southside. The SAP prioritizes community-driven projects that are small-scale in nature and have immediate, tangible benefits to residents and other parties invested in the Southside. These are projects that are quick to implement and visible to community members. In addition, it is a priority of the SAP

to continue public and private investments in long-term capital improvements and investments. With the adoption of the SAP, community-driven projects, as well as public investment and private investment activities will be supported and tracked. This includes public investments through the Blueprint Intergovernmental Agency, tracking of annexations of southside property in the unincorporated areas of the SAP boundary, and the expansion of water and sewer services.

Community-Driven	Public	Private
Community Events Soul of Southside Festival Southside Tour of Homes Neighborhood Clean-ups Beautification Projects	Water and Sewer Infrastructure Sidewalk Construction Additional Street Lighting Blueprint Projects Capital Improvements Fire Station 17 Development	Infill on Vacant Lots Redevelopment Projects Rehabilitation of Homes Rehabilitation of Commercial Properties

This proposed amendment is needed to replace the former Southern Strategy Area with the adopted Southside Action Plan, and provide consistency with this change throughout other elements. The proposed amendment was presented to the Board and City Commission at a joint workshop on March 7, 2023.

The content of the proposed Goal, Objective, and Policies reads as follows:

A full strike through of all Objectives and Policies is provided in Appendix A of Attachment 1.

Goal 11: [L] – Southside Action Plan

A plan shall be developed and monitored to align with the community’s desire for a framework of action in the southern part of the Tallahassee urban area. To achieve this goal, the local governments shall develop a Southside Action Plan that complements long-term public and private investment with small-scale visible improvements that are relatable and community driven. This approach recognizes that the vision of Southside citizens is essential to guiding the development, redevelopment, and rehabilitation of the Southside; and that the community’s vision focuses on three main areas of improvement: Beautification, Investment, and Engaged and Activated Citizens.

Objective 11.1 [L] – Beautification

Beautify and enhance both public and private spaces across the Southside Action Plan area by improving maintenance and increasing investment.

Policy 11.1.1: [L]

Focus local government beautification efforts in shared public spaces by frequently maintaining and enhancing existing public areas. Support citizen and business investment on private property and shared spaces.

Objective 11.2 [L] – Investment

Direct collaborative efforts of both the public and private sectors towards an increase of homeownership, diverse development and redevelopment types, business variety, and infrastructure in the Southside Community.

Policy 11.2.1: [L]

Identify projects that initiate further investment opportunities in the Southside Community. Support partnerships across federal, state, city and county governments with non-profits and private organizations to identify resources for housing, homeownership, business, and infrastructure for the public.

Policy 11.2.2: [L]

Investment within the Southside Action Plan area shall not occur at the expense of the natural environment or water quality in a manner which is found to be inconsistent with local government initiatives, policies, rules or regulations.

Objective 11.3 [L] – Engaged and Activated Citizens

Foster community involvement and celebration of the Southside.

Policy 11.3.1: [L]

Encourage citizens, neighborhoods, and businesses in the Southside to be engaged and actively involved in community-led projects. Promote projects, empower residents, and connect efforts with resources.

Objective 11.4 [L] – Southside Action Plan Evaluation and Update; Relation to Other Goals Objectives & Policies

Monitor the implementation of the Southside Action Plan.

Policy 11.4.1: [L]

The Tallahassee-Leon County Planning Department will monitor project implementation of the Southside Action Plan by reporting annually on Objective 11.1, 11.2, and 11.3; in coordination with the Leon County and the City of Tallahassee strategic plans.

Consistency with Comprehensive Plan

The proposed text amendment was reviewed by staff and the Local Planning Agency (LPA) for consistency with the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan. The proposed amendment is consistent with the Comprehensive Plan.

Additional Goals, Objectives, and/or Policies for land uses and transportation in the southside may be proposed as part of the updates to the Land Use and Mobility Elements currently underway. Any future amendments must be consistent with the SAP goals, objectives, and policies and will be brought to the Board for consideration and adoption.

Summary of TTA 2023 009 (Southside Action Plan):

- Local Planning Agency recommendation on proposed amendment: **Approve**
- Staff analysis of consistency with Comprehensive Plan: **Consistent**
- The staff report for this text amendment is included as Attachment #2.
- No citizen comments have been received on this text amendment.

Next Steps

If approved by the Board of County Commissioners (Option #1) and City Commission, the Southside Action Plan Text Amendment will be considered adopted and will be incorporated into an adoption package and submitted to the State Land Planning Agency and other reviewing agencies. The State Land Planning Agency and review agencies have 31 days from the receipt of the adopted amendments to notify the local government that the plan amendment package is complete. Following this notification, the amendment shall become effective.

Once the text amendment is effective, the Planning Department will monitor and track the implementation of Southside Action Plan projects. The results will be reported back to the Board and City Commission on an annual basis. The following metrics provide examples of how the Southside Action Plan objectives could be measured:

Objective A: Beautification

- A1. Number of homes and businesses improved with funding from the façade improvement grant program by the CRA.
- A2. Number of grants and forgivable loans awarded for property improvements in the Southside.
- A3. Number of completed and visible beautification projects completed.

Objective B: Investment

- B1. Total number of new dwelling units completed in the Southside.
- B2. Number of new certified affordable homes or rental units built in the Southside.
- B3. Number of new construction permits issued in the Southside.
- B4. Number of new sewer connections made available to existing buildings on septic (septic to sewer conversions).

Objective C: Engaged and Activated Citizens

- C1. Number of citizen-led projects completed in the Southside.
- C2. Number of neighborhoods with active associations in the Southside.
- C3. Number of neighborhoods participating in Neighborhood Public Safety Initiative in the Southside.
- C4. Number of properties annexed into the City consistent with the Leon County Strategic Initiative to support updates to the Comprehensive Plan that encourage annexation of southside properties within the Urban Services Area (2022-41).

The metrics will be provided to the Board annually as a status report, and where the Southside Action Plan overlaps with County strategic initiatives, updates will be provided as part of the annual evaluation of the Leon County Strategic Plan.

This Public Hearing has been advertised consistent with Florida Statutes (Attachment #3).

Options:

1. Conduct the adoption public hearing and adopt the proposed Ordinance (Attachment #1), thereby adopting the Text Amendment TTA 2023 009 (Southside Action Plan) to the Tallahassee-Leon County Comprehensive Plan.
2. Conduct the adoption public hearing and do not adopt the proposed Ordinance.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Leon County Ordinance amending the Tallahassee-Leon County Comprehensive Plan (Southside Action Plan)
2. Staff report for Text Amendment TTA 2023 009 (Southside Action Plan)
3. Notice of Public Hearing

1 WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County
2 Commissioners of Leon County has held several public work sessions, public meetings, and public
3 hearings on the proposed amendment to the comprehensive plan, with due public notice having been
4 provided, to obtain public comment, and has considered all written and oral comments received during
5 said work sessions, public meetings and public hearings; and

6 WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County
7 Commissioners of Leon County transmitted copies of the proposed amendment to the comprehensive
8 plan to the Department of Economic Opportunity as the State Land Planning Agency and other state
9 and regional agencies for written comment; and

10 WHEREAS, pursuant to Section 163.3184, Florida Statutes, the Board of County
11 Commissioners of Leon County held a public hearing with due public notice having been provided on
12 the proposed amendment to the comprehensive plan; and

13 WHEREAS, the Board of County Commissioners of Leon County further considered all oral
14 and written comments received during such public hearing, including the data collection and analyses
15 packages, the recommendations of the Tallahassee-Leon County Local Planning Agency, and the
16 Objections, Recommendations, and Comments Report of the Department of Economic Opportunity;
17 and

18 WHEREAS, in exercise of its authority, the Board of County Commissioners of Leon County
19 has determined it necessary and desirable to adopt the amendment to the comprehensive plan to
20 preserve and enhance present advantages; encourage the most appropriate use of land, water and
21 resources, consistent with the public interest; overcome present handicaps; and deal effectively with
22 future problems that may result from the use and development of land within Leon County, and to meet
23 all requirements of law;

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

3 **Section 1. Purpose and Intent.**

4 This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the
5 authority set out in the Community Planning Act, Sections 163.3161 through 163.3215, Florida
6 Statutes, as amended.

7 **Section 2. Text Amendment.**

8 The Ordinance does hereby adopt the following portion of the text attached hereto as Exhibit
9 “A,” and made a part hereof, as an amendment to the Tallahassee-Leon County 2030 Comprehensive
10 Plan, as amended, and does hereby amend “The Tallahassee-Leon County 2030 Comprehensive Plan,”
11 as amended, in accordance therewith, being an amendment to the following Plan element:

12 Text Amendment TTA 2023-009, which relates to the Land Use Element, Utilities Element,
13 Housing Element, Capital Improvements Element, and Vision Statement.

14 **Section 3. Applicability and Effect.**

15 The applicability and effect of this amendment to the 2030 Comprehensive Plan shall be as
16 provided by the Community Planning Act, Sections 163.3161 through 163.3215, Florida Statutes, and
17 this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

18 **Section 4. Conflict with Other Ordinances and Codes.**

19 All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict
20 with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

21

22

23

1 **Section 5. Severability.**

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

5 **Section 6. Copy on File.**

6 To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a
7 certified copy of the enacting ordinance, as well as certified copies of the Tallahassee-Leon County
8 2030 Comprehensive Plan and these updates thereto, shall also be located in the Tallahassee-Leon
9 County Planning Department. The Planning Director shall also make copies available to the public for
10 a reasonable publication charge.

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1 **Section 7. Effective Date.**

2 The plan amendment shall be effective upon adoption by the Leon County Board of County
3 Commissioners and the Tallahassee City Commission and as further provided by the applicable statutes
4 and regulations pertaining thereto.

5 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,
6 Florida, this 13th day of June, 2023.

7
8 LEON COUNTY, FLORIDA

9
10
11 By: _____
12 Nick Maddox, Chairman
13 Board of County Commissioners
14

15
16
17
18 ATTESTED BY:
19 Gwendolyn Marshall Knight, Clerk of the Court
20 & Comptroller, Leon County, Florida
21

22
23 By: _____
24

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

29
30 By: _____

Exhibit A

**SOUTHSIDE ACTION PLAN
PROPOSED COMPREHENSIVE PLAN TEXT AMENDMENT**

**GOAL 11: [L] – SOUTHSIDE ACTION PLAN, STRIKE THRU-
UNDERLINE**

SOUTHSIDE ACTION PLAN

Goal 11: [L] – Southside Action Plan

A plan shall be developed and monitored to align with the community’s desire for a framework of action in the southern part of the Tallahassee urban area. To achieve this goal, the local governments shall develop a Southside Action Plan that complements long term public and private investment with small scale visible improvements that are relatable and community driven. This approach recognizes that the vision of Southside citizens is essential to guiding the development, redevelopment, and rehabilitation of the Southside; and that the community’s vision focuses on three main areas of improvement: Beautification, Investment, and Engaged and Activated Citizens.

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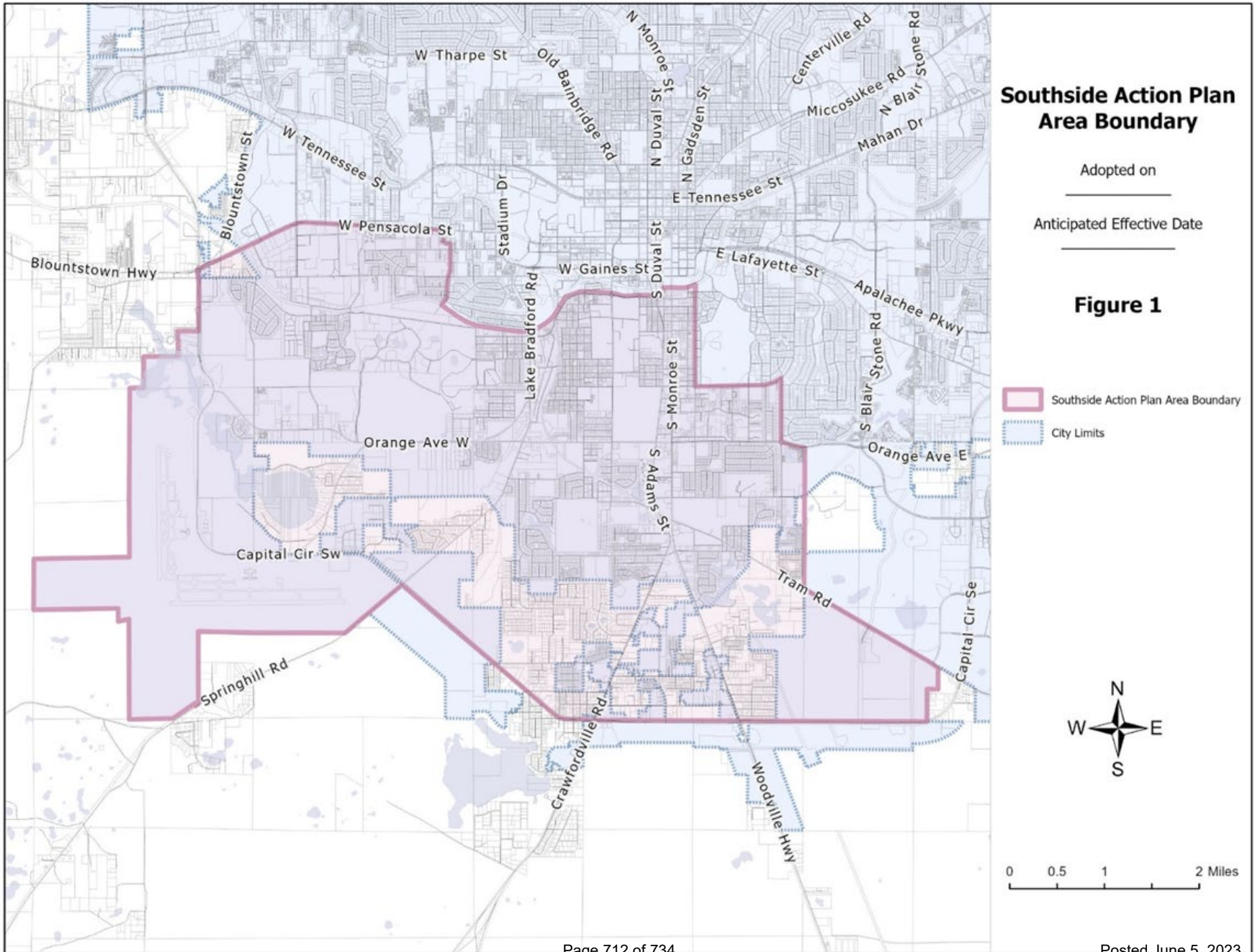
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Policy 11.4.1: [L]

The Tallahassee-Leon County Planning Department will monitor project implementation of the Southside Action Plan by reporting annually on Objective 11.1, 11.2, and 11.3; in coordination with the Leon County and the City of Tallahassee strategic plans.



SOUTHERN STRATEGY AREA

Goal 11: [L] Southern Strategy Area (EFF. 12/8/98; REV. EFF. 7/26/06)

The goal of the Southern Strategy is to encourage quality land development and redevelopment which results in increased population growth toward the southern part of the Tallahassee urban area, to retain and increase employment opportunities, and to attain an income mix in the Southern Strategy Area that is comparable to the remainder of the urbanized County. To achieve this goal, the Southern Strategy will seek to reverse the trend of population loss in the urban core area, reverse the continued increase of families that are living below the poverty level in this area and to stop the further physical deterioration of this vital part of the community. This goal is also to be achieved through considered land development decisions, capital investments, and policies by all levels of government so as to serve as a catalyst for private sector investment in the area. Such decisions are to be based on a sound balance of social, economic, and physical development criteria that are designed to make better use of the available resources to the south, while lessening development pressure in the north and east. The boundaries of the Southern Strategy Area are as shown on the attached map.

Objective 11.1 [L] Housing (EFF. 12/8/98)

In conjunction with the efforts to redirect development and focus population growth toward the southern part of the Tallahassee urban area, a wide range of housing opportunities, both in terms of type and price, will be directed toward the Southern Strategy Area. Components to this effort will be phased.

Policy 11.1.1: [L] (City of Tallahassee) (EFF. 12/8/98)

In years 1999 through 2004, housing efforts shall focus on:

- Maintaining the supply of affordable housing and raising the overall assessed value of housing in the Southern Strategy Area by attracting additional quality residential development to the area.
- Improving the quality of the existing housing stock.
- Improving the safety, appearance, and overall quality of life in the area.
- Increasing home ownership opportunities.

Strategies shall include, but need not be limited to maintaining existing housing stock and residential neighborhoods through increased commitment to code enforcement measures. Such strategies should:

- a. Involve non-profit organizations to the maximum extent possible as a source for providing the funds, assistance and labor for the rehabilitation of existing structures. Self-help and volunteer labor programs should be emphasized to offset the costs of rehabilitation and redevelopment projects.
- b. Consider and develop funding sources for the acquisition of appropriate land or homes in the target area for rehabilitation and development.
- c. Encourage home ownership through local lending institutions such as the Tallahassee Lenders Consortium to make new and rehabilitated homes available to potential residents with reduced or market rate loans, with more flexible underwriting criteria, or at a reduced cost.

Policy 11.1.1: [L] (Leon County) (REV. EFF. 4/18/02)

In years 1999 through 2004, housing efforts shall focus on:

- Maintaining the supply of affordable housing and raising the overall assessed value of housing in the Southern Strategy Area by attracting additional quality residential development to the area.
- Improving the quality of the existing housing stock.
- Improving the safety, appearance, and overall quality of life in the area.
- Increasing home ownership opportunities.

~~Strategies shall include, but need not be limited to maintaining existing housing stock and residential neighborhoods through increased commitment to code enforcement measures. Such strategies should:~~

- ~~a. Develop funding sources for the acquisition of appropriate land or homes in the target area for rehabilitation and development.~~
- ~~b. Involve non-profit organizations to the maximum extent possible as a source for providing the funds, assistance and labor for the rehabilitation of existing structures. Self-help and volunteer labor programs should be emphasized to offset the costs of rehabilitation and redevelopment projects.~~
- ~~c. Encourage home ownership through local lending institutions such as the Tallahassee Lenders Consortium to make new and rehabilitated homes available to potential residents with reduced or market rate loans, with more flexible underwriting criteria, or at a reduced cost.~~

~~Policy 11.1.2: [L] (EFF. 12/8/98)~~

~~Long-term housing policy shall focus on increasing the amount of moderate and upper income housing in the area as a proportion of total housing stock. Strategies shall include, but need not be limited to, improving public infrastructure, improving public safety, and encouraging increased employment opportunities in the Southern Strategy Area.~~

~~Objective 11.2: [L] Southern Strategy Sector Plan(s) (EFF. 12/8/98)~~

~~The Southern Strategy goal shall be implemented through sector plans. Development of these sector plans shall involve residents and business owners, and shall be consistent overall with the Comprehensive Plan and the goals, objectives, and policies within the Plan for the Southern Strategy Area.~~

~~Policy 11.2.1: [L] (EFF. 12/8/98; REV. EFF. 7/20/05)~~

~~The Tallahassee-Leon County Planning Department will evaluate, every three years, the "State of the Southern Strategy" report and submit it to the Local Planning Agency, the Tallahassee City Commission, the Leon County Board of County Commissioners, and City and County departments. This evaluation will serve as one of the factors used in the annual budget submittals of City and County departments. The evaluation will include such land use, demographic, and other data as necessary to provide elected officials, staff, and other citizens a clear assessment as to the progress being made in improving conditions in the Southern Strategy Area.~~

~~Policy 11.2.2: [L] (REV. EFF. 12/10/02)~~

~~By 2004, a sector plan, or plans, shall be prepared and adopted by local government for the Southern Strategy Area. The sector plan(s) shall:~~

- ~~a. Be coordinated with the preparation of redevelopment plans for a Community Redevelopment Area.~~
- ~~b. Include an inventory and assessment of public facilities; an inventory of housing structural conditions; and an assessment of key socioeconomic indicators.~~
- ~~c. Prioritize and focus infrastructure improvements on those facilities that serve this designated area. This should include but not be limited to roadways, utilities, schools, and parks.~~
- ~~d. Encourage and provide forums for the involvement of neighborhood residents, community leaders, neighborhood business leaders, and others in the redevelopment and rehabilitation of this corridor.~~
- ~~e. Identify land use and land development regulation changes to achieve plan objectives, and shall address other issues as identified by sector plan participants.~~
- ~~f. Provide for follow-through in the form of a work plan, including capital improvements programming, with the intent that government projects and programs will proactively serve as stimulants to private sector investment and reinvestment in the Southern Strategy Area.~~
- ~~g. Assess options to increase home ownership.~~

~~Policy 11.2.3: [L] (City of Tallahassee) (EFF. 12/8/98)~~

~~The “State of the Southern Strategy” document will be used to monitor the commitment to undertake needed repairs, replace obsolete infrastructure and facilities and address existing deficiencies within the Southern Strategy Area. This will help to assure the long-term community health of the Southern Strategy Area.~~

~~Policy 11.2.3: [L] (Leon County) (REV. EFF. 4/18/02)~~

~~The “State of the Southern Strategy” document will be used to monitor the commitment to undertake needed repairs, replace obsolete infrastructure and facilities and address existing deficiencies within the Southern Strategy Area. This will help to assure the long-term community health of the Southern Strategy Area and to assess community disparities.~~

~~Policy 11.2.4: [L] (REV. EFF. 1/19/02)~~

~~By 2002, develop and implement a program which is intended to establish incentives for construction, reconstruction, and rehabilitation of housing in the Southern Strategy Area. This program may include, but need not be limited to incentives such as the allocation of funding for and implementation of water and sewer rebates for construction costs (on site and off site), payment of utilities connection fees, and systems charges.~~

~~Policy 11.2.5: [L] (REV. EFF. 1/19/02)~~

~~Concurrent with promoting economic growth in the Southern Strategy Area (SSA), the local government will continue to promote actions leading to restoration and maintenance of surface water quality in the SSA lakes through the implementation of ongoing water quality studies as mandated by Conservation Policy 2.1.7. These studies will identify pollution problems and formulate a plan for resolving these issues. It is not the intent of local government to promote development or redevelopment of the SSA at the expense of the natural environment or water quality of this area.~~

~~Objective 11.3: [L] Attraction of Development (EFF. 12/8/98; REV. EFF. 12/24/10)~~

~~Based on the need to reduce infrastructure and public service delivery costs, enhance urban core stability, protect natural resources, and reduce economic disparity, it is intended that new development be directed into the Southern Strategy Area by making areas inside the urban core and Southern Strategy Area more attractive to development than development at the edges of the urbanized area. To accomplish this over the Plan Horizon, it is intended that residential densities in the Southern Strategy Area average at least two dwelling units per gross acre, and that new non residential development average at least 10,000 square feet per gross acre.~~

~~Policy 11.3.1: [L] (EFF. 12/8/98)~~

~~By 2000, the Transportation Plan and the Transit Development Plan for both the City and the County shall establish criteria for promoting improvements that are needed in the Southern Strategy Area. This may be accomplished by including “Positive impact to the Southern Strategy Area” as one of the criteria for promoting projects in the Southern Strategy Area.~~

~~Policy 11.3.2: [L] (EFF. 12/8/98)~~

~~Require a differential in costs of development for areas outside the Southern Strategy Area to be used as an incentive for development inside the Southern Strategy Area. This can be done through techniques such as reduced permit fees and/or facilities surcharges, and/or through streamlined review for development within the Southern Strategy Area, so long as these techniques are not at the expense of other areas.~~

~~Policy 11.3.3: [L] — (EFF. 12/8/98)~~

~~By 2004, establish a Tax Increment Financing district in the Southern Strategy Area for the purpose of encouraging reinvestment. This district need not include the entire Southern Strategy Area. Local government may stimulate reinvestment by all means provided by law, including public-private partnerships.~~

~~Policy 11.3.4: [L] — (DEL. EFF. 7/20/05)~~

~~Reserved~~

~~Policy 11.3.5: [L] — (EFF. 1/19/02)~~

~~By year 2002, develop landscape and streetscape programs for the Southern Strategy area. Promote the Southern Strategy Area as a focus area to receive available moneys for landscaping of public areas and streetscaping of roadways. Develop several highly visible landscape and streetscape pilot projects to showcase the type of public improvements that emphasize the assets of the Southern Strategy Area.~~

~~Policy 11.3.6: [L] — (EFF. 12/8/98)~~

~~By 2004, develop a plan and funding mechanisms to retrofit existing stormwater capacity problem areas within the Southern Strategy Area, and amend the comprehensive plan accordingly in the next available plan amendment cycle after retrofit plan adoption. Offer subsidized regional stormwater capacity through regional ponds for new and rehabilitated developments in the Southern Strategy Area.~~

~~Policy 11.3.7: [L] — (EFF. 12/8/98)~~

~~The City and the County will work with the Leon County School Board to adopt a Southern Strategy policy statement for public schools by the year 2000. This policy statement will be based on the identification of problems and opportunities associated with the provision of public schools in the Southern Strategy Area, and will include a work plan to establish and maintain public schools as a positive force in assisting the City, the County, and citizens at large in achieving the long-term community health of the Southern Strategy Area.~~

~~Policy 11.3.8: [L] — (EFF. 12/19/02)~~

~~Areas within the Southern Strategy Area that are designated as type B areas will only be permitted to take advantage of concurrency flexibility reflected in Transportation Objective 2.3 and accompanying policies. Areas designated as type B will not be permitted to take advantage of other SSA policies or benefits as outlined in the adopted SSA Comprehensive Plan Policies.~~

~~Objective 11.4: [L] Sensitive Treatment and Location of Institutional Land Uses (EFF. 12/8/98)~~

~~In conjunction with efforts to redirect development and improve the desirability of residing in the Southern Strategy Area of the Tallahassee urban area, special consideration shall be made to avoid the placement of new institutional land uses in the Southern Strategy Area, and to provide mitigative measures to existing institutional land uses in the Southern Strategy Area in order to improve compatibility with surrounding uses.~~

~~Policy 11.4.1: [L] — (EFF. 12/8/98)~~

~~Where environmentally, economically and geographically practical, new heavy infrastructure land uses such as waste water treatment plants, airports, correctional facilities, and power plants which serve larger than neighborhood areas, shall be located in areas outside of the Southern Strategy Area. This policy does not apply to public facilities such as schools, parks, greenways, trails, and other recreational uses that would enhance the desirability of residing in the Southern Strategy Area.~~

Policy 11.4.2: [L] ——— (REV. EFF. 1/19/02)

By the Year 2002, the City and County shall identify and schedule landscaping improvements to enhance the visual appearance of publicly owned institutional land uses in the Southern Strategy Area. Enhanced landscaping requirements shall apply to all existing City and County institutional facilities, as well as to all new institutional facilities and to expanded or improved institutional facilities.

Policy 11.4.3: [L] ——— (DEL. EFF. 12/10/02)

Reserved

Objective 11.5 [L] — Economic Assets — (REV. EFF. 1/19/02)

Identify key economic assets which provide employment in the Southern Strategy area and, by 2002, develop programs or actions to help assure their continued viability as a part of the area's economic base.

Policy 11.5.1: [L] ——— (EFF. 12/8/98)

Work with private sector and educational entities to accomplish the following:

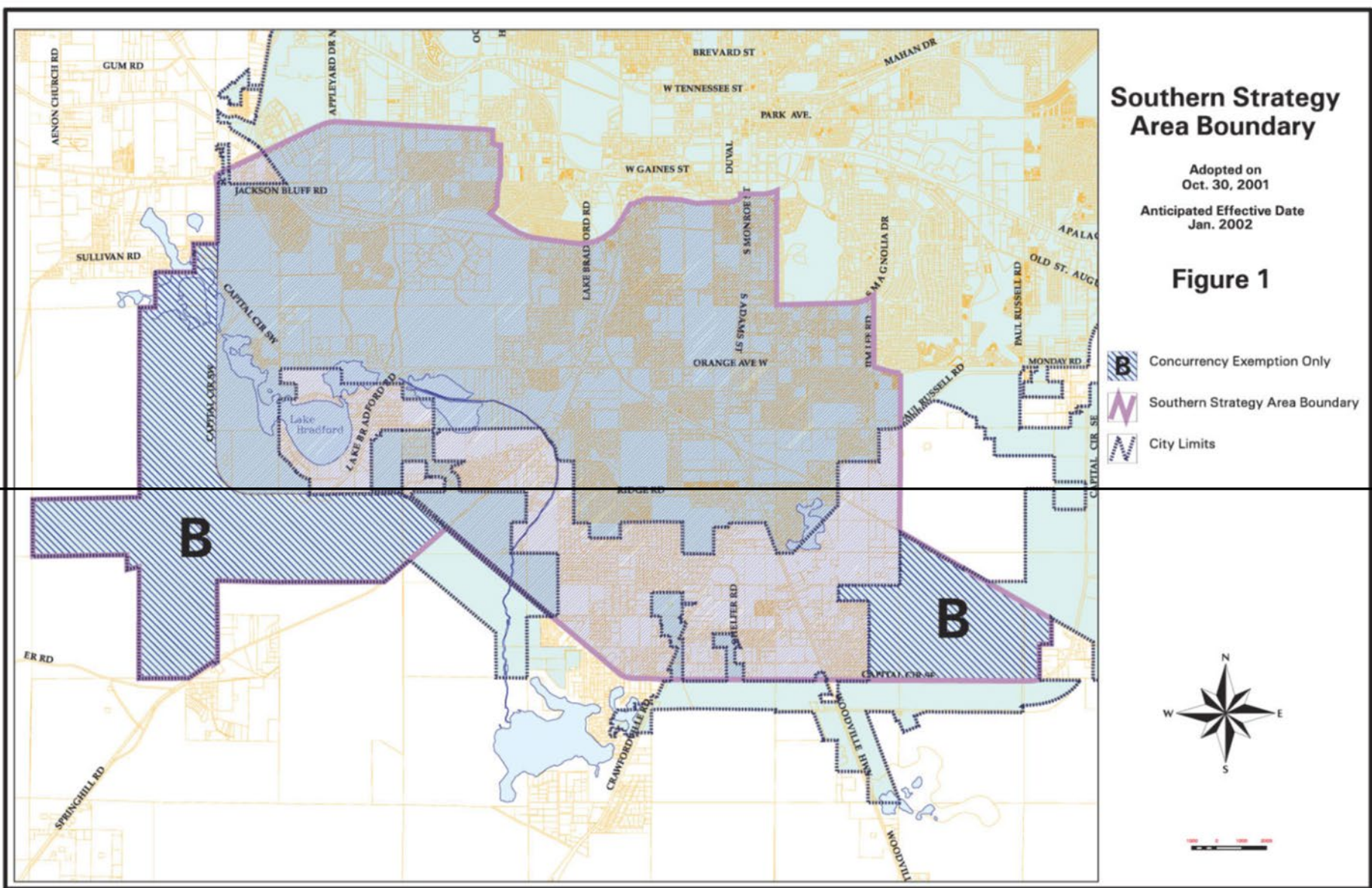
- (a) Develop a proactive marketing strategy for Southern Strategy Area properties to encourage appropriate new businesses and the reuse of existing vacant developments;
- (b) Focus small business assistance programs on businesses in the Southern Strategy Area;
- (c) Research and apply for grants to support economic development in the Southern Strategy Area;
- (d) Focus job training opportunities to lower income residents in the Southern Strategy Area.
- (e) Provide adequate urban infrastructure to support private investment and reinvestment in the Southern Strategy Area.

Policy 11.5.2: [L] ——— (EFF. 1/7/10)

The economic revitalization of the Southern Strategy Area shall focus on business opportunities from the following industries: Aerospace, Defense/Security, Materials and Healthcare.

Policy 11.5.3: [L] ——— (EFF. 1/7/10)

Healthcare facilities shall be encouraged to locate in the Southern Strategy Area. Non-financial incentives shall be provided to facilitate the location of such facilities within the Southern Strategy Area and/or within the southern section of Tallahassee-Leon County.



SOUTHSIDE ACTION PLAN
PROPOSED COMPREHENSIVE PLAN TEXT AMENDMENT
CONSISTENCY TEXT AMENDMENTS, STRIKE THRU-UNDERLINE

[INTRODUCTION]
VISION STATEMENT AND IMPLEMENTATION
(REV. EFF. 7/26/06; REV. EFF. 1/7/10)
[in relevant part only]

...The plan encourages projects and activities that provide significant additional value to the community. This includes supporting development in strategic areas such as the Downtown Overlay, Multimodal Transportation District and ~~Southern Strategy Areas~~Southside Action Plan areas.

~~The intent of the Southern Strategy is to direct quality development and redevelopment into the area designated as the Southern Strategy area. Success of the Southern Strategy will benefit the entire community in terms of an increased tax base, greater choices for residential and employment opportunities, and other general quality of life factors such as greater availability of shopping, recreation and educational opportunities throughout the community. The focus of this strategy is to make this area of the community a desirable residential location for people of all incomes. This area contains many assets we strive for in other parts of the community such as close proximity to jobs and downtown, walk to commercial, neighborhood schools and parks, and affordable housing. Similarly, the Lake Bradford Chain of Lakes, the St. Marks Bike Trail and its extensions, and the proximity of the National Forest make this area important for environmental and recreational reasons. It also contains historic neighborhoods and is in proximity to cultural activities in the community, with museums and nearby concert facilities; educational activities, with two nearby universities and the community college. It contains a great diversity of neighborhoods, housing, and employment close to the urban core. These are the assets that make a true city.~~

The Downtown Overlay consists primarily of the urban core of the City of Tallahassee and is intended to clearly distinguish the City's Downtown Boundary. This overlay district primarily comprises the Capital Center area, Gaines Street Corridor, and parts of the ~~Southern Strategy Area~~Southside Action Plan area. The intent of this overlay district is to encourage high density and quality redevelopment as well as remove barriers to achieving the allowable densities within this area...

UTILITIES: POTABLE WATER

Policy 1.3.4: [PW] (Leon County) (REV. EFF. 8/17/92)

Connection and user fees shall be set at levels sufficient to equitably finance the water infrastructure projects in the CIE. For the purposes of the Sanitary Sewer and Water Sub-Elements, equitably is defined as users paying for hook-up and system charges and their pro rata share of the costs of facility expansions to serve their development, but allowing for special practices to implement the ~~Plan's Southern Strategy~~ Southside Action Plan. Pro rata amounts will be determined by the cost impacts of each development which is anticipated to hook-up to the facility expansion.

UTILITIES: SANITARY SEWER

Policy 1.3.2: [SS]

(REV. EFF. 12/24/10, PREVIOUSLY POLICY 1.3.1: [SS]; REV. EFF. 12/15/11)

For areas lying outside of the Urban Service Area boundary and within the Urban Fringe land use category, central sanitary sewer service may be extended and/or provided by an existing utility provider under the following circumstances:

- a) To serve an existing residential subdivision in order to correct documented environmental or health problems associated with failing septic treatment systems; or
- b) To serve a new Conservation subdivision or permitted non-residential use that is otherwise in compliance with the Comprehensive Plan and its implementing land development regulations; AND
- c) No additional lands designated Rural or Urban Fringe as of August 26, 2006 shall be converted to a more dense or intense land use category unless adjoining lands are also within the designated Urban Service Area boundary or the designated Woodville Rural Community. Conversions to the Woodville Rural Community designation shall be consistent with the Transfer of Development Units provision in Policy 4.2.5: [C].

All costs of sewer line extensions, any necessary lift stations and on-site sewer infrastructure shall be borne by the developer as specified within the adopted "Water and Sewer Agreement" and shall be constructed to the standards specified within the Agreement. In cases where the City of Tallahassee is the service provider, the City Manager and the County Administrator or their designees may agree that the connection of a development to central sewer is not economically feasible and may deny such requests to connect. Such cases may arise when considering lower density isolated developments, developments located in areas that are not environmentally sensitive, or developments that are not within a reasonable distance to existing infrastructure. The City of Tallahassee shall place a higher priority upon serving areas that are within the ~~Southern Strategy Area~~ Southside Action Plan area and/or areas that may be determined to negatively impact the environmental quality of Wakulla Springs if developed with traditional septic tank systems. The City of Tallahassee reserves the right to develop agreements with property owners and developers to make service available within time frames and at locations that vary from those criteria for connection found within the "Water and Sewer Agreement." As part of such agreements, additional financial responsibility may be borne by the developer for connection to occur.

Policy 1.3.7: [SS] (Leon County)

(REV. EFF. 8/17/92; REV. AND RENUMBERING EFF. 12/24/10)

Connection fees and user fees shall be set at levels sufficient to equitably finance the sewer infrastructure projects in the CIE. For the purposes of the Sanitary Sewer and Water Sub-Elements, equitably is defined as users paying for hook-up and system charges and their pro rata share of the costs of facility expansions to serve their development, but allowing for special practices to implement the ~~Plan's Southern Strategy~~ Southside Action Plan. Pro rata amounts will be determined by the cost impacts of each development which is anticipated to hook-up to the facility expansion.

**(CITY OF TALLAHASSEE)
HOUSING ELEMENT**

**Policy 1.2.4: [H]
(EFF. 4/10/09)**

To insure that future development provides some degree of affordable housing units and that these units are evenly distributed throughout the community and to prevent negative impacts associated with geographic over-concentration, the City shall continue to require the following for residential developments: the construction of affordable on-site housing units or off-site housing units within the same census tract or other location as approved by elected officials.

The percentage of affordable units required to be built by the developer shall be established by ordinance and shall be consistent with the following: the most recent housing information available from the Shimberg Center for Affordable Housing and the latest estimates of area family income published annually by the federal Housing and Urban Development Department, or the best available data, as determined by the Planning Department.

The option of contributing fees to an applicable affordable housing program in lieu of construction of an affordable unit shall be available only for small and medium size developments. This fee shall be established by ordinance and shall be based upon a percentage of the difference between the average selling price of the units sold and the established maximum sales price affordable to a low income family. The fee shall apply to each required affordable unit not built. The thresholds for small, medium and large residential developments will be established by ordinance.

In order to accomplish equitable distribution of affordable housing, this policy shall apply only to developments located within census tracts where the median family income is higher than the median family income for Leon County. Census tracts located in the ~~Southern Strategy Boundary~~ Southside Action Plan area where the median family income is higher than the median family income for Leon County shall be exempted from this policy. Maps of the census tracts affected by this policy are located at the end of the Housing Element Goals, Objectives, and Policies.

For the purposes of this policy, two or more developments shall be aggregated and considered as one development, if they are no more than ¼ mile apart and any two of the following criteria are met:

- a) There is a common interest in two or more developments;
- b) The developments will undergo improvements within the same five year period;
- c) A master plan exists submitted to a governmental body addressing all developments;
- d) All developments share some infrastructure or amenities;
- e) A common advertising scheme addresses all development.

**Policy 3.2.2: [H]
(EFF. 12/8/98)**

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~~ Southside Action Plan 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 within the targeted Central Core and ~~Southern Strategy Area~~ Southside Action Plan area neighborhoods.

**(LEON COUNTY)
HOUSING ELEMENT**

**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~~ Southside Action Plan 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 1.4.4: [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~~ Southside Action Plan area.

**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~~ Southside Action Plan 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~~ Southside Action Plan 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~~ Southside Action Plan area. The County shall prioritize or set-aside a portion of existing incentives for developments locating in the ~~Southern Strategy Area~~ Southside Action Plan 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~~ Southside Action Plan area that include affordable/workforce housing.

CAPITAL IMPROVEMENT ELEMENT

Policy 1.1.3: [CI]

(REV. EFF. 7/25/03; REV. EFF. 7/20/05; REV. EFF. 12/24/10; REV. EFF. 12/15/11)

LEVELS OF SERVICE REQUIRED FOR INFRASTRUCTURE, FACILITIES, AND UTILITIES

[in relevant part only]

The following standards are hereby established as the minimum levels of service for various infrastructure, facilities, utilities and services required to support new development within the City of Tallahassee and Leon County.

1. Roadways

The peak hour roadway level of service for Tallahassee and Leon County is established as follows:

Table 1: Peak hour roadway level of service (Capital Improvements)

Functional Classification	Inside the USA	Outside the USA
Interstate, Intrastate, Limited Access Parkways	C	B
Principal Arterials	D	C
Minor Arterials	D / E*	C
Major and Minor Collectors	D / E*	C
Local Streets	D	D

*For Minor Arterials, and Major and Minor Collectors located inside the Urban Service Area and south of U.S. 90, the Level of Service shall be “D” for purposes of establishing priorities for programming transportation improvements, and “E” for meeting concurrency requirements, to support the ~~Southern Strategy~~ Southside Action Plan. Roads north of U.S. 90 shall be LOS D for both programming improvement and concurrency purposes.

Policy 1.2.2: [CI]

(REV. EFF. 12/8/98; REV. EFF. 7/21/05; REV. EFF. 3/17/11)

Existing and future development shall both pay for the costs of needed public facilities.

1. Future development

- a. Future development shall pay for its proportional share of the capital improvements needed to address the impact of such development. Enterprise fund user charges, connection fees, and other user fees paid by new development shall be reviewed every two years to assure that provision of capital improvements needed to address the impact of future development will not increase ad valorem tax rates or rates of electric, gas, water or sewer utilities. Upon completion of construction, “future” development becomes “present” development, and shall contribute to paying the costs of the replacement of obsolete or worn out facilities as described in subsection 2, below.
- b. Future development’s payments may take the form of, but are not limited to, voluntary contributions for the benefit of any public facility, impact fees, capacity fees, dedications of land, provision of public facilities, and future payments of user fees, special assessments and taxes.
- c. Future development’s payment of proportionate fair-share mitigation for various deficient facilities may be aggregated to pay for one or more transportation system improvements. “Significant benefit” proportionate fair share may be applied to calculate and expend developer mitigation in the following manner:

Assessment: The local government shall require an analysis of transportation facilities level of service to determine if deficiencies occur or are projected to occur within a prospective five-year period. If deficiencies are anticipated, the local government may use the “significant benefit” approach to assess proportionate fair-share mitigation and schedule improvements to address the identified deficiency(ies) on the impacted facility(ies) to meet the requirements for financial feasibility pursuant to Sections 163.3164(32), F.S., and 163.3177(3), F.S.

Implementation: The “significant benefit” provision shall be enacted through a Significant Benefit Memorandum of Agreement (“MOA”) between the State of Florida Department of Transportation (“FDOT”), the City of Tallahassee, and Leon County, as it may be amended from time to time. The MOA shall adhere to the following:

- (1) Identify geographic zones and prioritize specific facilities that constitute “significant benefit” facilities for each zone. These facilities, and the amount of funding necessary to pay for each of them, shall be identified within the MOA. Significant benefit facilities included in the annual Capital Improvements Element update shall be noted as being funded by significant benefit proportionate fair-share. A map showing the most current boundaries of the geographic zones shall also be included in the annual Capital Improvements Element update;
 - (2) When there are no roadway capacity projects in the City, County, or FDOT Capital Improvements Plan (“CIP”) that address the capacity deficiency of an impacted roadway segment(s), the local government may collect proportionate fair-share mitigation based on the deficient facility(ies), and direct that mitigation toward the top priority project identified in the MOA;
 - (3) Proportionate fair-share mitigation shall be accumulated for the top priority significant benefit project for each zone until such time as the project is fully funded. This project shall be incorporated into the local government’s 5-Year Capital Improvements Schedule;
 - (4) Prior to adoption of any comprehensive plan amendment relying on a MOA for City and/or County approval, the developer/applicant shall enter into a binding agreement with the City and/or County guaranteeing payment of the proportionate fair-share amount at the time of site plan approval. This agreement shall apply to the parcel rather than the applicant, and shall be submitted to the state land planning agency as data and analysis in support of the comprehensive plan amendment
 - (5) In the event a plan amendment necessitates the addition, deletion or change in priority for projects listed in the significant benefit project priority list (Attachment B of the MOA), the 5-Year Capital Improvements Schedule must be amended to indicate the significant benefit project(s) to which the proportionate fair-share funding will be allocated.
2. Existing development
 - a. Existing development shall pay for the capital improvements that reduce or eliminate existing deficiencies, and some or all of the replacement of obsolete or worn out facilities.
 - b. Existing development’s payments may take the form of user fees, special assessments and taxes. 9J-5.016(3)(b)4, (3)(c)8
 3. Both existing and future development may have part of their costs paid by grants, entitlements or the provision of public facilities from other levels of government and independent districts.

4. The City will eliminate on-site refunds to property owners or their representatives except in those situations within the City limits which specifically support the City's goals of affordable housing, urban infill development, or ~~the Southern Strategy goal of a more balanced growth pattern~~ goals of the Southside Action Plan. In order to receive a rebate, a development must have an average net density of not less than two (2) units per acre.

For purposes of this paragraph, the following definitions shall apply:

- a. Affordable housing: Any residential development in which 7% or greater of the residential units are determined to be affordable housing as defined in Section XIII, Glossary, under the Housing Element.
- b. Urban infill development: A development located on a parcel of property bounded on two or more sides by existing urban development, or adjacent to existing water or sewer service. "Urban development" is defined as densities or intensities of one unit per acre or greater.
- c. ~~Southern Strategy~~ Southside Action Plan: Any development located within the ~~Southern Strategy Area~~ Southside Action Plan Area Boundary, as defined in the Land Use Element. (REV. EFF. 4/18/02)

The amount of on-site water and sewer refunds, on a residential equivalent basis shall not exceed (for water) an amount calculated to be the average cost to extend water distribution lines across a lot having 80 feet of frontage and (for sewer) an amount calculated to be the average cost to extend sewer collection lines across a lot having 80 feet of frontage.

The City shall amend its water and sewer extension policies and ordinances within sixty (60) days of the effective date of this amendment in order to effectuate the intent of this amendment.

In any utility reimbursement agreement, urban services agreement, or any other agreement which provides for on-site refunds, the agreement shall state the specific goal or goals of this plan which are served or achieved by the provision of refunds.

Objective 1.6: [CI]
(EFF. 12/8/98)

The City of Tallahassee and Leon County shall adopt and implement revised programs and/or policies which favor the funding and scheduling of their capital improvements programs and policies for the Central Core Area and ~~Southern Strategy Area~~ Southside Action Plan area.

Policy 1.6.1: [CI]
(EFF. 12/8/98)

The local governments shall commit to undertake needed repairs, replace obsolete infrastructure and facilities, and address existing infrastructure deficiencies within the Central Core Area and ~~Southern Strategy Area~~ Southside Action Plan area. The identification of such projects shall be based on the Comprehensive Assessment of the Central Core Area; the Comprehensive Assessment of the ~~Southern Strategy Area~~ Southside Action Plan area; the Strategic Implementation Plan of the Central Core Area; the Strategic Implementation Plan of the ~~Southern Strategy Area~~ Southside Action Plan area; and, any applicable Sector Plans.

Policy 1.6.2: [CI]
(EFF. 12/8/98)

By 1999, the local governments shall establish criteria for evaluation of projects proposed for inclusion within the 5 Year Capital Improvement Schedule. Among these criteria, there shall be criteria reflecting

the commitment to needed improvements within the Central Core Area and the ~~Southern Strategy Area~~ Southside Action Plan area.

Policy 1.6.3: [CI]
(EFF. 12/8/98)

Funding approved to implement capital improvements necessary to address those needs identified by the Comprehensive Assessment of the Central Core Area and the Comprehensive Assessment of the ~~Southern Strategy Area~~ Southside Action Plan area shall not be diverted to other projects without the expressed consent of the Commission.



2023 Comprehensive Plan Amendment Cycle
TTA2023009
Southside Action Plan

SUMMARY		
Applicant:	Proposed Change:	Amendment Type:
Tallahassee-Leon County Planning Department	This is a text amendment to update Goal 11 [L] of the Land Use Element to reflect the adoption of the Southside Action Plan	Joint Text Amendment
TLCPD Staff:	Comprehensive Plan Amendment:	LPA Recommendation:
Mindy Mohrman, Administrator of Comprehensive Planning	Land Use Element, Vision Statement, Utilities Element, Housing Element, Capital Improvements Element	Approve
Contact Information:	Policy Number(s):	Staff Analysis:
melinda.mohrman@talgov.com 850-891-6415	Goal 11: [L]; Policy 1.3.4: [PW]; Policy 1.3.2, 1.3.7: [SS]; Policy 1.2.4, 3.2.2, 1.3.7, 1.4.4, 1.8.3, 1.8.4: [HC]; Objective 1.6: [CI]; Policy 1.1.3, 1.2.2, 1.6.1, 1.6.2, 1.6.3: [CI]	Consistent
Date: January 19, 2023	Updated: May 10, 2023	

A. EXECUTIVE SUMMARY

The City Commission adopted the Southside Action Plan at their meeting on January 18, 2023 and initiated the proposed Southside Action Plan text amendment (Attachment 1) into the 2023 Comprehensive Plan amendment cycle. The proposed amendment amends Goal 11 [L] Southern Strategy Area to update goals, objectives, and policies related to the Southern Strategy Area and formally renames it as the Southside Action Plan. Additional updates to the Vision Statement, Utilities Element, Housing Element, and Capital Improvements Element to replace Southern Strategy Area with the adopted Southside Action Plan are included in this amendment.

B. LOCAL PLANNING AGENCY (LPA) RECOMMENDATION

Find that the proposed text amendment is **consistent** with the Tallahassee-Leon County Comprehensive Plan, based on the findings and other information contained in this staff report, and **ADOPT** the proposed amendment.

C. STAFF ANALYSIS

Staff finds the proposed text amendment **consistent** with the Tallahassee-Leon County Comprehensive Plan based on the findings and other information contained in this staff report.

D. PROPOSED POLICY CHANGE

A full strike through of all Objectives and Policies is provided in Appendix A.

Goal 11: [L] – Southside Action Plan

A plan shall be developed and monitored to align with the community’s desire for a framework of action in the southern part of the Tallahassee urban area. To achieve this goal, the local governments shall develop a Southside Action Plan that complements long term public and private investment with small scale visible improvements that are relatable and community driven. This approach recognizes that the vision of Southside citizens is essential to guiding the development, redevelopment, and rehabilitation of the Southside; and that the community’s vision focuses on three main areas of improvement: Beautification, Investment, and Engaged and Activated Citizens.

Objective 11.1 [L] – Beautification

Beautify and enhance both public and private spaces across the Southside Action Plan area by improving maintenance and increasing investment.

Policy 11.1.1: [L]

Focus local government beautification efforts in shared public spaces by frequently maintaining and enhancing existing public areas. Support citizen and business investment on private property and shared spaces.

Objective 11.2 [L] – Investment

Direct collaborative efforts of both the public and private sectors towards an increase of homeownership, diverse development and redevelopment types, business variety, and infrastructure in the Southside Community.

Policy 11.2.1: [L]

Identify projects that initiate further investment opportunities in the Southside Community. Support partnerships across federal, state, city and county governments with non-profits and private organizations to identify resources for housing, homeownership, business, and infrastructure for the public.

Policy 11.2.2: [L]

Investment within the Southside Action Plan area shall not occur at the expense of the natural environment or water quality in a manner which is found to be inconsistent with local government initiatives, policies, rules or regulations.

Objective 11.3 [L] – Engaged and Activated Citizens

Foster community involvement and celebration of the Southside.

Policy 11.3.1: [L]

Encourage citizens, neighborhoods, and businesses in the Southside to be engaged and actively involved in community-led projects. Promote projects, empower residents, and connect efforts with resources.

Objective 11.4 [L] – Southside Action Plan Evaluation and Update; Relation to Other Goals Objectives & Policies**Policy 11.4.1: [L]**

The Tallahassee-Leon County Planning Department will monitor project implementation of the Southside Action Plan by reporting annually on Objective 11.1, 11.2, and 11.3; in coordination with the Leon County and the City of Tallahassee strategic plans.

E. CONSISTENCY WITH THE COMPREHENSIVE PLAN

The proposed amendment is was reviewed for consistency with the goals, objectives, and policies of the Tallahassee-Leon County Comprehensive Plan. The proposed amendment is consistent with the Comprehensive Plan.

F. SUMMARY OF FINDINGS

The Southside Action Plan originated with a Tallahassee-Leon County Comprehensive Plan policy adopted in 1998, called the “Southern Strategy Area,” or SSA. The policy was adopted by the City and County Commissions in response to the growing concerns about the unbalanced development happening throughout Tallahassee and Leon County. In 2021, the City and County Commissions revisited the SSA policies after more than 20 years since they were adopted into the Comprehensive Plan and initiated the Southside Action Plan, or SAP. The SAP reflects the City Commission’s priority to reevaluate existing planning policies and develop new strategies that lead to community-desired investment in the Southside. Following staff recommendation to step outside the conventional planning process, the City and County Commissions approved the three-phased SAP approach at their Joint Workshop on April 13, 2021.

After initiation of the SAP, renewed efforts were made to listen to the Southside community about what they wanted to see in the area and what it might take to make it happen. Over a period of months staff conducted extensive outreach to engage with Southside residents, business owners, and other community stakeholders through community conversations, public meetings, neighborhood events, and the Southside Action Plan survey. Through this process community priorities were established and included in the proposed amendment to the Comprehensive Plan to update Goal 11 [L] of the Land Use Element to reflect the goals, objectives, and policies identified by the SAP.

At their meeting on January 18, 2023, the City Commission adopted the Southside Action Plan and initiated the proposed Southside Action Plan text amendment. This proposed amendment is needed to replace the former Southern Strategy Area with the adopted Southside Action Plan, and provide consistency with this change throughout other elements.

G. MEETING SCHEDULES

Below is a list of all public meetings and actions taken by appointed or elected bodies in consideration of this proposed amendment:

City Commission Meetings		Date
X	Southside Investment and Area Strategy Presentation at the City Commission Annual Retreat	January 13, 2021
X	Southside Update at the Board of County Commissioners Meeting	February 16, 2021
X	Southside Action Plan Community Engagement Strategy Update at the City-County Joint Workshop	March 23, 2021
X	Southside Action Plan Community Engagement Strategy Ratified at the City-County Joint Public Hearing	April 13, 2021
X	Southside Action Plan Community Engagement Update at the City Commission Meeting	September 22, 2021
X	Southside Action Plan Update at the City Commission Annual Retreat	January 12, 2022
X	Southside Action Plan Update at the Board of County Commissioners Annual Retreat	January 24, 2022
X	Southside Action Plan Update at the City Commission Annual Retreat	January 18, 2023

2023 Amendment Cycle Meetings		Date Completed
X	Local Planning Agency Public Hearing	Feb. 7, 2023
X	Joint City-County Commission Workshop	Mar. 7, 2023
X	City Commission Adoption Public Hearing for Small Scale Map Amendments	March 22, 2023
X	City Transmittal Public Hearing	April 26, 2023
X	County Transmittal Public Hearing	May 9, 2023

County Adoption Public Hearing	June 13, 2023
City Adoption Public Hearing	June 14, 2023

H. APPENDICES

Appendix A: Proposed Comprehensive Plan Amendment: Southside Action Plan

Notice of Comprehensive Plan Amendment Public Hearing

Board of County Commissioners Adoption Public Hearing
Tuesday, June 13, 2023, 6:00 p.m.
County Commission Chambers, 5th Floor, Leon County Courthouse
301 S. Monroe Street, Tallahassee, FL, 32301

TEXT AMENDMENT ADOPTION

Text Amendment: Southside Action Plan

Reference Number: TTA2023009

Applicant: Tallahassee-Leon County Planning Department

This is a text amendment to the Tallahassee-Leon County Comprehensive Plan Land Use Element that amends Goal 11 [L] to rename it as the Southside Action Plan and update associated goals, objectives, and policies.

Leon County will be broadcasting the public hearing on Comcast channel 16, 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 website (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. 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, June 12, 2023. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300, or via email at LCG_PublicComments@leoncountyfl.gov. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the Ordinance may be inspected on the County's web site (www.LeonCountyFL.gov). To receive copies of the Ordinance by other means, such as email, mail, or facsimile transmittal, contact County Administration at 850-606-5300 or the Tallahassee-Leon County Planning Department at 850-891-6400.

Adoption Hearing 6/13/23

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Posted June 5, 2023